

WELCOME TO UNT HETM!



MS in Hospitality Management

Graduate Student Handbook



COLLEGE OF MERCHANDISING,
HOSPITALITY & TOURISM
Department of Hospitality, Event,
& Tourism Management



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DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

MISSION AND VISION

Mission Statement

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.

Vision Statement

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

MASTER'S DEGREES

Master of Science degree in Hospitality Management (HMGG)

Students earning a Master of Science degree in Hospitality Management view themselves as global hospitality industry leaders who have the core competencies and a universal perspective required for effective business interactions.

The 30 credit-hour Master of Science degree in Hospitality Management offers an integrated program of study focusing on the management of products, services, and experiences in a consumer-driven global market.

Courses are taught by knowledgeable and supportive faculty members who are actively involved in research involving hospitality operations, data analytics, marketing of hospitality services, human resources, sustainability, information technology, event management, legal aspects, and global tourism impacting the hospitality industry.

Effective leaders are developed through core competencies including solving complex problems, generating new knowledge, communicating effectively, and creating new products and business strategies. Graduate coursework in various areas prepares students for careers in lodging management, event management, restaurant management, tourism management, and entrepreneurship. For those students who are interested in academic careers, the program provides education for them to teach hospitality management related courses at college level or pursue a doctoral degree in hospitality management.

The Master of Science in HMGG can be completed 100% online or in a blended mode.

Program Learning Outcomes

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

- Demonstrate, apply, and assess theoretical knowledge pertaining to the hospitality industry.
- Exemplify critical thinking in decision-making in hospitality management.
- Assess exemplary and innovative management, leadership and teamwork strategies for hospitality organizations.
- Apply conceptual and empirical-based research to generate effective solutions related to hospitality management.
- Articulate theories and management practices of the hospitality profession.

Market Skills

- Advance hospitality knowledge
- Application of appropriate research methods
- Analyze/synthesize information from sources
- Hospitality strategic planning
- Evaluate growth/competitive strategies

Degree Plans

Students must earn a minimum of 30 semester hours to receive MS in Hospitality Management degree. Students in MS in Hospitality Management can choose in two tracks: Professional track and Research track. Students can also choose to complete the program either in a resident/blended format or in a 100% online format. The following are four degree plans for your choice.

- Dual numbered classes cannot be repeated if taken for undergraduate degree credit or leveling for graduate degree.
- With permission, students may transfer up to nine (9) approved accredited graduate hours.
- Students have a total of five years to complete the Masters of Science degree. The five-year rule begins with the earliest date of any transferred graduate hours applied to the UNT degree. Graduate students must secure written permission from the graduate dean before registering for any course or courses at another institution while registered for any courses at UNT.
- Specific admission requirements for the graduate certificate program are in the UNT Graduate Catalog. <http://www.unt.edu/catalog/grad/index.htm>

Professional Track (Resident)

Required Courses (9 hours):			
	CMHT 5460 Or CMHT 5350	Human Capital Development (R) Issues & Trends (R)	3 hours
	HMGT 5590 Or CMHT 5400 Or ANTH 5032	Hospitality and Tourism Data Analytics (R) Research Applications (R) Ethnographic and Qualitative Methods for Non-Majors (O) (or other Approved Research Methodology Course)	3 hours
	HMGT 5860	Strategic Management in HM (O)	3 hours
Content Courses: Select 9-21 hours			
	HMGT 5250	Restaurant Development	3 hours
	HMGT 5280	Hotel and Restaurant Operations	3 hours
	HMGT 5530	International Sustainable Tourism	3 hours
	HMGT 5540	Tourism Services Mgmt and Mktg	3 hours
	HMGT 5520	Global Tourism	3 hours
	HMGT 5560	Planning and Policy in Sustainable Tourism	3 hours
	HMGT 5585	SMART Destinations	3 hours
	HMGT 5630	Advanced Convention and Event Mgmt.	3 hours
	CMHT 5100	Intro to Research in Merch & Hospitality Mgmt	3 hours
	CMHT 5300	Research Methods	3 hours
	CMHT 5440	Consumer Theory	3 hours
	CMHT 5550	Promotional Strategies	3 hours
	CMHT 5600	Managing Customer Experiences	3 hours
	CMHT 5700	Service Excellence	3 hours
	CMHT 5810	Teaching Practicum in M&HM	3 hours
	CMHT 5830	Legal & Regulatory Aspect	3 hours
	CMHT 6500	Big data implementation in social network analysis	3 hours
	HMGT 5790	Field Experience	3 hours
	HMGT 5900-5910	Special Problems	3 hours
	HMGT 5920	Problem in Lieu of Thesis	3 hours
Dual Numbered Courses. May select up to 6 hours			
	CMHT 5000	Global Discovery in Merchandising and Hospitality Management	3 hours
	HMGT 5200	Survey of Beverages	3 hours
	HMGT 5210	Cost Controls	3 hours
	HMGT 5260	Hospitality Business Strategies	3 hours
	HMGT 5480	Hospitality Industry Finance	3 hours
	HMGT 5820	Facilities Planning	3 hours
May select up to 6 hours outside Hospitality Management (courses from other departments)			

Research Track (Resident)

Required Courses (12-15 hours):			
	CMHT 5100 Or CMHT 5300	Intro to Research in Merch & Hospitality Mgmt Research Methods (R)	3 hours
	CMHT 5400 Or ANTH 5032	Research Applications (R) Ethnographic and Qualitative Methods for Non-Majors (O) (or other Approved Research Methodology Course)	3 hours
	HMGT 5860	Strategic Management in HM	3 hours
	HMGT 5950 Or HMGT 5920	Master's Thesis Problem in Lieu of Thesis	6 hours 3 hours
Content Courses: Select 3-18 hours			
	HMGT 5250	Restaurant Development	3 hours
	HMGT 5280	Hotel and Restaurant Operations	3 hours
	HMGT 5520	Global Tourism	3 hours
	HMGT 5530	International Sustainable Tourism	3 hours
	HMGT 5540	Tourism Services Mgmt and Mktg	3 hours
	HMGT 5560	Planning and Policy in Sustainable Tourism	3 hours
	HMGT 5585	SMART Destinations	3 hours
	HMGT 5590	Hospitality and Tourism Data Analytics	3 hours
	HMGT 5630	Advanced Convention and Event Mgmt.	3 hours
	CMHT 5350	Issues and Trends	3 hours
	CMHT 5440	Consumer Theory	3 hours
	CMHT 5460	Human Capital Development	3 hours
	CMHT 5550	Promotional Strategies	3 hours
	CMHT 5600	Managing Customer Experiences	3 hours
	CMHT 5700	Service Excellence	3 hours
	CMHT 5810	Teaching Practicum in M&HM	3 hours
	CMHT 5830	Legal & Regulatory Aspect	3 hours
	CMHT 6500	Big data implementation in social network analysis	3 hours
	HMGT 5790	Field Experience	3 hours
	HMGT 5900- 5910	Special Problems	3 hours
Dual Numbered Courses. May select up to 6 hours			
	CMHT 5000	Global Discovery in Merchandising and Hospitality Management	3 hours
	HMGT 5200	Survey of Beverages	3 hours
	HMGT 5210	Cost Controls	3 hours
	HMGT 5260	Hospitality Business Strategies	3 hours
	HMGT 5480	Hospitality Industry Finance	3 hours
	HMGT 5820	Facilities Planning	3 hours
May select up to 6 hours outside Hospitality Management (courses from other departments)			

Professional Track (100% Online)

