

**College of Merchandising, Hospitality & Tourism  
Department of Hospitality & Tourism Management  
Fall 2016**

**HMGT 4860: Hospitality Business Strategies**

Course Instructor: Young Hoon Kim, Ph.D.  
Office Location: Chilton Hall 343A  
Class Time: 9:00AM-11:50AM  
Class Date: Friday  
Office Hours: Wednesday 1:00 to 4:00PM or by appointment  
Telephone: (940) 565 – 4786  
E-mail: [younghoon.kim@unt.edu](mailto:younghoon.kim@unt.edu)  
Class Location: Chilton Hall 345

**MUST have taken prior to enrollment in HMGT 4860:** HMGT 1420, 1450, 1470, 1500, 2280, 2480, 2800, 2860 (or Management 3720), 3200, 3250, 3260, 3300, 3600, 3700, 3790, 3950, 4210. The following courses may be taken **concurrently** with CMHT 4750 or HMGT 4250, 4480, 4600, & 4820.

Required Text:

- Enz, C. (2010). *Hospitality strategic management: Concepts and cases* (2nd ed.). Hoboken, NJ: John Wiley & Sons, Inc.
- Assigned Readings (Journal Articles will be distributed via Blackboard in PDF format), PowerPoint's™ (distributed via Bb), Case Studies, & In Class Handout Materials.

Suggested Textbook

- American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th Ed.). Washington, DC: American Psychological Association.

**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.

**Program Learning Outcomes**

Upon graduating with a Bachelor of Science in Hospitality and Tourism Management, students will be able to:

1. Demonstrate basic knowledge of theoretical constructs pertaining to the hospitality and industries.
2. Apply the basic principles of critical thinking and problem solving when examining hospitality and tourism management issues.
3. Apply technical aspects of the hospitality and tourism industry.
4. Demonstrate professional demeanor, attitude, and leadership needed for managerial positions in the hospitality industry.

## Course Description

The course provides students with a comprehensive study, strategic management, leadership and analysis of the hospitality manager's role in operating a successful hospitality operation. This course was designed as the "capstone course" of the hospitality management program.

**Learning Outcomes (Upon completion of this course, students will be able to):**

- Apply critical thinking and strategic planning processes for a hospitality operation through case study analysis and discussion.
- Develop a personal leadership style for managing hospitality organizations.
- Use spreadsheets to build a financial business plan for a hospitality operation.
- Develop a human resources business plan for a hospitality operation.
- Develop a marketing plan for a hospitality operation.
- Address hospitality cost controls issues pertaining to labor management.
- Analyze legal and ethical issues in hospitality management.
- Analyze problems and create solutions from the executive management perspective.
- Analyze business strategies from both the corporate and entrepreneurial perspectives.
- Create a business plan (team project) as a final outcome.

## Course Format

This course utilizes a combination of lecture, class discussion, interactive activities (team-based learning), case studies, and field assignments (i.e., project). You are encouraged to actively participate in discussions by asking questions and/or providing feedback. Quizzes and assignments will be given frequently throughout the semester.

## Exams

Three Exams (Exam I, II, & III) will be given during the semester: each exam will cover about 1 – 3/4 chapters. The lowest one out of THREE Exams (Exam I, II, and III) will be dropped automatically. **Exams** will cover all material presented in lectures, class activities, daily quizzes and assignments, projects, text, reading assignments, guest speakers, and other indicated sources. **The final exam is comprehensive and REQUIRED. No make-up exam** will be given unless arrangements are made with the instructor's approval.

## Evaluation (Measurement of Performance)

Homework and Quiz (In and Out Class Practice)	10%	50
Class Participation/ Attendance with Daily Pop Quiz (Sincerity)	10%	50
Group Project: Business Plan (Application)	20%	100
Exam (2 Exams and 1 Final Exam: Knowledge)	60%	300
Total	100%	500

- **Executive in Residence Lecture Series: It is required to attend (TBA: Fall Semester).**
- **Job Career Expo: It is required to attend (TBA: Spring Semester).**
- **CMHT Symposium: It is required to attend (TBA: Spring Semester).**
- **The lowest exam score out of Exam I, II, & III will be dropped.**
- **Extra Credits** will be announced during the semester.

## Grading Scale:

A	451 – 500
B	401 – 450
C	351 – 400
D	301 – 350
F	300 and less

## Course Webpage & On-line Communication

The course website is located at Blackboard (Bb) Learn (<https://learn.unt.edu/>). In order to log on to your Bb, you will need your UNT Login and Password. The Learn Bb is intended to enhance class communications, and therefore it **does not** replace regular class sessions and face-to-face appointments with the Instructor. This site provides the following functions:

- Syllabus and Schedule
- Handouts – Class notes, supplementary readings, team projects guidelines, Assignments, quizzes, and exam hints.
- Grade – Attendance, assignment, quiz, extra-credit, project, and exam
- Discussions – Express your views regarding current and contemporary issues and exchange your ideas with your team members and other classmates.
- Email – Communicate freely without having to remember other's e-mail accounts.

The course learn Bb is only open to students registered in this course and can only be used for the purpose of this course. You are expected to check the site on a regular basis. **I strongly recommend you to check your student e-mail (e.g., [denton.northtexas@my.unt.edu](mailto:denton.northtexas@my.unt.edu)) on a regular basis. I may announce the cancellation of class, a change of class time and room, and other important information you may need to know for this course. \*It is not a responsibility of instructor to send an email for students to check class' announcements/changes.**

## Group Project:

The group project consists of several different components which are due in class on the designated date. Each student is required to work with other students for the group project. Each group must prepare a binder for the project and build each project component into the binder throughout the semester. At the end of the semester, a complete project must be submitted for a comprehensive grade. Each component submission that misses the deadline time will cause a **10% (10 points/day)** deduction from the allocated weight. Guideline for conducting each project component will be discussed in class and the instructor will provide handouts when appropriate. For the final presentation of project, all group members are required to participate. Each group will be given up to **20 (± 5)** minutes for the presentation. However, a running time can be adjusted by reasonable request in advance. This means that good coordination among team members is important for a smooth and consistent participation of each member during the presentation. The presentation must be formal with proper dress. **In the modern business environment, teamwork is one of the most important factors to organizational success. Through this group project, you are expected to learn how to collaborate with coworkers to achieve common objectives: individual projects are not allowed for this reason.**

- **Failing to analyze and submit the group case study and project in a group will result in zero point.**
- For your group project, you must report who (group member) is in charge of a section at the beginning of this semester. For example, Section I: Mr. North Texas, Section II: Ms. Texas Woman, and so on.
- **If you do not show up on the day of your in-class group presentation, you will receive zero point for your project presentation.**

## **Course Contents**

### ***PART I: Strategic Management***

Chapter 1: Strategic Management/Chapter 2: The Environment and External Stakeholders/Chapter 3: Strategic Decision

### ***PART II: Strategy for Organization***

Chapter 4: Organizational Resources and Competitive Advantage

Chapter 5: Strategy Formulation at the Business-Unit Level/Chapter 6: Corporate-Level Strategy and Restructuring

### ***PART III: Strategy Implementation Internally and Externally***

Chapter 7: Strategy Implementation through Inter-organizational Relationships and Management of Functional Resources

Chapter 8: Strategy Implementation through Organizational Design and Control

Chapter 9: Strategies for Entrepreneurship and Innovation

Chapter 10: Global Strategic Management and the Future

## CLASS REQUIREMENTS BY INSTRUCTOR

### Classroom Code of Civility

Students are expected to attend class and honor other students' educational rights by arriving **ON TIME** and conducting themselves in a professional manner at all times in the classroom. Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, students are prohibited from the following: *using cellular (smart) phones, texting message, personal digital assistants or beepers, eating, dominating discussion, making offensive or threatening remarks, reading newspapers or other materials not related to the class, leaving or sleeping during lecture, exhibiting violent behavior, talking excessively during lectures, or engaging in any other form of distraction.*

Inappropriate behavior in the classroom shall result in "minimally" a request to leave class. The instructor, in accordance with departmental policy, will determine any further disciplinary action. Repeated offenses may result in Initiation of Academic Discipline Cases and / or administrative withdrawal (drop) from the course. Student 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 the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university'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.unt.edu/csrr](http://www.unt.edu/csrr) Course drop information: see schedule at - <http://essc.unt.edu/registrar/schedule/scheduleclass.html> Policies on academic dishonesty: <http://www.vpaa.unt.edu/academic-integrity.htm>

