



University of North Texas  
College of Applied & Collaborative Studies  
Department of Multidisciplinary Innovation  
APMG 4121.530  
Project Workshop: Advanced

## WELCOME TO UNT

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

## INSTRUCTOR CONTACT INFORMATION

- **Name:** Tina Ross (she/her)
- **Office location:** FRLD 353
- **Office hours:** After class; also available via Zoom by appointment.
- **Email address:** [christina.ross@unt.edu](mailto:christina.ross@unt.edu)

## COMMUNICATING WITH YOUR INSTRUCTOR

The primary tools for communication in this course are email or in person. If you have questions or concerns, please send them to [christina.ross@unt.edu](mailto:christina.ross@unt.edu) **from your UNT email address**. You should expect a reply from me within 2 business days. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have, to a non-UNT email address because it violates federal law on student privacy. For further information on email communication, please see <https://clear.unt.edu/online-communication-tips>.

When contacting your professor, please remember to be respectful and professional. Start with a greeting (Dear Professor Tina or Dear Ms. Ross,) and be sure to indicate which class you are in. Please re-read any emails you write before you send them to make sure they are relating what you intend to say clearly and thoughtfully. I will treat you with respect and as an adult; I expect the same in return. If you send rude or unprofessional emails, I will respond by asking you to rephrase your issue. If you continue to send angry, rude emails, your emails will be referred to the Dean of Students.

All official communication from UNT and your professor(s) will be delivered via Canvas or your UNT email. If you send a message from a non-UNT channel, I may not receive it. If I do receive an email from a non-UNT address, I will send a reply via Canvas or to your UNT email. It is your responsibility to check that email.

Additionally, office hours offer you an opportunity to ask for clarification or find assistance with understanding class material. Please feel free to visit me! I encourage you to connect with me for support.

## COURSE INFORMATION

- **Course Name:** Project Workshop Advanced
- **Course Description:** 3 hours. (3;0;0) This applied project-based learning workshop focuses on addressing real-world problems.
- **Course Meeting Times & Location:** Mondays, 11:00am-1:50pm, FRLD 456
- **Course Structure:** This course will meet in person during its regular scheduled time. Attendance will be required during the regularly scheduled time. Every week there will be a three-hour meeting where team members will work on their semester project.
- **Prerequisites:** Declared major in College of Applied & Collaborative Studies, senior status, and department consent.

## COURSE OBJECTIVES:

- CO1. Use project management frameworks to plan a project.
- CO2. Demonstrate competency in planning, organizing, and delivering a project.
- CO3. Communicate with a diverse group of project stakeholders.
- CO4. Prepare well-crafted visual models of concepts as working tools of understanding.

## REQUIRED MATERIALS:

- **Textbook or e-book:** None

## TECHNICAL REQUIREMENTS/ASSISTANCE

UNT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: [UNTFriscoHelpDesk@unt.edu](mailto:UNTFriscoHelpDesk@unt.edu)

Phone: 972-668-8111

In Person: Frisco Landing, Room 220

- Hardware and software necessary to use CANVAS: <http://www.unt.edu/helpdesk/canvas/>
- Browser requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>
- Computer and Internet Literacy: [http://clt.odu.edu/oso/index.php?src=pe\\_comp\\_lit](http://clt.odu.edu/oso/index.php?src=pe_comp_lit)
- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

## Minimum Technical Skills Needed

Using the learning management system - CANVAS, using email with attachments, creating and submitting files in commonly used word processing program formats, downloading and installing software, using spreadsheet programs, etc.