Required (9 hours):			
	CMHT 5350 Or CMHT 5460 Or	Issues & Trends (develop online option) Human Capital Development (develop online option)	3 hours
	RESM 5100 Or ADTA 5130 Or ANTH 5032 Or JOUR 5260	Survey Research Design and Analysis Data Analytics I Ethnographic and Qualitative Methods for Non-Majors Qualitative Research	3 hours
	HMGT 5860	Strategic Management in HM	3 hours
Select 12-21 hours:			
	HMGT 5250	Restaurant Development	3 hours
	HMGT 5280	Hotel and Restaurant Operations	3 hours
	HMGT 5520	Global Tourism	3 hours
	HMGT 5585	SMART Destination	3 hours
	HMGT 5630	Advanced Convention and Event Management	3 hours
	CMHT 5440	Consumer Theory	3 hours
	CMHT 5550	Promotional Strategies	3 hours
	CMHT 5700	Service Excellence	3 hours
	HMGT 5790	Field Experience (only with permission of advisor)	3 hours
	HMGT 5900- 5910	Special Problems (only with permission of advisor)	3 hours
	HMGT 5920	Problem in Lieu of Thesis	3 hours
Electives: Up to 6 hours can be taken outside of Hospitality Management.			

Research Track (100% Online)

Required (12-15 hours):			
	EPSY 5050	Educational Research and Evaluation (or other Approved Methodology Course)	3 hours
	EPSY 5210 Or RESM 5100 Or ANTH 5032 Or JOUR 5260	Educational Statistics (or other approved Statistics Course) Survey Research Design and Analysis Ethnographic and Qualitative Methods for Non-Majors Qualitative Research (or other Approved Research Methodology Course)	3 hours
	HMG 5860	Strategic Management in HM	3 hours
	HMG 5950 Or HMG 5920	Master's Thesis Problem in Lieu of Thesis	6 hours 3 hours
Select 12-18 hours:			
	HMG 5250	Restaurant Development	3 hours
	HMG 5280	Hotel and Restaurant Operations	3 hours
	HMG 5520	Global Tourism	3 hours
	HMG 5585	SMART Destination	3 hours
	HMG 5630	Advanced Convention and Event Management	3 hours
	CMHT 5440	Consumer Theory	3 hours
	CMHT 5550	Promotional Strategies	3 hours
	CMHT 5700	Service Excellence	3 hours
	HMG 5790	Field Experience (only with permission of advisor)	3 hours
	HMG 5900- 5910	Special Problems (only with permission of advisor)	3 hours
Electives: Up to 6 hours can be taken outside of Hospitality Management.			

Graduate Certificate in Event Management

Current graduate students in Hospitality Management may apply for concurrent Graduate Certificate (GAC) in Event Management (Free Application) and receive GAC after completing all the required courses (12 semester hours).

Required:		
HMGT 5630	Advanced Convention and Event Mgmt. Offered Fall.	3 hours
Choose 3 of the following:		
HMGT 5500	Technology & Innovation in Hospitality, Event, and Tourism. Offered Summer.	3 hours
HMGT 5585	SMART Destinations. Offered Spring.	3 hours
EDEM 5600	Sustainability in the Event Industry. Offered in Spring	3 hours
HMGT 5820	Facilities. Offered Fall/Spring.	3 hours

- **Specific admission requirements for the graduate certificate program are in the UNT Graduate Catalog. <http://www.unt.edu/catalog/grad/index.htm>

Admission to GAC:

If you are a current Master's student in the Department of Information Science and you are applying for a GAC, please complete the [Application for Concurrent Graduate Academic Certificate Programs](#) (EUID and UNT password login required) so that your academic certificate program will show up on your transcript. If you do not complete the form before your graduating semester, the Toulouse Graduate School will not accept your request for the certificate.

Academic Certificate Completion Form and Request to Receive Your Certificate

Once you complete your course work, please submit the [Request for Graduate Academic Certificate of Completion](#) form to receive your certificate.

Master of Science degree in Hospitality & Tourism Data Analytics (HTDA)

The Master of Science degree in Hospitality & Tourism Data Analytics provides students a new path in combining theory with applications to meet the increasing need for highly skilled hospitality/tourism data analysts who can analyze the growing amount of data confronting in the hospitality/tourism industry, and transform it into usable information for use in decision-making.

The 30 credit-hour Master of Science degree in Hospitality & Tourism Data Analytics is a **STEM degree** that is offered by an interdisciplinary collaboration between the Department of Hospitality Management and the Toulouse Graduate School. The program offers rigorous training in statistical analysis and computational techniques and provides mastery of data analysis applicable to the hospitality/tourism industry.

The M.S. in Hospitality & Tourism Data Analytics focuses on prescriptive and predictive techniques to anticipate and solve problems in a forward-looking approach. Students in the program study 15 hours of analytic courses with topics in data analytics, large data visualization, and big data retrieving and analysis. Students also take 15 hours of hospitality managerial application courses such as issues and trends, hotel operations, strategic management, and other hospitality/restaurant/event/tourism-related content courses.

The Master of Science in HTDA can be completed 100% online or in a blended mode.

Program-Level Student Learning Outcomes

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

- Demonstrate, apply, and assess theoretical knowledge pertaining to the hospitality and tourism industry.
- Exemplify critical thinking in decision-making in hospitality and tourism management.
- Assess exemplary and innovative management, leadership and teamwork strategies for hospitality and tourism organizations.
- Apply data analysis techniques to the solution of real-world business problems in the hospitality and tourism industry.
- Communicate effectively with data.

Marketable Skills

- Advanced hospitality/tourism knowledge
- Hospitality strategic planning
- Evaluate growth/competitive strategies
- Design effective data presentation/communication strategy
- Object-Oriented programming & analysis

Career Opportunities

- Senior data integration analyst
- Business analyst/Lead data analyst
- Revenue management data analyst (hotels, airlines)
- Travel management specialist
- Travel data analyst
- Director of market analytics

Degree Plans

Students must earn a minimum of 30 semester hours to receive MS in Hospitality & Tourism Data Analytics degree. Students can choose to complete the program either in a resident/blended format or in a 100% online format. The following are two degree plans.

- Students who do NOT have background in statistics and database SQL need to take one or **two leveling courses**: ADTA 5100 - Fundamentals of Data Analytics; ADTA 5110 - Fundamentals of Data Collection and Management in the first semester. Pass the leveling courses with at least a grade B.
- Students will automatically receive **Data Analytics Graduate Academic Certificate** upon completion of five ADTA courses.
- With permission, students may transfer up to nine (9) approved accredited graduate hours.
- Students have a total of five years to complete the Masters of Science degree. The five-year rule begins with the earliest date of any transferred graduate hours applied to the UNT degree. Graduate students must secure written permission from the graduate dean before registering for any course or courses at another institution while registered for any courses at UNT.
- Specific admission requirements for the graduate certificate program are in the UNT Graduate Catalog. <http://www.unt.edu/catalog/grad/index.htm>