#### Academic Conduct

**HONESTY is required of students in the presentation of any and all phases of course work as their own.** Failure to maintain academic integrity will be regarded as a serious offense liable to consequences, possibly suspension. **CHEATING on exams and assignments will not be tolerated and will result in disciplinary action and letter grade, "F."** Cheating includes, but is not limited to, dishonesty on exams or on written assignments, illegal possession of examinations, the use of unauthorized notes during an exam, obtaining information during an exam from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating. Plagiarism refers to offering the work of another's as one's own. The **CMHT** adheres to and enforces UNT's policy on academic integrity (cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty and sabotage). Students in this class should review the policy (UNT Policy Manual Section 18.1.16), which may be located at [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf). Violations of academic integrity in this course will be addressed in compliance with the penalties and procedures laid out in this policy. Students may appeal any decision under this policy by following the procedures laid down in the UNT Policy Manual Section 18.1.16 "Student Standards of Academic Integrity."

#### ADA Statement

If you have a disability for which you will require accommodation under the terms of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, please discuss your needs with the instructor during office hours, or present your request in writing after class. The School of Merchandising and Hospitality Management cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have not registered with the ODA, we encourage you to do so. **Please present your written Accommodation Request on or before the 2<sup>nd</sup> day of class.**

#### Assignment Policy

Refer to the Class Itinerary under **Topics/Activities** for dates when chapters, topics, and assignments will be introduced and discussed in class. Due dates for assignments are under **Assignments/Exams** on the Class Itinerary. It is the responsibility of each student to obtain the information regarding chapters, topics, and assignments if absent from class on the day the chapter, topic, or assignment is discussed. **Students are expected to come to class prepared to participate in the discussion of assigned chapters in the textbook, and assignments.** Chapters in the textbook and assignments are

discussed in detail in class on the day noted under **Topics / Discussion** on the Class Itinerary. Class discussion of chapters and corresponding assignments extend on the learning process and are not intended to *orient* students to the material covered in the assigned readings and assignments. **Daily assignments are to be completed as assigned.** Students will be required to present and explain assigned summary problems in class. The summary problems will be reviewed in class the next class meeting after each assignment is made. This is done to encourage the student to work the problems and not copy the answer for a daily grade. Students will work similar problems on exams; therefore, problems should be utilized as a test of an individual's understanding of the concepts covered. **Assignments with points given must be turned in during class to be considered for evaluation for course credit.** Assignments are to be turned into the instructor at the beginning of class on the designated due date to be considered on time for evaluation and course credit. **Late Assignments will not be accepted. Additionally, it is also your obligation to obtain the information of assignments and turn in your assignment(s) to the instructor. Although you have an excuse for a sick absence, the assignment(s) will not be excused.**

**\*Turn in Draft #1, 2, and Final Project by 11:59PM on Due date: post on the Bb under the assignment.**

### Exam Policy

Refer to the Class Itinerary under **Assignments/Exams** for the dates exams will be administered. It is the responsibility of each student to obtain the information regarding an exam if absent from class on the days the material to be covered on the exam is discussed. All exams are to be taken. **Make-up exams** will be given only to students with an excused absence. If it is necessary for a student to miss an exam, it is student's responsibility to make arrangements for taking the make-up exam. Failure to make-up an exam on the scheduled date will result in a grade of zero [0] for the exam. **If you miss an exam, you must notify the instructor within 24 hours.**

**Excused Absence Policy** – Excused absences require written proof and are given for the following reasons:

- **Illness** – Written evidence of your excuse is required the **FIRST DAY BACK** in class after the absence. A doctor's dated excuse with signature or a dated slip from Student Health Services with signature can be used.
- **Death in the Immediate Family** – Written evidence agreed on by student and instructor of the excuse is required the **FIRST DAY BACK** in class after absence.
- **Religious Observances** – Written evidence of your excuse is required **PRIOR** to the absence and should be provided by the **15<sup>TH</sup> DAY AFTER THE FIRST DAY OF THE SEMESTER.**
- **Approved University or Department Activities** – Written evidence of your excuse is required to be given **PRIOR** to the absence. Example of approved activities: Class field trips and professional meetings.
- **Legal Business** – Written evidence of your excuse is required **PRIOR** to the absence. Example of legal business: Being called as a witness for a trial.
- **The internship CANNOT be excused for any reason!**