## ASSESSMENT & GRADING

Course Requirement	Points Possible	Percentage of Final Grade
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<b>Project Management</b>		
<b><i>Initiating</i></b>		
Project Brief	40	4%
Stakeholder Analysis	20	2%
Project Charter	20	2%
<b><i>Planning</i></b>		
Scope Statement	20	2%
Assumptions & Constraints	20	2%
Work Breakdown Structure	20	2%
Milestone Schedule	20	2%
RACI Matrix	20	2%
Gantt Chart	20	2%
Resource Plan	20	2%
<b><i>Executing</i></b>		
Communication Plan	20	2%
<b><i>Monitoring &amp; Controlling</i></b>		
Status Update Meeting	20	2%
<b><i>Closing</i></b>		
Final Deliverables	40	4%
<b>Design</b>		
Empathy	40	4%
Define	40	4%
Ideate	40	4%
Prototype	40	4%
Test	40	4%
<b>Analysis</b>		
Methods & Rigor	50	5%
Performance Metrics	50	5%
Visualization	50	5%
<b>Presentations</b>		
Kick-off Meeting	100	10%
Final Presentation	200	20%
<b>Other Assignments</b>		
Syllabus Quiz	10	1%
Weekly Updates	40	4%
<b>Total Points Possible</b>	<i>1000 points</i>	<i>100%</i>

**Assessment Overview**

Assessments are based on projects and participation. Students who fail to complete any assessment by the due date will receive a zero - no late work is accepted. If you try to resubmit an assignment after the due date, it will give you a score with a late penalty of 100% (meaning you will get a zero). It is extremely important to watch for DUE DATES and not submit after a due date.

**Letter grades will be based upon the following grading scale:**

90 – 100 % of the total points	900 – 1000 Points	Grade = A
80 – 89 % of the total points	800 – 899 Points	Grade = B
70 – 79 % of the total points	700 – 799 Points	Grade = C
60 – 69 % of the total points	600 – 699 Points	Grade = D
Below 60 %	0 – 599 Points	Grade = F

**Grading:** Your grades will be posted on Canvas under “Grades.” It will be your responsibility to regularly check your grade to keep up to date on your progress in the class. To configure your grade, divide the smaller number of points (points earned) by the larger number (points possible). This will give you a percentage, which will help you determine your letter grade. For example, if you have earned 400 points out of a possible 465 points, your percentage would be .860 ( $400 \div 465 = .860$ ), or 86%, which is a B.

If you have a question or concern about a grade, I invoke the **24/7** rule: You must wait 24 hours before talking to me about it, but you must inform me of any grading issues no later than 7 days after the assignment due date. Grading concerns must also be discussed before the UNT grade submission deadline, which is typically the Monday after the term has concluded. You are certainly welcome to discuss grades with me at any time.

## **COURSE POLICIES**

### **Attendance Policy**

Regular, punctual attendance is expected and will help you succeed in this course and beyond. Students are expected to attend all class meetings, arrive when the class begins, and remain until the class is dismissed. Attendance will be taken in class each day. Late work is not accepted except in case of extreme emergency where advance planning was not possible. Assignments turned in late will receive a zero.

- Advanced planning is key! Look at your personal, family, and/or religious calendars at the start of the semester so you know of possible absences as soon as possible.
- It is up to you to request an excused absence with as much advance notice as possible.

If you are absent for a presentation, you can request to make up the assignment. (NOTE: FINAL PROJECT PRESENTATION CANNOT BE MADE UP.) The only absences that will be considered excused are those outlined in [UNT Policy 06.039](#). Please familiarize yourself with this policy. These are: death in the family, severe documentable personal illness, religious holidays, and participation in college sponsored activities (e.g., intercollegiate sports). Any student wishing to have an absence excused must provide appropriate documentation. **An absence WILL NOT be excused if you do not contact your instructor within 24 hours of the missed class.**

All doctors' notes must be signed by the doctor on official letterhead/prescription pad. (Routine visits to your doctor or dentist do NOT constitute an excused absence.) **Notes that are not dated, signed, or verifiable will not be accepted.** I reserve the right to decide if documentation is acceptable.

This is an in-person, face-to-face course. Students will only be counted present when attending in person. Students may not attend class using Zoom or similar technologies. They must be in person.

## Class Participation Policy

You are expected to be an active participant in class and work with your group to complete project assignments. Please refrain from using electronic devices for personal use unless agreed upon by the instructor and your group.

## Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. All assignments will be submitted via Canvas. Official due dates can be found on the course schedule and within Canvas. Written work will be submitted using a plagiarism detection software program. You can see the “similarity score” when you submit the assignment. If your submission shows a high mark for possible overlap with other work, please look it over carefully to be sure you have used proper citation and are following the spirit of the assignment. A high mark does not necessarily mean you plagiarized, but it is an indication to take time to look things over. If you need help understanding plagiarism and learning how to cite sources properly, please contact the professor for assistance.