Resident/Blended Degree Plan

Required Courses (24 hours):			
	CMHT 5350 or HMGT 5280	Issues & Trends Hotel and Restaurant Operations (O)	3 hours
	HMGT 5590	Hospitality and Tourism Data Analytics	3 hours
	HMGT 5860	Strategic Management in HM (O)	3 hours
	ADTA 5130	Data Analytics I	3 hours
	ADTA 5230	Data Analytics II	3 hours
	ADTA 5250	Large Data Visualization	3 hours
	ADTA 5240	Harvesting, Storing and Retrieving Data	3 hours
	ADTA 5340	Discovery and Learning with Big Data	3 hours
Content Courses: Select 6 hours			
	HMGT 5250	Restaurant Development (O)	3 hours
	HMGT 5530	International Sustainable Tourism	3 hours
	HMGT 5540	Tourism Services Mgmt and Mktg	3 hours
	HMGT 5520	Global Tourism (O)	3 hours
	HMGT 5560	Planning and Policy in Sustainable Tourism	3 hours
	HMGT 5585	SMART Destinations (O)	3 hours
	HMGT 5630	Advanced Convention and Event Mgmt. (O)	3 hours
	CMHT 5460	Human Capital Development	3 hours
	CMHT 5830	Legal & Regulatory Aspect	3 hours
	CMHT 6500	Big data implementation in social network analysis	3 hours
	HMGT 5790	Field Experience	3 hours
	HMGT 5900-5910	Special Problems	3 hours
	HMGT 5920	Problem in Lieu of Thesis	3 hours

100% Online Degree Plan

Required Courses (24 hours):			
	HMGT 5280 or CMHT 5350	Hotel and Restaurant Operations Issues & Trends	3 hours
	HMGT 5585	SMART Destination	3 hours
	HMGT 5860	Strategic Management in HM	3 hours
	ADTA 5130	Data Analytics I	3 hours
	ADTA 5230	Data Analytics II	3 hours
	ADTA 5250	Large Data Visualization	3 hours
	ADTA 5240	Harvesting, Storing and Retrieving Data	3 hours
	ADTA 5340	Discovery and Learning with Big Data	3 hours
Content Courses (Select 6 hours):			
	HMGT 5250	Restaurant Development	3 hours
	HMGT 5520	Global Tourism	3 hours
	HMGT 5630	Advanced Convention and Event Management	3 hours
	CMHT 5460	Human Capital Development	3 hours
	CMHT 5440	Consumer Theory	3 hours
	CMHT 5700	Service Excellence	3 hours
	HMGT 5790	Field Experience (only with permission of advisor)	3 hours
	HMGT 5900-5910	Special Problems (only with permission of advisor)	3 hours
	HMGT 5920	Problem in Lieu of Thesis	3 hours

KEY CONTACTS

Department Chair

Kim Williams, Ph.D.
Professor & Chair for Hospitality and Tourism Management Department
Kim.Williams2@unt.edu
940-565-3266

Department Administrative Coordinator

Ken Marie Richards
Administrative Coordinator
Ken.Richards@unt.edu
940-565-3370

Graduate Coordinators

Xi Yu Leung, Ph.D.
Associate professor & HTM Graduate Coordinator
Xi.leung@unt.edu

GRADUATE FACULTY LIST

Hospitality, Events, and Tourism Graduate Faculty



Priscilla Connors, PhD, focuses on sustainable food choices and the connection between consumer behavior and food waste. Recent projects explored date labels and waste of edible food, and perceptions of food waste at home and in retail, such as in grocery stores and restaurants. Results are published in the *Journal of Food Composition and Analysis*, and *Journal of Nutrition Education and Behavior* among others. She is a member of [Menus of Change University Research Collaborative \(MCURC\)](#) and the NIH initiative [Agriculture and Diet: Value Added for Nutrition Translation/Adaptation in a Global Ecology](#).

Key Interest Areas: Sustainability, food, nutrition

Email: priscilla.connors@unt.edu



Birendra KC, PhD, Dr. Birendra KC is an Associate Professor in the Department of Hospitality and Tourism Management at the University of North Texas. Dr. KC's research focus is on Ecotourism, Tourism Policy and Planning, Community-Based Tourism, Sustainable Destination Marketing and Management, Tourism Entrepreneurship, and Protected Area Management. His scholarly work has been published in a wide range of peer-reviewed journals, including top-tier hospitality and tourism journals. His work has been presented at regionally, nationally, and internationally recognized conferences.

Key Interest Areas: Sustainability, Ecotourism, Sustainable Destination Marketing and Management

Email: Birendra.KC@unt.edu



Lisa Kennon, PhD, Dr. Kennon is an Associate Professor in the Department of Hospitality, Event and Tourism Management. After earning her BS degree in Vocational Home Economics and MS in Education from UNT she completed her Ph.D. in Nutrition/Institutional Administration from Texas Woman's University. Dr. Kennon has an established research agenda in food safety related to specific consumer groups, food safety practices of professionals in the restaurant industry and the impact of consumer trends on the hospitality industry.

Key Interest Areas: Food Safety, Consumer Trends and Issues, Restaurant Operations

Email: Lisa.Kennon@unt.edu



Harold S. Lee, PhD, Dr. Lee's focus is on accounting management, casino management, social media marketing, and consumer behavior in the hospitality industry. Particularly, I am interested in investigating how various hospitality operations are associated with consumer behaviors. I have considerable experience in quantitative and qualitative research, especially concerning potential customers' needs and wants when visiting hospitality businesses. My research goal is to develop a theory that will be used for quantitative and qualitative consumer data to find research outcomes. Consequently, my research outcomes should provide appropriate resources for students, scholars, and industry practitioners.

Key Interest Areas: Hospitality, Casino, Behavior

Email: Harold.Lee@unt.edu



CeCe Leung, Ph.D., Dr. Cece Leung is an Associate Professor and Graduate Coordinator in the Department of Hospitality & Tourism Management. Her research interests include information technology, social media, hospitality management and destination marketing. Her work emphasizes applying new technology as tools for hospitality/tourism businesses and employing experimental method to test and advance theories. A prolific scholar, she is also an Associate Editor for *Tourism Review* and *Journal of Hospitality and Tourism Management*.

Key Interest Areas: Information Technology, social media, experimental design

Email: Xi.Leung@unt.edu



Jihye (Ellie) Min, Ph.D., Dr. Min's is an Associate Professor with a research focus driven by the concepts of financial management, business optimization, and marketing effectiveness. Her research has focused on, 1) effectiveness of marketing strategies and resources, 2) the impact of financial, economic, and societal issues on the hospitality and tourism industries, and 3) changes in consumer behaviors. Social issues have arisen and threatened the industry, such as the global pandemic. She often investigates changing consumer behavior surrounded by these various social issues and focuses on vulnerable populations and industry segments.

Key Interest Areas: financial management, business optimization, marketing effectiveness

Email: Jihye.Min@unt.edu



Soona Park, Ph.D., Dr. Park is an Assistant Professor in the Department of Hospitality and Tourism Management. Her research interests include consumer behaviors and service innovations in hospitality and tourism, focusing on human-robot interactions and how technology applications have changed customer experiences/perceptions in hospitality and tourism.
Key Interest Areas: service innovations, service/experience design, technology applications, lodging management
Email: Soona.Park@unt.edu



Daniel Spears, PhD, Dr. Spears is an Associate Professor. He teaches and researches tourism & services marketing and consumer behavior. Dr. Spears has published numerous academic journal articles and book chapters and has presented at many international conferences in the tourism management and marketing disciplines. He has worked, trained, and consulted with several organizations worldwide. Dr. Spears also served in the U.S. Army as a combat medic.
Key Interest Areas: Tourism and Services Marketing, Strategic Management, Sustainability
Email: Daniel.Spears@unt.edu



Todd Uglow, J.D., Professor Uglow has written employee handbooks and developed policies concerning sexual harassment for Fortune 500 companies and has developed policies and strategies designed to reduce premises liability for hospitality companies. He is a court-certified expert on intellectual property and sports brand valuation. He has been hired to work with global entertainment companies, including the National Football League, Professional Bull Riders and many others. Professor Uglow loves being in the classroom and one of his greatest joys is helping students prepare for careers in hospitality and business.
Key Interest Areas: hospitality and employment law, sports entertainment, events
Email: todd.uglow@unt.edu



