

**HMD 340 Syllabus**

**William F. Harrah College of Hospitality**

**HMD 340**

## TECHNICAL ASSISTANCE & SUPPORT:

For assistance with any WebCampus issues call the Student Computing Support Center at (702) 895-0761 or visit <https://www.it.unlv.edu/it-help-desk>.

\* **IMPORTANT:** Please do not contact the professor for technical assistance since the professor has no control over the technical aspects of the learning platform. If you have any technical issues while taking a quiz or an exam, contact IT help desk and keep the record. You should have a reliable computer and high-speed internet connection to take quizzes and exams.

## COURSE GRADING:

Items with Percentage and Point Value	
(1) 3 exams	60% (600 points)
(2) 5 quizzes	20% (200 points)
(3) 2 projects	20% (200 points)
Total	100% (1,000 points)

Course grades are assigned based upon the total number of points earned.

- 1) **Three exams:** They . No exams will be administered at another time other than the assigned period.
- 2) **Five quizzes:** No quizzes will be administered at another time other than the assigned period (20% of your total grade).

**NO MAKE-UP EXAMS or QUIZZES**

\* **Note:** *In the spirit of fairness and university guidelines for ethics, the instructor will not respond to any*

*If you need help during the semester, do not hesitate to reach out to your professor.*

## **CLASSROOM POLICIES:**

### **1) Attendance/Participation:**

*Attendance:* The University requires attendance at all classes. **Students are expected to attend all classes and arrive on time.** Students cannot successfully pass HMD 340 without attending class. The instructor will not give lecture at another time.

*Participation:* Students are encouraged to solve problems in class. Students will be often required to submit their outcomes of problem solving (e.g., complete a handout or answer questions provided by the instructor and submit it at the end of the class).

### **2) Electronic Devices:**

Smartphones must be **turned off** or placed in \_\_\_\_\_ during class time. Students who bring laptops or tablets are allowed to use only **Excel** and **PPT** software and view the websites that are allowed by the instructor during class time.

Taking pictures and video/audio recording without instructor permission are prohibited.

Students do not comply with this policy will be requested to leave the classroom or reported to the Assistant Dean for Academic Affairs.

### **3) Food and Beverage:**

The use of any tobacco products is prohibited in the classroom. Only snacks and beverages are allowed in the classroom.

### **4) Classroom Environment:**

Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, student are prohibited from engaging in any other form of distraction (e.g., **talking to other students while the instructor is lecturing, watching videos or other Internet \_\_\_\_\_ permission**).

Inappropriate behavior in the classroom shall result, minimally, in a request to leave class or will be reported to the Assistant Dean for Academic Affairs. If a student does not comply with established requirements or obstructs the functioning of the class, **the instructor may initiate an administrative withdrawal of the student from the course.**

### **5) Communication:**

Students must check the WebCampus every Monday and Wednesday for important announcements. Invariably, necessary adjustments related to course material and due dates occur throughout the semester.

\* **IMPORTANT:** *Students are highly encouraged to read this syllabus and WebCampus Announcement before asking questions to the instructor regarding course schedule and grading.*

## **UNLV POLICIES**

### **Public Health Directives**

do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of

temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

### **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

### **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#)

attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic s a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

\_\_\_\_\_ y completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the course without repeating it. For undergraduate courses, the incomplete work must be made up before the \_\_\_\_\_, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course \_\_\_\_\_ register

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the \_\_\_\_\_ website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](#)

Policies, on the [Academic Policies](#) webpage,  
<https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es). The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in

option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence

