



Department of World Languages, Literature, and Culture
Spanish Language Proficiency for Educators (SPAN 3080)
Fall 2026

Instructor Contact Information

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Office Hours: Tuesdays 12:30-1:30 pm or by appointment
Office Location: LANG 401-H
Email: maria.carpio@unt.edu
Class schedule: Tuesday / Thursday 3:55-5:15 pm
Classroom: LANG 201

Welcome to UNT!

As members of the UNT community, we have all committed to being 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. Please read the syllabus carefully and thoroughly.

Communication Expectations:

For any personal concerns or questions, email me (use only your UNT email account) or visit me during my office hours. I aim to return your graded work within 1 week of the due date. When this is not possible, I will send an announcement to the class.

Cell phones and other electronic devices are prohibited in the classroom unless the professor instructs otherwise. Please keep your cell phones in your backpack. Laptops must be closed when not in use for classroom purposes (e.g., taking notes, completing assignments, etc.).

Bathroom: Please use the bathroom before class starts to avoid getting up in the middle of class. I understand that there may be some illnesses or situations in which students need to use the bathroom frequently. If that's the case, talk to me on the first day of class.

How to address your professor

Please, address me as Doctora Carpio-Manickam or profesora Carpio-Manickam and use the "Usted" form.

Course Description

Development of Spanish proficiency through reading, writing, listening, and speaking. Emphasis is placed on the use of academic Spanish and pedagogical practices in the bilingual and Spanish classrooms. The course assists students in further practicing the Spanish language skills needed to pass the language section of the *Bilingual Education Supplemental* (BES) exam and the *Languages Other than English* (LOTE) exam. Students must have an advanced level of Spanish in all areas. The course is fully taught in Spanish.

Course Structure

The course content is organized into 10 lessons that cover the four skills of second-language acquisition in the bilingual and Spanish classroom. Assignments, guidelines, and grading rubrics are available in the weekly folders for each module in Canvas. Some assignments will be done in Canvas, others will be done in class.

Readings and Assignments

Students are expected to come to class fully prepared with the readings and assignments as scheduled in the assignment schedule section of this syllabus. It is the student's responsibility to continually consult the assignment schedule and turn in assignments on time. **Late work will not be accepted.** Please read the full policy below.

Course Prerequisites

This course is designed for students who have passed SPAN 2050 at UNT or an equivalent course. If after taking SPAN 2050 or the equivalent, the student is still struggling with Spanish, it is highly recommended to take an advanced grammar, writing, or conversation course before taking this course. For more information, please contact your professor or the World Languages Department in LANG 101, (940) 565-2404.

Course Objectives

By the end of this course, students will be able to:

- Demonstrate advanced listening skills in Spanish in a variety of scenarios related to bilingual and Spanish learners, parents, colleagues, and administrators at public schools.
- Infer different types of communication (writing, videos, audios, presentations) and respond to the content.
- Analyze a variety of written texts, interpret, and paraphrase the content and explain the main ideas, infer, and determine the point of view of the author, and respond to questions.
- Demonstrate advanced oral communication skills using specific vocabulary, advanced Spanish grammar structures, and formal and informal communication strategies, following the rules of oral communication according to a variety of situations in the bilingual and Spanish classroom.
- Demonstrate advanced writing skills in Spanish to effectively communicate with a variety of subjects (students, parents, administrators) using the appropriate register (formal and informal) and grammatical structures.
- Recognize, review, and apply advanced grammatical concepts previously learned during the four semesters of Spanish language courses.

- Understand and apply the orthographical rules in Spanish written contexts for effective communication (accent marks, spelling, punctuation)

Required Texts and Materials

- A textbook is not required for this course. Materials will be provided in class.
- Recommended: Spanish/English Dictionary (the free application *SpanishDict* is a great resource)

Course Technology & Skills

Minimum Technology Requirements

To be successful in this course, students will need the following technical skills:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Plug-ins
- [Canvas Technical Requirements](#)

Computer Skills & Digital Literacy

- Canvas navigation
- Sending and receiving emails
- Sending video recordings using a webcam
- Downloading and installing software such as LockDown Browser