Han Wen, Ph.D., Dr. Wen is an Associate Professor, Her research interests include operational issues in the foodservice industry, food safety in restaurants, accommodating customers with food allergies in foodservice establishments, food safety risk communication, hospitality education, and gastronomy tourism. Dr. Wen also holds her advanced Wine & Spirit Education Trust Level 3 certification.
Key Interest Areas: food allergies, food safety, foodservice
Email: Han.Wen@unt.edu



Kim Williams, Ph.D., Dr. Kim H. Williams is the Department Chair of Hospitality and Tourism Management and The Robert Dedman Chair in Club Management. Dr. Williams' research interests include human trafficking, human resources, business continuity, and hospitality healthcare. She has published in numerous journals including the Journal of Teaching in Travel and Tourism and Journal of Human Resources in Hospitality & Tourism. She presented her research at conferences in Hong Kong, Dubai, and Hawaii. She received the Best Paper Award at ICHRIE for a paper entitled, "A Conceptual Framework for Attracting Generation Y to the Hotel Industry Using a Seamless Hotel Organizational Structure."

Key Interest Areas: Hotel Operations, Hospitality Healthcare, Human Trafficking

Email: Kim.Williams2@unt.edu



Xingyi Zhang, Ph.D., is an Assistant Professor in the Department of Hospitality and Tourism Management. Her research interests include hospitality and event marketing, consumer behavior and experience, and sustainability in hospitality and event management, focusing on how to cultivate stakeholders' pro-social behaviors to promote sustainability in the industry.

Key Interest Areas: food waste, event management, and sustainability

Email: Xingyi.Zhang@unt.edu

GRADUATE PROGRAM MILESTONES

NEW GRADUATE STUDENT ORIENTATION

University Orientations

- Sign up for the university's New Graduate Orientation through your [MyUNT portal](#).
- International students – All F and J visa holders (this includes international graduate students) must attend orientation through the Division of International Affairs. Review items that will be covered by the [International Student Advising Center](#).
- A new Teaching Assistant or Teaching Fellow must attend the [Teaching Excellence Seminar](#).

HTM Orientation

HTM New student orientation happens in the beginning of the first semester starts. The event consists of:

- Dean's welcome message
- Department information
- Social with department faculty and peer students

Campus life

- Obtain Student ID Card from Student Accounting in the ESSC.
- Purchase Parking Permit at <https://transportation.unt.edu>
- Purchase Meal Plan at <https://dining.unt.edu/plans/>. Submit Dining Waiver to Crumley Hall for reduced price meals.
- Request a padlock from Executive Assistant to the Dean, Thanalakshimi.Arumagam@unt.edu to be used in the Graduate Student Office – the Nest.

ADVISING AND DEGREE PROGRESSION

Advising: The Major Professor

There are two meanings for “major professor”:

1. When you are accepted into the program, you are assigned a graduate faculty advisor. UNT uses the “major professor” terminology to denote the graduate faculty advisor. In some Colleges, the student selects the major professor; in CMHT the Graduate Coordinator assigns the major professor. This faculty member will help guide your degree plan and serve as your academic advisor. This faculty member will advise you on the degree plan option best for you given your skill set and career goals.
2. If you decide to write a thesis, you will choose the “major professor” to guide your thesis and serve as the chair of your thesis committee. This faculty member will be the primary mentor for your research. For practical reasons, this faculty member also needs to be your advisory major professor (#1 above) as they will be responsible for some of your graduate application paperwork. When your thesis major professor agrees to mentor your

research s/he will notify your assigned academic major professor and the CMHT Graduate Coordinator. The Graduate Coordinator will update his/her records, and your file will be forwarded to your thesis major professor.

3. If you elect to complete a Problem in Lieu of Thesis, your advisory major professor (#1) will not change.

Degree Plans

Each graduate student will be assigned to a faculty advisor to prepare a degree plan submitted to Toulouse Graduate School.

Note that the degree plan is a PLAN, not a contract. The plan can be changed for a variety of good reasons, such as a change in course rotation schedule or student work schedule. Your advisor will help you complete a Degree Plan Modification Form to include in your application for graduation.

Assigned to a faculty advisor

The Graduate coordinator will assign each graduate student to an advisor (major professor), who is a full-time CMHT faculty member. Faculty advisor will be the graduate student's first point-of-contact.

Filing a Degree Plan

In the first semester, you need to work with your faculty advisor to file a degree plan with the graduate school. Degree plan form can be found at: <https://cmht.unt.edu/master-science-hospitality-management#forms> (HTM) or pick up a copy at the front desk. You should complete your degree plan under advisement from your advisor.

Failure to file a degree plan in the first semester may result in a block being placed on your registration account until the signed degree plan has been submitted to the Toulouse Graduate School.

Degree Plan Modification

In the last semester, before you apply for graduation, you need to work with your faculty advisor to file a Degree Plan Modification Form with the graduate school. Degree plan modification form can be found at: <https://cmht.unt.edu/master-science-hospitality-management#forms> or pick up a copy at the front desk. Filing the Degree Plan Modification Form is a pre-requirement for your graduation application.

Transfer hours

With permission, students may transfer up some approved accredited graduate hours. The acceptance of transfer work is at the discretion of the major professor and graduate coordinator. In most cases, these hours will count as electives on the degree plan.

Register For Classes

1. Log into your My UNT portal. <https://my.unt.edu>
2. From the student tab you can see the registration calendar, view your semester schedule, make a payment, register for classes, etc.

3. Click *Enrollment* to register. Then, click *Enroll/Add/Drop* to search for and enroll in courses. Select the correct term for enrollment and continue.
4. Click on *Search* and in the drop-down box, choose *Graduate* as Career.
5. Click Select *Subject*, and choose the appropriate subject.
6. Select *Graduate* as Course Career, and then begin your search. For example, to register for HMGT 5250, click Select to choose this course.
7. Click *Next* to add the course to your cart.
8. Click Proceed to Step 2 of 3 to confirm enrollment.
9. Click Finish Enrolling.
 - a. If a red 'X' shows in the Status field of the confirmation box, contact the Instructor of Record or the Administrative Coordinator to request permission to enroll in the course.
 - b. If a Green check mark shows in the Status field of the confirmation box, you have successfully enrolled in the course.

Helpful Hint: Register for classes early so that they do not get dropped from the schedule. Classes need specific enrollment numbers to be offered; if a class doesn't meet those goals, it could be cancelled.

Use of Canvas

UNT uses Canvas as its web-based learning management system. Students access online course learning materials, submit assignments, take online tests, engage in courses, and receive feedback via Canvas.

Please check Canvas basics for UNT Students on: <https://online.unt.edu/canvas-basics-unt-students>

Registration Codes

Some classes require a code for registration. For the most part, the codes are only assigned to service courses (i.e. special problems, field experience, thesis, and PILOT). Occasionally a “regular” class will also have a code in order to ensure a reasonable number of seats for hospitality students in high demand classes. In all cases, students should contact the teacher of the class to obtain the registration code.

NOTE: CMHT graduate faculty members have their own section of PILOT and thesis. You may have to use the drop-down box in the online registration screen to see the section assigned to your teacher.

International students

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.

Course Rotation

Please check Appendix E for next 2 year's course rotation. Course rotation is subject to change. For the most recent course offering, please consult with your major professor.

Academic Status

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.

Financial Aid Academic 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.