### Attendance Policy

**Every week pop quiz will be given to check student's attendance.** Class attendance has a direct bearing on the student's grade because the content of material covered in class extends on information presented in the text. Class attendance will be taken at the beginning of each class session through the use of an attendance sheet or by calling the name of student. It is also the responsibility of each student to sign the attendance sheet before leaving each class session. Failure to sign the attendance sheet on the day of attendance will result in a recorded absence for the day. Class attendance will not be considered on days for a student who (a) arrives to class five (5) minutes or **later** into the class meeting time or (b) leaves class prior to the designated ending time. Signing the attendance sheet for another student will result in disciplinary action to be determined by the instructor of record. Extra credit(s) will be given to the student who has "0" absence for a semester. For more detail information:

- **Illness** – Written evidence of your excuse is required the **FIRST DAY BACK** in class after the absence. A doctor's excuse with signature or a dated slip from Student Health Services with signature can be used (\*Teaching Assistant will contact Dr.'s office after receiving Dr.'s note).
- **One absence will result in 5 points deduction in your attendance.**

- Two late attendances (L: - 5) or two early leaves (E: - 5) will be counted as one absence (2.5 points will be deducted for one late or early leave).
- Because of team project, one absence will result in 3 points deduction in your project grade (\* See Excused Absence Policy: 1.5 points will be deducted for one late or early leave).
- 4 absences will result in “downgrading” your total letter grade of this course (e.g., A to B, B to C, C to D, and D to F).
- 5 times and more absences (excused or unexcused) will result in “F” of this course.
- Class Exercises and Quizzes will be awarded and up to 20 points per class. These points cannot be made up, even with a doctor’s note. Class Points comprise a significant portion of the course total points. Attendance will affect your final grade.

#### Attention

- You will have a designated seat for your group project.
- If you have any questions about class, please do not hesitate to Ask Any questions at Any time
- There is **No Make-up quiz.**
- Please let me know **who you are and what you want to know** when you email me.

#### *As your instructor I will:*

- treat you with the utmost respect and dignity.
- be available for assistance whenever possible.
- listen to your opinions and be open to feedback.
- return all graded work within two weeks.
- do my best to create an enjoyable, but challenging learning environment.

#### **As my partner you will be expected to:**

- **BE ON TIME!**
- ask questions to ensure you understand the material and its relevance.
- treat your classmates with dignity and respect.
- contribute to classroom discussion.
- not wear hats in class.
- come to class prepared, which means **reading the assignment prior to class!**

#### **Revisions:**

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

### HMGT 4860/ HMGT 5260 - Tentative Class Schedule

DATES/ EXAMS	TOPICS/ ACTIVITIES	ASSIGNMENTS/ DUE DATES
Week 1	Introduction & Checking Pre-requisite (s)	
Sep 2	Chapter 1	
Week 2		
Sep 9	Chapter 2	Preview Project & Team
Week 3		
Sep 16	Chapter 3	Group Project Meeting I
<b>Week 4</b>	<b>EXAM I: 1 Hour and 20 Minutes</b>	<b>EXAM I</b>
Sep 23	<b>Chapter 1 - 3</b>	Group Project Meeting II
Week 5	<b>Online - No Class</b>	
Sep 30	Chapter 4 & 5	
<b>Week 6</b>		<b>Project Draft # 1: Section I Due</b>
Oct 7	Chapter 6	Group Project Meeting III
<b>Week 7</b>	<b>EXAM II: 1 Hour and 20 Minutes - No Class</b>	<b>EXAM II</b>
Oct 14	<b>Chapter 4 -6</b>	
<b>Week 8</b>	Guest Speaker I	
Oct 21	Chapter 7 & 8	Group Project Meeting IV
Week 9	<b>Online - No Class</b>	<b>Project Draft # 2 Due</b>
Oct 28	Chapter 9 & 10	<b>Section II, III, IV, &amp; V</b>



### HMGT 4860 / HMGT 5260 - Tentative Class Schedule

<u>DATES</u>	<u>TOPICS / ACTIVITIES</u>	<u>ASSIGNMENTS / EXAMS</u>
Week 10	<b>EXAM III: 1 Hour and 20 Minutes</b>	<b>EXAM III</b>
Nov 4	<b>Chapter 7-10</b>	Group Project Meeting V
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<b>Week 11</b>		
Nov 11	Project Review	
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<b>Week 12</b>		
Nov 18	Presentations (5) for Section I and II	
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Week 13		
Nov 25	<b>THANKSGIVING</b>	
<hr/>		
<b>Week 14</b>		
	Guest Speaker II	
Dec 2	Presentations (5) for Section III & IV	<b>Final Project Due</b>
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<b>Week 16</b>		
Dec 9	Discussion Session	
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<b>Week 17</b>		
Dec 15	<b>Chapter 1-10</b>	<b>FINAL EXAM</b>
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## CMHT Syllabus Statements