Technical Assistance

Learning using the 21st teaching methodologies involves the use of technology and 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](#)

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](#)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their professors in the classroom and via email. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language based on 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 will not be tolerated.
- Treat your professor and classmates with respect in any communication online (Canvas, email) or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your professor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals’ experiences.
- Use your critical thinking skills to challenge other people’s ideas rather than attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your professor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

Policy on Late Work

Late homework will be accepted only in extreme circumstances and in accordance with UNT policies. In-class assignments for a grade are graded as participation and cannot be taken outside of class. The student should contact the professor as soon as possible and provide **original documentation** supporting the need for a late homework submission. In the case of an anticipated absence, such as military deployment, the student should contact the professor in advance and plan to complete the required assignments.

Grading

A = 90-100%, B = 80-89.4%, C = 70-79.4%, D = 60-69.4%, F = Below 60%

The final grade will be rounded up to the next grade as follows: 89.5-89.9= 90, etc.

To successfully pass the Texas BES and LOTE exams, it is highly recommended that students pass this course with a final grade of A or B. A minimum grade of C is obligatory for all Spanish majors and minors.

Course Requirements

ASSIGNMENTS	FINAL GRADE %
Active Class Participation • Group discussions • Comments in class • Taking notes from lectures • Presentation Peer Review	20%
Listening and Reading Comprehension • In class exercises • Homework	10%
Oral Communication • 1 video • 2 in class presentations • In class exercises • Homework	20%
Writing Communication: • Essays (total 1) • Reflections (total 4) • Homework	20%
Quizzes (7 total)	10%
Service to the Community • 12 hours of volunteer work at a Denton public school (4 hours per month)	20%
Extra Credits • SPOT Evaluation (5 pts.) • Writing extracurricular practice sessions (3 total, 3 points each) • Speaking extracurricular practice sessions (3 total, 3 points each)	
Total	100%

Active Class Participation

Engagement, participation, and interaction are essential elements of the learning process. To that end, students are expected to come to class fully prepared by having read the assigned materials in advance.

Class Participation Points

Students will be graded on their participation in group discussions, their contributions in class, note-taking during lectures, and their arrival to class on time. Students will earn up to **4 participation points** for each day of class. Please arrive at class on time and actively participate to earn as many points as possible.

Participation points for each day of class will be earned as follows:

1. Arriving on time and staying until the end of class (1 point)
2. Coming prepared to class with the assigned readings (1 point)
3. Active participation in group discussions and class comments (1 point)
4. Taking notes in class during lectures (1 point)

Participation points will be posted biweekly in Canvas's gradebook.

Students with perfect attendance will receive 4 points toward the final grade at the end of the semester.

In-Class Assignments

There will be speaking, listening, writing, and reading assignments in class for a grade. It is highly recommended that you do not miss class, as these assignments will not be reassigned for completion at home.

PowerPoint Lectures

I will teach my lessons using PowerPoint presentations. You will learn essential information about the BES and LOTE exams and how to strengthen the four Spanish language skills (listening, speaking, writing, and reading) that students must master to be successful in the classroom. The service to the community at a public school in Denton (more about service below) will allow you to practice what you learn in class.

Homework

Homework is an essential aspect of this course, as it provides the background knowledge you need to better grasp complex concepts in class. There will be listening, audio, reading, and speaking homework assignments to reinforce your Spanish language skills. Instructions and rubrics for each assignment are available in their respective module in Canvas. Homework will be submitted on Canvas **on Tuesdays and Thursdays before 3:30 pm.**

Grammar Assignments

Class lessons will not cover Spanish grammar. However, grammar videos and exercises will be available in Canvas for practice.

Note: If some students need extra help with grammar, it is highly recommended to enroll in an advanced Spanish grammar course or visit the Spanish tutor in the LANG building.

Listening, Reading, and Speaking Assignments

After learning the best practices to dominate these three language skills, students will practice in class. The exercises will follow a similar format and process as the BES and LOTE exams that students must pass to receive the Texas state teaching certification for bilingual and Spanish teachers.