RESEARCH TRACK SPECIAL REQUIREMENTS

Thesis

Students may elect to conduct original research during the course of their graduate study. With the thesis option, the student will select their thesis major professor (TMP) -- the major professor defined in "major professor" #2 above -- based on research interest. The student and TMP will develop an idea that is suitable for a comprehensive research project. The thesis option is beneficial for students entering industry or academia. However, for students with aspirations to pursue a Ph.D., the thesis option is strongly encouraged.

The thesis committee will consist of the TMP, who will guide the thesis project and will serve as chair of the thesis committee. In consultation with the TMP, the student will identify two committee members from the graduate faculty. At least one of the additional committee members will be a merchandising faculty member; the third member of the committee may be from a closely aligned area outside of the HTM department.

Continuous Enrollment and Thesis Grades

Once started, the student must continue to enroll in HMGT 5950 each long semester until the thesis is defended. If substantial work will be completed during the summer, the student is also expected to enroll in HMGT 5950 in the summer. The major professor can help determine whether summer enrollment is appropriate. The student must be enrolled in HMGT 5950 the semester they apply for graduation and the semester in which they defend the thesis. A minimum of six credit hours is required. The grade assigned may be:

PR – “Progress” – indicating the student is meeting the goals established for the semester

NPR – “No Progress” – indicating that the student is not achieving the goals established for the semester

When the thesis is completed and defended, a letter grade (A, B, C, D, or F) is assigned for the HMGT 5950 hours.

Time Management

The student is allowed three long semesters to complete the thesis. If the student must register for a 4th semester, they must petition the CMHT faculty (see related policy later in this Handbook). If the petition is not successful, the student must convert to the Problem in Lieu of Thesis (PILOT) option. In this case, the student may need to take additional coursework in order to complete the non-thesis curriculum.

The petition consists of a letter of explanation from the student for the delay and request for a time extension. The letter should explain the progress made to date, the tasks yet to be completed, and a timeline for completion. Submit the letter to the department chair to be placed on the agenda of the next scheduled HTM Grad Faculty meeting.

The general timeline for thesis completion follows. The actual timeline depends on such factors as:

- The development stage of the project when the student first registers for HMGT 5950.
- The commitment level of the student. A thesis can be written in two semesters, but the student has to be willing to work on the project daily in order to meet that goal. If the student chooses to work on the thesis only one afternoon per week, or if they choose to take a few weeks off to handle other priorities, a two- or three- semester completion is unlikely.

The timeline below assumes one semester is a summer session. The student may or may not register for thesis credit during the summer session. UNT requires that the student be continuously enrolled in the long semesters once the thesis has begun; the thesis major professor may require that the student be enrolled if their mentoring involvement in the project will be extensive during the summer session. At any rate, the student must be enrolled when they apply for graduation.

- Semester 1
 - Select the committee members
 - Develop and present the proposal
- Semester 2
 - Re-format the proposal into thesis format

Continue to develop the review of literature
Obtain IRB approval for the use of human subjects (if applicable)
Collect and analyze data
Write the findings

- Semester 3
Write the conclusions

Defend the thesis
Write the first manuscript and submit for publication

Before beginning the thesis project, students should consult the Dissertation and Thesis Manual available on the Toulouse School of Graduate Studies website: <https://tgs.unt.edu/new-current-students/theses-and-dissertations>. Read the most recent updated Manual. Note all dates on your planner. Examining the reality of the expectations is just as important as developing and executing the study.

It is critical that the student maintain regular contact with the thesis major professor. Weekly meetings are strongly advised.

An outline for the thesis proposal is in Appendix A of this document. An outline for the thesis in Appendix B of this document.

Thesis Structure and Defense

The thesis consists of three parts:

- The Proposal. During the proposal phase, the student develops an idea into a plan. The proposal demonstrates topic background, problem statement, hypotheses, methodology, research instruments, timeline, and budget. The student should plan to meet with the thesis major professor at least weekly during this phase of the project.

During the proposal phase, the student – with advice from the major professor – assembles their thesis committee. The committee consists of a minimum of three faculty members.

The proposal phase culminates in a “proposal defense.” This is a presentation of the proposed project to the committee. Others may also be invited to the presentation. After the presentation of the proposal, the committee will ask questions, make suggestions, and generally provide guidance for the completion of the project.

- The Thesis. During this phase, the student executes the study which consists of obtaining IRB approval to collect data, collecting and analyzing data, and writing conclusions, while continuing to build the review of literature. The TMP will continue to be the primary advisor for this phase, with assistance from the other committee members as appropriate.
- The Defense. Upon completion of the thesis, the student will submit a copy to their TMP and each member of the committee. The date for thesis defense cannot be scheduled during the first two weeks or the last two weeks of a semester. Students should not expect to defend their thesis in the summer unless they have received prior approval from their committee. The thesis defense, like the proposal defense, is a presentation of the study.

The presentation is public and should include a Question and Answer session. Once the presentation is complete, the major professor will dismiss the audience and the committee will ask final questions and provide final guidance.

The committee can pass the student without revisions, pass the student with minor revisions, pass the student with major revisions, or not pass. The committee may not sign the final signature sheet until the document is in its final form ready for submission to the graduate school per established guidelines. Revision time should be considered in planning the timeline of the project – in other words, build revision time into the timeline.

If the student does not pass the thesis defense, they must reschedule the final defense for another date. If they pass with major revisions, they must complete their revisions to the satisfaction of their committee prior to obtaining final signatures for the thesis document. If the student passes without revisions or passes with minor revisions, the final signatures may be obtained at the defense.

Problem in Lieu of Thesis (PILOT)

The student should visit with their academic major professor about the PILOT project one semester prior to registration for HMG 5920.

Students who are not interested in writing the master's thesis may elect to work with a faculty member on a research project by selecting the Problem in Lieu of Thesis (PILOT) instead of the thesis. The student should request to work with a faculty member whose research aligns with the student's research interest. If guidance is needed, visit with your major professor.

Generally, faculty limit the number of PILOT projects they mentor in a semester, so your first choice of faculty may not be available.

Students electing to complete a PILOT will not change their major professor assignment.

A PILOT project is completed in a single semester and may take one of four formats:

1. Research Report
 - a. Introduction Of The Topic
 - b. Literature Review
 - c. Methodology Or Conceptual Framework (Data Collection)
 - d. Data Analysis / Results
 - e. Conclusions / Recommendations / Implications
2. Case Study Analysis
 - a. Introduction
 - b. Situational Analysis
 - c. Problem / Issues Statement
 - d. Analysis Of Alternatives
 - e. Recommendations With Justification
 - f. Conclusion

3. Consultancy Report

- a. Description Of The Specific Issue
 - i. Based On Data
 - ii. Built On Theoretical Framework
- b. Expected Practical Outcomes
 - i. Relevance Of Issue In Implementation
 - ii. Impacts On Implementation
 - iii. Possible Barriers To Implementation
 - iv. Expected Results (Smart – Specific, Measurable, Achievable, Reliable, And Timeline)

4. Conceptual Paper

- a. Define Concepts
- b. Review Of Literature
- c. Develop Theoretical Framework
- d. Develop Propositions
- e. Defend Position

Writing Style

The CMHT requires the APA writing style for all written assignments, including class projects, class assignments, and thesis. The PILOT project may require a different writing style per the targeted academic research journal.

IRB Approval for the Use of Human Subjects

If your research involves the use of human subjects, you must obtain approval from the Institutional Review Board. UNT policy dictates that only faculty members may request IRB approval, so while you may be designing the study (thesis option), the faculty member is responsible for your actions. In most cases, the faculty member will ask you to complete the application and they will edit appropriately. The request for approval must be signed and submitted by the faculty member.