### ACADEMIC REQUIREMENTS

#### Academic Status

- This term is used as an indication of a student's academic standing with the university. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.0 to remain in good academic standing.
- A graduate student is placed on academic probation at the end of any enrollment period in which the CGPA drops below 3.0.

### ACADEMIC ADVISING

#### CMHT Graduate Faculty Advisor

- CMHT MS students: plan to contact your assigned graduate faculty advisor at least once a semester, preferably twice. After the degree plan is completed, provide updates specifically on any change related to your degree plan. This includes changing the classes selected on the degree plan, change of minor or change in choice of thesis or non-thesis option.
- CMHT Graduate Academic Certificate students: contact Dr. Kennon, Graduate Coordinator at least once every semester to verify certificate program progression.

#### Degree Plan

- The degree plan is an official document prepared and approved by the student's major professor and the Department Chair and lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program. The degree plan is then submitted for department chair approval during the student's first term/semester of enrollment. The degree plan is subject to the requirements of the catalog in effect at the time the degree plan is approved. Policy found at: <http://www.unt.edu/catalog/grad/academics.htm>

#### Non-Degree Students

- Non-degree seeking students are admitted to the Toulouse School of Graduate Studies to enroll in graduate or undergraduate courses and are not admitted to a degree program or do not intend to complete a degree at UNT. Up to 12 graduate semester credit hours taken as a non-degree seeking student may be used toward a degree only with approval from the academic department. Non-degree seeking students must meet graduate school admission requirements.
- Students who continue to register for courses beyond the first 12 hours risk earning credits that cannot be applied to a degree program if admission is obtained later. Satisfactory completion of course work and/or other degree requirements does not imply acceptance of those credits toward a degree program. It is the responsibility of the student to know his or her admission status and seek admission to a degree program in a timely manner. <http://www.unt.edu/catalog/grad/academics.htm>

#### Application for Graduation

- It is the responsibility of the student to stay well-informed of progress toward the degree and to file the appropriate degree application with the office of the graduate dean. This is handled by accessing the online form and following the directions at <http://tsgs.unt.edu/academics/graduation>. Consult the online academic calendar at <http://registrar.unt.edu/graduation-and-diplomas> for the proper dates. The applicant's grade point average on all graduate work attempted must be at least 3.0 for the application to be accepted. Please note that there are no longer summer graduation ceremonies and the graduation deadline

### 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. <http://vpaa.unt.edu/academic-integrity.htm>

As a graduate student, you may be accumulating a body of knowledge related to your research focus. If you desire to continue with this endeavor in a current or future class you should discuss this matter with your instructor before beginning an assignment which you might utilize previously submitted work.

Again, submitting papers, projects, or case studies that have already been submitted in previous coursework or current coursework is academic dishonesty.

### STUDENT PERCEPTIONS OF TEACHING

The Student Perceptions of Teaching (SPOT) is the student evaluation system at UNT. This assessment will be made available during the semester. Student feedback is important and an essential part of participation in this course.

### QUALIFIED STUDENTS UNDER THE AMERICANS WITH DISABILITIES ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973

The College of Merchandising, Hospitality and Tourism cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have a disability for which you will require accommodation, please present your written accommodation request by the end of the first week and make an appointment with the instructor to discuss your needs.

### IMPORTANT DATES

Specific details of all deadlines and events are found at these websites.

Use these websites for all final verifications of deadlines and dates.