Look for details on how to submit assignments in the Canvas class site. ***If you have any technical difficulty with Canvas, please contact: <https://learner.Canvas.help/hc/en-us>.*** Students will not be allowed to retake any assessment due to technical difficulties. Please check compatibility in advance. Specifications are posted in the Getting Started module.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected **university** server outage the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Any problems should be reported to the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. Please notify the instructor as well.

Individual technical issues are the responsibility of the student. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. **Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions.** Plan ahead to ensure you have reliable internet service and have addressed any Canvas compatibility issues.

## Instructor Responsibilities and Feedback

The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve problem solving abilities, and build collaboration skills. All assignment information and grading rubrics are provided in Canvas. Written feedback on assignments will be provided through the grading rubrics in Canvas. Students can expect written projects and assessments to be graded and posted in Canvas within 2 weeks of the assessment due date. Email responses will be sent to questions within 2 business days.

## Late Assignments/Make-up Policy

Project management requires one to be fluid and flexible based on the client's requests and the nature of the project. Thus, the instructor understands some deadlines may need to be shifted for individual projects. Students should make every attempt to complete assignments by the designated due date and time. If an assignment is unable to be completed by the due date, it is the student's responsibility to request an extension. Extensions are not automatically granted; students should discuss the reason for the extension request with the instructor and provide supporting documentation if needed. All work turned in after the deadline will receive a grade of zero unless the student has received approval for an extension or has a university-excused absence and provides documentation with 48 hours of the missed deadline.

Assignments are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Students are already given more than one day (usually 7 days) to complete all assignments to allow students to schedule around their professional and personal responsibilities.

Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible.

## Grade Appeals

If you have a question about a grade on an assignment, please arrange to meet with the instructor. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the grade appeal policy, which you can obtain from the instructor or from the department's administrative assistant. This policy is based directly on the UNT policy but gives some specifics about who to send things to and when to send them.

## Requests for an Incomplete

Students may request a grade of incomplete ("I") only if they meet all of the following conditions:

- The request occurs on or after (see list of important dates in the syllabus).
- The student is passing the course at the time of the request;
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule;
- The student has the approval of the instructor/faculty director (one and the same for this course); and
- The student and instructor have signed the Request for Grade of Incomplete form.

Students meeting these criteria may finish the course at a later date (no longer than 12 months after the I grade was reported) by completing the specific requirements outlined by the instructor and agreed upon by the student. These requirements must be listed on a "Request for Grade of Incomplete" form signed by the instructor, student, and faculty director. More information on UNT's incomplete grade policy is available at: [UNT's Office of the Registrar](#).

## **Dropping the Class**

The College of Applied and Collaborative Studies faculty all want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at: [UNT's Office of the Registrar](#). If you absolutely have to drop the course, you may do so through your MyUNT student portal. See list of important dates in the syllabus for the last date to drop a class with an automatic grade of "W".

## **Syllabus Change Policy**

Due dates for assignments can be found in Canvas and in the course schedule. In the rare cases that there is a date change for an assignment, exam or any other syllabus change, the instructor will notify students through an announcement in Canvas. Details on assignments later in the term may be altered by the instructor as the time for those activities nears – based on formative feedback from students and changing learning needs as determined by the instructor. Therefore, the syllabus may be updated during the semester. The instructor will update the posted syllabus in Canvas and update assignments in the modules, as needed.

## **Sharing of Course Content**

No part of this class (verbal or written format) may be posted on any social media forum or elsewhere online without the express written consent of the professor. Should it come to my attention that any part of this class has been shared on any online platform, the student who holds the offending social media account will automatically receive an academic integrity violation and may be removed from class.

My lectures are protected by state common law and federal copyright law. They are my own original expression. Whereas you are authorized to take notes in class thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes to anyone else, or to make any commercial use of them without express prior permission from me in writing. Class recordings are reserved for use only by students in this class for educational purposes. The recordings should not be shared outside the class in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Students with official accommodations on file with the university to receive prior notes and/or record class lectures are bound by these non-dissemination policies as well. Materials used in connection with this course may be subject to copyright protection. Materials may include but are not limited to: documents, slides, images, audio, and video. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law.