Approval for the use of human subjects comes in the form of a signed letter from the Office of Research Services. Generally, the approval is good for one calendar year. The approval forms and approval documentation should be included in the final thesis in an appendix.

- No data may be collected prior to IRB approval.
- No data collected without IRB approval may be submitted for conference presentation or for publication in a research journal.

Publication Policy

CMHT Graduate faculty spend a considerable amount of time mentoring PILOT and thesis projects. The end product of all student research projects could be either:

- A manuscript submitted for publication in a peer-reviewed journal
- An abstract submitted to a learned conference for presentation
- Both of the above

- Additional campus venues may be appropriate as well

For a thesis, manuscripts should be presented for both publication and conference presentation. The student has six months following graduation to submit manuscripts and/or abstracts for presentation/ publication and be listed as first author, followed by the thesis major professor and committee members. After six months, or prior to that time if the student agrees, the TMP may take leadership for manuscripts and proposals for conference presentations and become first author. The student would be second author, followed by committee members. If the major professor develops a manuscript using the thesis data but not the thesis concepts, the faculty member(s) should be first authors. The graduate student and additional committee members will be given authorship according to contribution.

Data Collection Grants

If the research topic aligns with the research agenda of the Center for Consumer Insights and Innovations (CCII), CMHT and/or HTM, there may be a possibility for a grant to fund data collection. If the data are funded by CCII, CMHT or HTM, the data will “belong” to the funding entity. This means that the major professor and CMHT colleagues may publish research from the data without necessarily including the student as co-author if the particular variables and concepts in the faculty paper are not a focus in the thesis project. The faculty may submit as many manuscripts as desired from the thesis project and include the student as co-author in the order appropriate. In this instance, the six-month window for the student to initiate publication may be waived.

To apply for consideration of funding, a proposal that includes the purpose statement, research framework, hypotheses/ research questions/ objectives, and methodology (essentially Chapters 1 and 3) should be submitted to either the Dean of the College or the chair of the department as appropriate. The TMP will be a co-author on the grant proposal. Support is contingent on the availability of funds and quality of proposal.

SPECIAL COURSES

HMG 5900/HMG 5910 Special Problems

Special Problems is not a regularly scheduled course. This is a service number for a project completed outside the structure of a formal class. An example would be an independent research project that might complement the thesis or PILOT, or a unique opportunity that merits academic credit (such as the STR market study competition). Any graduate faculty member can supervise a special problem. In all cases, regardless of the teacher’s name on the schedule, the professor with whom the student is working will assign the final grade.

The first Special Problems course that a student registers for should be HMG 5900 course number. If a student needs a second Special Problems course, he/she should register for HMG 5910 course number. This mechanism is created to avoid grade replacement, which will remove the credit of the first special problems course. A student may not receive degree credit for more than two special problems courses in the M.S. degree plans.

Students who want to take HMG 5900/HMG 5910 Special Problems have to submit **Appendix C Unscheduled Course Request Form** and get approval before registering for courses.

HMGT 5790 Field Experience

Field Experience is a graduate internship. For international students, CPT will be required. The student must secure an appropriate internship experience prior to class registration. The major professor and/or the department chair must approve this experience. Generally, the internship must be management in nature and a work opportunity that will advance the student resume toward career goals. A student may be approved to complete an internship in their present employment, but they will need to do something substantially different than the job they have been doing for some time. Examples include a promotion with new responsibilities or a special project that will meet the expected rigor and the clock-hour requirement.

Students who want to take HMGT 5790 Field Experience courses have to submit **Appendix C Unscheduled Course Request Form** and get approval before registering for courses.

Please check Appendix D for HMGT 5790 syllabus.

CMHT 5000 Study Tours

The CMHT arranges several study tours each year, most of which will be offered for graduate credit with the CMHT 5000 course number. A graduate student may participate in as many study tours as desired, but may not receive more than three hours of degree credit for study tour.

APPLICATION FOR GRADUATION

Students must 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.

Thesis students must also be aware of thesis defense deadlines for the semester in which they plan to graduate. The dates can be found on the Toulouse School of Graduate Studies website <https://tgs.unt.edu/new-current-students/graduation-information>

Time to Completion

Students have a total of **five years** to complete the Master of Science degree. The five-year rule begins with the earliest date of any transferred graduate hours applied to the UNT degree. Graduate students must secure written permission from the graduate dean before registering for any course or courses at another institution while registered for any courses at UNT.

As individual courses exceed this time limit, they lose value for degree purposes. Students anticipating they will exceed the time limit should apply to the graduate school for an extension before the normal time period to complete the degree expires. Holding a full-time job is not considered in and of itself sufficient grounds for granting an extension.

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. Visit with department Graduate Coordinator for more information.

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>

COURSE RELATED POLICIES

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.**

Incomplete Grades

The CMHT adheres to UNT policy regarding the “Incomplete” grade assignment. This policy and the guidelines are in the Graduate Catalog. An Incomplete Grade (“I”) is a non-punitive

grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. If a grade of "I" is appropriate, the faculty member will specifically document the requirements for the student to complete the course.

To remove the grade of "I", the student must complete the remaining coursework in a time frame determined by the course instructor. However, a student must remove a grade of "I" within one year of receiving the initial grade by completing the stipulated work or the grade will revert to an "F" regardless of the student standing in the class at the time of the "I" grade assignment.

Per UNT policy, the student must be passing the class at the time the "I" is assigned. This is not an appropriate grade assignment for a student who is failing the class to go back and make up work missed in the semester. Again, it is assigned when extraordinary circumstances prevent the completion of coursework in the time frame of a given semester.

Withdrawal (W)

A student may withdraw from UNT at any time prior to two weeks before the first day of final examinations for fall or spring semesters or the equivalent dates for summer sessions by making a request in the Dean of Students Office. For withdrawals processed prior to the end of the sixth week of classes for fall or spring semesters or the equivalent dates for summer sessions, the grade of W is recorded for each course in which a withdrawn student was enrolled. After the sixth week of classes for fall or spring semesters or the equivalent dates for summer sessions, a withdrawn student receives grades of W only for those courses in which there were passing grades at the time of withdrawal; otherwise, the grade WF is recorded.

Leave of Absence (LOA)

Leave of absence applies to graduate students who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. If approved, the leave of absence may "stop the clock" for a maximum of one year on the time limit for the degree. A leave of absence form must be submitted to the Toulouse Graduate School and must have approval of the student's department chair or academic associate dean prior to submission to the Toulouse Graduate School. Once a student returns from an approved leave of absence of one year or longer, the student must submit an application through www.applytexas.org to reactivate the student record.

Leaves will only be granted under conditions that require suspension of all activities associated with pursuing the degree. Scenarios such as military deployment and medical leave (including childbirth, adoption of a child, or to care for a sick parent) are examples of a leave of absence that may be approved to "stop the clock" on degree time limits.

More information on these and other academic policies can be found in the graduate catalog, <http://catalog.unt.edu/index.php>.

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>

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 <https://studentaffairs.unt.edu/office-disability-access>. You may also contact them by phone at 940.565.4323.

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.

FUNDING OPPORTUNITIES

UNT FINANCIAL AIDS AND SCHOLARSHIPS

UNT Student Financial Aid and Scholarship Office has comprehensive information on both types of Financial Aid and on Scholarships. <https://financialaid.unt.edu/>

SCHOLARSHIPS

Toulouse Graduate School Scholarships

The Toulouse Graduate School offers a variety of fellowships, scholarships, grants and awards. Additionally, any UNT scholarships of \$1,000 or more per academic year may include an out-of-state tuition waiver, when meeting state requirements. Toulouse Graduate School Scholarships offers scholarship based on academic excellence and needs. Detailed information regarding various types of fellowships, scholarships, grants and awards can be found at <https://tgs.unt.edu/future-students/funding-your-graduate-education/awards>

International Scholarships

Although international students do not qualify for federal and state financial aid (unless you are an eligible noncitizen), there are other options to help fund your UNT education. International students are eligible for UNT Excellence and Transfer Excellence Scholarships.