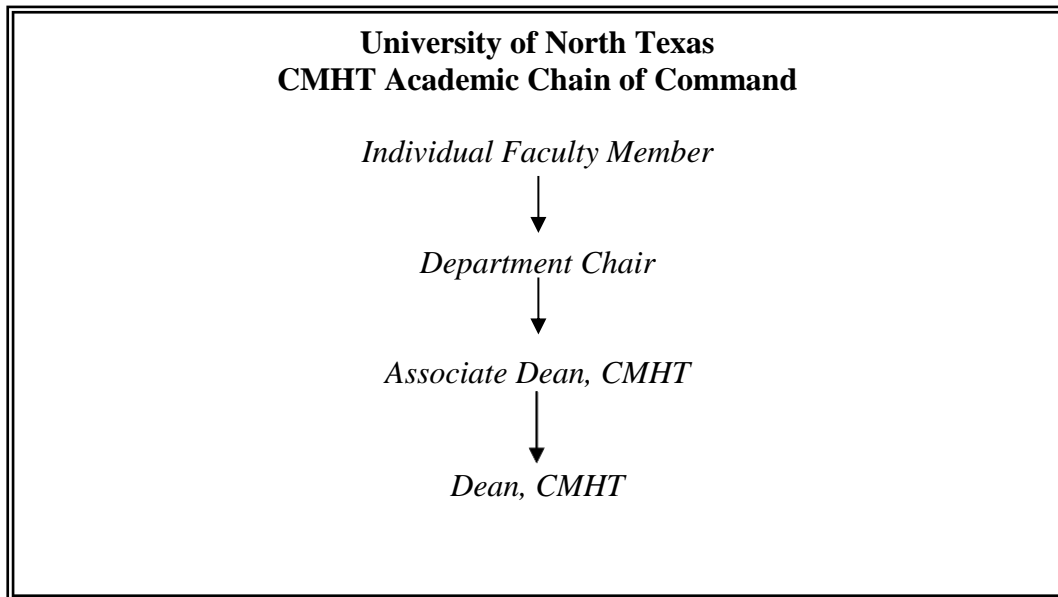
<http://registrar.unt.edu/registration/registration-guides-by-semester>

<http://tsgs.unt.edu/academics/graduation>

August 29	First Class Day (Monday)
September 9	Deadline to apply for Graduation. ABSOLUTE Last Day to apply.
September 13	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
October 7	Last day for student to receive automatic grade of W for nonattendance. Last day for change in pass/no pass status. Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing. After this date, a grade of WF may be recorded.
November 4	CMHT submits proof of comprehensive exam results, PILOT and thesis completion. Remove grade of I and submit degree plan submissions prior to proof of completion.
November 7	Last day to drop with either W or WF. Last day for a student to drop a course with consent of the instructor.
November 23	Last day to withdraw from the semester (Dropping all UNT courses) A grade of WF may be assigned if student is not passing.
December 9	Reading day. No classes.
Dec 10-16	Finals week.

## ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related issues. When you need problems resolved, you should start with your individual faculty member who will then help you navigate the Chain of Command shown below:



## ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site [www.my.unt.edu](http://www.my.unt.edu). If you do not regularly check Eagle Connect or link it to your favorite e-mail account, please so do, as this is where you learn about job opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

## COURSE SAFETY STATEMENTS

Students in the College of Merchandising, Hospitality and Tourism are urged to use proper safety procedures and guidelines. 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. 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.

## **IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES**

From UNT-International regarding On-Campus Component Reporting Form for Online Courses. "Immigration regulations stipulate that for F-1 International Students "no more than the equivalent of one on-line/distance education class or 3 credits per session may count towards the full course of study requirement" (8 C.F.R. § 214.2(f)(6)(i)(G)). At UNT, many online courses are in reality "blended" courses that have both online and on-campus components. To compensate for the "blended" courses, UNT has created this form to allow students taking a "blended" course to count the course as an on-campus course and not an online course to comply with their full time enrollment requirement. This form should be filled out and signed by the Course Professor and returned to the International Student and Scholar Services Office during the first week of classes for a given term."

Form link: <http://international.unt.edu/node/482>

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email [international@unt.edu](mailto:international@unt.edu) ) to get clarification before the one-week deadline.

### **CLASSROOM POLICIES (On-campus and on-line)**

The University's expectations for student conduct apply to all instructional forums. The Code of Student Conduct is located at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) .

### **EMERGENCY NOTIFICATION & PROCEDURES**

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). <http://www.unt.edu/eaglealert/> The system sends messages to the phones, etc. of all active faculty staff, and students. Please make certain to update your phone numbers at [www.my.unt.edu](http://www.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 (weather or other circumstance) check your Eagle Connect email and check into your Blackboard course to receive information regarding your specific classes.