## **UNT POLICIES**

### **Academic Integrity Policy**

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.

According to UNT Policy 06.003, Student Academic Integrity, 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.

Any student found plagiarizing a speech will receive an automatic F for the speech and will not be permitted to re-do the speech.

## Using Artificial Intelligence (AI) Tools

You may use AI programs (e.g., ChatGPT) to help generate ideas, brainstorm, and better understand course content. **You must acknowledge your use of AI in submissions if you use it.** You may be asked to submit the prompts you use along with the resulting responses. Be aware that AI can create things that sound like facts but are actually “hallucinations.” Beware that use of AI tools may also stifle your own independent thinking and creativity. Take some time to reflect on both the advantages and potential dangers of AI.

You are still responsible for the final product and for any limitations and potential biases from AI. You may be asked questions about your submission if AI use is suspected and not properly cited or used. I reserve the right to modify this policy as necessary.

**You may not submit any work generated by an AI program as your own.** If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor), otherwise it will be considered plagiarism and dealt with according to UNT policy. If any part of this is confusing or you’re uncertain whether you can use a source, please reach out to me for a conversation before submitting your work.

## ADA Policy

UNT makes 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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time; however, 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. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu).

## Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

## Retention of Student Records

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

## Acceptable Student Behavior

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 Dean of Students 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 [here](#).

## Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located on the myUNT portal. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains [Eagle Connect](#) and how to forward e-mail.

## Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) they create within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

[Download the UNT System Permission, Waiver and Release Form \(Links to an external site.\)](#)

## Student Perceptions of Teaching Effectiveness (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available toward the end of the semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey,

they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [SPOT](#) or email [spot@unt.edu](mailto:spot@unt.edu).

## **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

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

## **Sexual Assault Prevention**

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

## **Mandatory Reporting**

In accordance with UNT Policy, state and federal law, your instructor is a mandated reporter and must therefore report to the Title IX or Deputy Title IX Coordinator instances of sexual misconduct (e.g., sexual assault, stalking, dating violence, domestic violence, and sexual harassment) by or against a student enrolled at the university, about which they become aware during this course through first-hand observation, writing, discussion, or personal disclosure. More information can be found at [Dean of Students](#) including confidential resources available on campus. The University of North Texas is committed to maintaining work and educational environments free from sexual misconduct and retaliation. The University will not tolerate conduct that is inconsistent with this commitment at any of its locations, programs or other activities. If students, faculty, or staff would like assistance or have questions, they can email [TitleIX@unt.edu](mailto:TitleIX@unt.edu) or visit the [Dean of Students website](#).

## **Campus Carry**

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at: [UNT Campus Carry](#).

## **IMPORTANT DATES**

For a list of important dates such as withdraws, changing to pass/no pass grade, and dropping a course can be found here: <https://registrar.unt.edu/registration-guides-by-semester.html>

## **ACADEMIC SUPPORT & STUDENT SERVICES**

### **Student Support Services**

#### **Mental Health**

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

#### **Chosen Names**

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT EUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### **Pronouns**

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

#### **Additional Student Support Services**

- [Registrar](#) (<https://registrar.unt.edu/registration>)
- [Financial Aid](#) (<https://financialaid.unt.edu/>)
- [Student Legal Services](#) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](#) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](#) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](#) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](#) (<https://edo.unt.edu/pridealliance>)

- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)
- [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) (<https://studentaffairs.unt.edu/office-disability-access>): exists to prevent discrimination based on disability and to help students reach a higher level of independence

## **Academic Support Services**

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [UNT Learning Center](https://learningcenter.unt.edu/): (<https://learningcenter.unt.edu/>) provides a variety of services, including tutoring, to enhance the student academic experience
- [Code of Student Conduct](https://policy.unt.edu/policy/07-012): (<https://policy.unt.edu/policy/07-012>) provides Code of Student Conduct along with other useful links.