<https://international.unt.edu/content/scholarships-grants-and-waivers>

Be sure to check the [Eagle Scholarship Portal](#) for opportunities available to international students. You may also want to contact your academic department or college to see if they have scholarships or assistantships that you can apply for.

CMHT Scholarships

CMHT offers a variety of general competitive scholarships. Some are open to all students in the College, others are for students in specific majors. Applicants will be considered for all College-wide competitive scholarships for which they qualify. University scholarships are also available through the UNT Scholarship Office: <http://financialaid.unt.edu/scholarships/apply-scholarships>

Deadline: February 1

STUDENT EMPLOYMENT

CMHT TA/TF/RA

Any student employed as a Teaching Assistant (TA), Research Assistant (RA), and Student Academic Assistant (SA) has several duties and responsibilities associated with that job. These responsibilities are distinct from responsibilities to a faculty research advisor which may include

- Recitation.
- Laboratory instructor.
- Proctor for exams.

- under the supervision of a faculty research advisor.

Hourly Student Assistant

CMHT employs a limited number of graduate students in hourly paid positions to assist our faculty in their course preparation, management, grading, and other activities.

As a new incoming graduate student, you may choose to apply for an hourly position in the HTM department or MDR department. Hours assigned may range up to 20 hours per week as determined by the department chair.

On-Campus employment

The University of North Texas currently employs over 5,000 students through a combination of Regular Hourly jobs, Work Study positions, and Eagle Internships. Working at UNT is ideal for students due to convenient location, flexible scheduling, social networking, and developing relevant, transferable skills. If you need extra funds to pay for tuition, textbooks and supplies, or if you want to increase your personal income, then working On Campus at The University of North Texas is right for you.

How To Find an On-Campus Job

- Go to [Handshake](#) and log in with your MyUNT information. If you haven't logged on before, please register an account with your UNT student email.
- Fill out your profile.
- Upload your documents such as your Resumes, Cover Letters, Student Employment Application, and others to Handshake. ([Student Employment Application Form](#) – The application should be completed on a computer; it does not work well on a phone or tablet.)
- Start applying for jobs!

You can also visit <https://careercenter.unt.edu/jobs/category/on-campus-employment/> for more information regarding on-campus job opportunities.

UNT VETERAN SERVICE

UNT Student Veteran Services office has specific information on benefits related to VA Education. <https://studentaffairs.unt.edu/student-veteran-services>

TUITION WAIVER

Students may apply for competitive academic scholarships and student assistant positions. An award of an academic scholarship of **\$1000.00** or offered a student assistant position of **20 hours** a week will qualify the student for an out-of-state tuition waiver during the period of the award.

Approximately, the in-state tuition is **40%-50% lower** than the out-of-state tuition.

CMHT STUDENT SERVICES

CAREER RESOURCES

CMHT Career Expo

CMHT hosts Career Expo every semester for all CMHT students. Please check major professor for Career Expo date/time for each semester. For Career Expo specific questions, please reach out to Mrs. Dee Wilson (Dee.Wilson@unt.edu)

You can find all information here: <https://cmht.unt.edu/merchandising-and-digital-retailing/career-expo> If you need to borrow professional clothing to wear, please go to the UNT Career Center's Suit Up Closet in Crumley Hall, 1st Floor. Hours open are posted at <https://careercenter.unt.edu/resources/unt-suit-up-closet/>

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/>.

CMHT GRADUATE STUDENT OFFICE – “THE NEST”

CMHT Graduate student office, called “The Nest,” is located in Chilton Hall 359.

Graduate students may check out a padlock from Thanalakshimi Arumagam, Thanalakshimi.Arumagam@unt.edu to use lockers inside the office.

CMHT-IT RESOURCES

Student Laptop Checkout

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.

UNT IT Help 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 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

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

CMHT Qualtrics

Students have free access to use CMHT Qualtrics to create survey questionnaires and collect survey data.

Please create your free account at: <https://untsmhm.az1.qualtrics.com/> Please reach out to Mr. Andrew Johnston (Andrew.Johnston@unt.edu) if you need help.

Information regarding iThenticate

For graduate students enrolled in thesis/dissertation and writing-intensive classes such as (5900, 6900, 5920, etc.), iThenticate is a useful tool that checks your written content against a vast database to identify similarities with published sources to help you avoid plagiarism. Use the following link (<https://ithenticate.unt.edu/>) to access the UNT iThenticate Single Sign On (SSO) page.

If you missed the iThenticate User Training for the University of North Texas. The recording of the session can be found [here](#), and here are some additional resources to help you get started:

- iThenticate User guides: <https://help.turnitin.com/ithenticate/ithenticate-user/ithenticate-user.htm>
- iThenticate Training link (includes videos and VERY useful documentation about the different types of reports): <http://www.ithenticate.com/training>

For any issues with iThenticate, contact support at ithsupport@ithenticate.com or raise a case via the TurnItIn [support center](#).

CMHT SOCIAL MEDIA

CMHT has a wide social media presence and updates its social media pages frequently. Students will be able to find job posts, college/department events, industry news, student/alumni spotlights, guest lecture and field trip information, research stories and more on CMHT social media pages. Please make sure you follow us on Social Media!

- Facebook: www.facebook.com/UNTCMHT
- LinkedIn: www.linkedin.com/in/unt-cmht-2023b8173/
- Twitter: www.twitter.com/untcmht
- Instagram: www.instagram.com/untcmht

APPENDIX A: PROPOSAL OUTLINE

Basic Difference Between the Proposal and the Thesis:

The proposal tells the reader what you are **going to do**.

The thesis tells the reader what you **did** and why it is important.

Download the UNT Guide to Theses and Dissertations and follow the guidelines from the beginning of your study. Also format your paper and follow APA guidelines from the beginning.

If you do not have an APA manual, purchase one today. Renting this book from the Bookstore is not advised.

Introduction

I. Introduction that leads the reader to the problem statement, hypotheses/ research questions/ objectives, and model. This is not your review of literature, but a rationale for your study.

II. Research framework – the presentation and explanation of model(s) used, and/or presentation of the theoretical framework for your study.

III. Hypotheses / Research Questions / Objectives

IV. Definition of terms – include operationalization of key terms used in the study.

Review of Literature

Begin the review of literature with an outline. The introductory paragraphs should lead to the problem statement. Include a section of every variable.

Methodology

I. Introduction: Restates the purpose of the study.

II. Method: Describes data collection

III. Instruments: Describes the measure for each variable.

IV. Data Analysis Plan: describes the plan for analyzing data. A tabular format is sometimes used (see example below).

V. Timeline

VI. Budget

Bibliography

Appendix

A. Your instrument(s)

B. IRB Application. This is not going to be submitted until after your proposal meeting with the committee, but a strong draft should be included.

Analysis Plan Example:

Hypothesis (or Research Question or Objective – whatever you are using)	Variables in this Hypothesis (or RQ, or O)	Question #'s in survey	Statistical Test
H1:			Examples here will be t-test, ANOVA, Regression, Correlation, Descriptive, Chi Square, etc.
H2:			
H3:			

APPENDIX B: THESIS OUTLINE

Follow the UNT Guide to Theses and Dissertations. Your writing style will be APA. Commit to following the APA style guideline from the beginning in order to save structural editing time later.

Again, the proposal tells the reader what you are going to do.

The thesis tells the reader what you did and why it is important. You will need to convert your proposal language (the purpose of this study will be to....) to thesis language (the purpose of this study was...).

The thesis format is just like your proposal format, with the addition of the Findings and Conclusions chapters, and the deletion of the Timeline and Budget.

Chapter 1 - Introduction

- Research framework – might be the presentation and explanation of model(s) used.
- Hypotheses / Research Questions / Objectives
- Definition of terms – define every variable that isn't already obvious (i.e. don't define male/female)

Chapter 2 – Review of Literature

Review of Literature – should have a section of every variable. **Begin with an outline!**

Chapter 3 - Methodology

Method – how did you collect the data? This chapter should be written in enough detail that someone else could read your paper and replicate the study.

Chapter 4 - Findings

Findings – data analysis

Chapter 5 - Conclusions

What do your findings mean? Answer the “So what?” question

Bibliography

Appendices

Appendix A is probably your IRB Application.

Appendix B is probably your complete instrument.

APPENDIX C: UNSCHEDULED COURSE REQUEST FORM

An unscheduled course is a special course such as HMGT 5790 Field Experience or HMGT 5900 / HMGT5910 Special Problems. Graduate students who register for an unscheduled course have to meet with the instructor to complete this form. And receive signatures from Faculty Advisor and Chair.

Final approval of the course is not guaranteed until all signatures are obtained. Graduation and degree plan information will be checked prior to approval. Providing false information will result in automatic denial.

Course Information

Student Name		Student ID	
Email Address		Local Phone #	
Course Requested	<input type="checkbox"/> HMGT 5790 <input type="checkbox"/> HMGT 5900 <input type="checkbox"/> HMGT 5910		
Semester / Year		Instructor	
Justification/Reason for needing this course (be very specific)			
Requirements for Grading (projects, assignments, exams, etc.) – Please attach the course syllabus			

Approvals

Instructor Approval Signature/Date		
Advisor Approval Signature/Date		
Chair Approval Signature/Date		

APPENDIX D: HMG 5790 – FIELD EXPERIENCE SYLLABUS

Class Meeting: TBD with individual student.

Weekly communication by email, phone or Zoom for the 10 week summer session.

Course Objectives

1. To observe and participate in application of management principles and concepts in a business situation.
2. To better understand policies and philosophies of different types of employers and of specific firms.
3. To develop an awareness of the scope of jobs available within the field of hospitality management and to acquire competencies directly related to the jobs.
4. To develop a "professional" approach to the hospitality field.

Supervision

Each student will be evaluated by one unit supervisor. The name of the supervisor will be provided in the initial forms provided to the course instructor. An evaluation of the student by the supervisor is mandatory. A form will be sent to the supervisor for completion and return to the course instructor. This is part of the course grade evaluation. Unless the instructor has approved the change, students must not change employment during their internship. In the event a student must terminate employment, two weeks' notice should be given.

To verify employment hours, students must complete a work schedule and written administrative logs. Additionally, students are to retain copies of their payroll stub to verify hours worked should any questions arise.

Summer 10 Week Starts June 1 and ends August 6.

Grade Determination

<u>Assignment</u>	<u>Points</u>	
Employer Information	50	Due first week
Work Log/Objectives	100	Due every two weeks
Company Assessment	100	Due by xxx
Case Study Assignment	100	Due by xxx
Employer's Final Evaluation	100	Due final week
TOTAL	450	

A – 450 - 405

B – 404 - 360

C – 359 - 315

D – 314 - 270

F – 269 – 0

The student must receive a satisfactory rating from his/her unit supervisor in order to pass the course. Students are expected to receive good evaluations from employers. A good/outstanding evaluation will not make up for assignments that are not handed in; however, a poor evaluation will lower the student's course grade. If the student is fired from the job, the course grade will automatically be an "F".

If a student misrepresents the hours worked, the course grade will be substantially lowered and may result in an "F". Students are to retain paycheck stubs that show hours worked and, if requested, produce them to verify the hours worked.

APPENDIX E: HOSPITALITY MANAGEMENT MS AND CERTIFICATE COURSE ROTATION

HMGT & CMHT Courses – On-campus/On-line

Graduate Courses	SP23	SU23	F23	SP24	SU24	F24	SP25
HMGT 5250. Restaurant Development			O			O	
HMGT 5280. Hotel and Restaurant Opts.	O			O			O
HMGT 5520. Global Tourism Systems		O			O		
HMGT 5530. International Sustainable Tourism			X			X	
HMGT 5540. Tourism Services Mgmt and Marketing	X			X			X
HMGT 5560. Planning and Policy in Sustainable Tourism	X			X			X
HMGT 5585. SMART Destinations	O				O		
HMGT 5590. Hospitality and Tourism Data Analytics.			X			X	
HMGT 5630. Advanced Convention and Event Management			O			O	
HMGT 5790. Field Experience	XO	XO	XO	XO	XO	XO	XO
HMGT 5860. Strategic Mgmt. in Hosp Ind.	O			O			O
HMGT 5920. Problem in Lieu (3hr)	XO	XO	XO	XO	XO	XO	XO
HMGT 5950. Thesis (6 hrs) (continuous enrollment once enrolled)	XO	XO	XO	XO	XO	XO	XO
CMHT 5100. Intro to Research in Merch & Hospitality Mgmt	X						X
CMHT 5300. Research Methods	X		X	X		X	X
CMHT 5350. Issues & Trends			X	O		X	O
CMHT 5400. Research Applications	X		X				X
CMHT 5440. Consumer Theory			O			O	
CMHT 5460. Human Capital Development				X			X
CMHT 5550. Promotional Strategies		O			O		
CMHT 5600. Managing Customer Experiences	X			X			X
CMHT 5700. Service Excellence	O			O			O
CMHT 5810. Teaching Practicum in M&HM (Substitute: GSTEP)							
CMHT 5830. Legal Aspects							
CMHT 6500. Big data implementation in social network analysis			X			X	
CMHT 6600. Network Analysis and Visualization	X			X			X

Dual Numbered Courses**	SP23	SU23	F23	SP24	SU24	F24	SP25
CMHT 5000. Merchandising & Hospitality Study Tour Check with dept. for Hospitality Management specific destinations and semester.							
HMGT 5150. Casino Management			X	X		X	X
HMGT 5200. Survey of Beverages	X	X	X	X	X	X	X
HMGT 5480. Hospitality Industry Finance	X	X	X	X	X	X	X
HMGT 5500. Technology & Innovation in Hospitality, Event, and Tourism.			X	X	O	X	X
EDEM 5600. Sustainability in the Event Industry				O			O
HMGT 5820. Facilities, Equip. Layout & Design	X		X	X		X	X
CMHT 5800. Seminar in Leadership	X			X			X

**Limited to two (2) dual numbered courses on degree plan. Cannot repeat if taken for undergraduate credit (degree or leveling).

CMHT courses are courses that can be taken by both Merchandising and Hospitality MS and Graduate Academic Certificate majors dependent upon their degree plan.

NOTES:

- O = On-line course X = On-campus course
- Summer Session may be 3wks, 5wks, 8 wks, or 10 wks. Check UNT schedule of classes for specific offering.
<http://essc.unt.edu/registrar/schedule/scheduleclass.html>
- **100% online students take ESPY 5050 Methods and EPSY 5210 Statistics or another preapproved course.**
- Schedule Subject to Change Due to Unforeseen Circumstances.