Writing Assignments

Throughout the course, there will be several writing assignments that will give you ample opportunity to practice this critical skill in Spanish. Most assignments will be written in class and cannot be rescheduled if the student is absent. Writing assignments will be evaluated for content, advanced vocabulary, grammar, orthography, use of accent marks, sentence structure, and syntax. Instructions, topics, and grading rubrics are available in Canvas.

Writing assignments include:

- Four reflections
- Emails, memorandums, and letters
- One essay
- Writing homework

Important:

All writing assignments in Canvas will use *Turnitin*, a plagiarism and AI (Artificial Intelligence) detector. Assignments with any percentage of plagiarism will receive an automatic grade of 0 without the opportunity to redo the work. Before submitting your writing assignments, please ensure the system shows 0% plagiarism.

Practice exam for the state of Texas

Although taking the BES and LOTE practice exam is optional, all students are strongly encouraged to take it to get a sense of what the real exam will be like. The exam lasts 4 hours and can be taken on your computer. The cost of the practice exam is \$10.00, and you must register ahead of time at the [Texas Educator Certification Examination Program](#).

Speaking Assignments

- A) There will be in-class practice and graded activities simulating the BES and LOTE exams. Oral graded activities cannot be done outside of the classroom if the student is absent.
 - B) There will be three oral projects:
 1. Video "Reunión con una madre o padre de familia" (in pairs, students choose their partner)
 2. Presentación # 1: In class on a topic from the list in Canvas (in pairs, assigned by the professor)
 3. Presentación # 2: "Mi salón de clase virtual" (in class, in pairs assigned by the professor)
- Instructions, guide, and grading rubrics in Canvas

- Late assignments are not accepted
- Presentations cannot be rescheduled if the student is absent.

Quizzes

Throughout the course, there will be **7 quizzes (pruebas)** to evaluate your knowledge of bilingual education and pedagogical practices, as well as the four skills in Spanish (reading, writing, listening, and speaking). Quizzes will be based on the lectures given by your professor. PowerPoint lessons will not be available in Canvas. It is highly recommended to take notes in class. Quizzes will be taken in class.

Lockdown Browser System

All quizzes and essays will be taken using the UNT-provided LockDown Browser application. Instructions and the download link for the application are in Canvas, module “Semana 1”. In the first week of class, download the LDB application to your laptop and take the graded quiz to test the system (4 points). **Chromebooks are not fully comparable to LDB.** Please borrow a computer from a friend or from the UNT libraries. Bring your laptop fully charged to class.

Service to the Community

In this course, you will have the opportunity to give back to the community of Denton Public Schools, help a child in academic need, and learn valuable skills and experience as a future bilingual or Spanish teacher. There are two options:

- 1) **Option # 1: In person at McNair Elementary School in Denton through the *Adopt a School Program (ASP)* at the Department of World Languages at UNT.** Service will be 1 hour per week or 2 hours every other week (choose only one and be consistent as much as possible), for a total of 4 hours per month and **12 hours total in the semester.** The service can be done any day Tuesday-Thursday, within 8:00 am-2:00 pm. You will choose the day and time that best works with your schedule and the teacher’s schedule. The four hours cannot be done in one day. If for some reason you need to make changes to your schedule, contact the teacher and your professor.

Before the deadline, you must complete the [Denton ISD Volunteer Background Check](#) (free). You will also need to print and complete the **Volunteer Availability** form available in Canvas, where you will specify the day and time that best work for you. You will turn in the availability form in class on the day scheduled in the calendar so your professor can pair you with a teacher.

In the third week of class, we will visit McNair Elementary School to meet the principal, teachers, and Dr. Paul Parkerson, our collaborator. More information will be given in class.

Volunteer service will begin in the third week of class. You must print the **monthly log form** (available on Canvas) and bring it to the teacher to be signed and dated. **Please do not enter the service time on the sheet before the teacher’s signature. Enter the time right before she/he signs the form. That way, if there is an error with the time, you do not have to correct it. Corrected entries will not be accepted.** You will turn in the

log sheet in Canvas and the paper version in class at the end of each month to receive a grade. For each weekly hour of volunteer service, you will earn 10 points for a total of 40 points per month. If you miss your volunteer service hour in a week (due to illness or other excused absence as described in the syllabus), contact your professor to approve earning the points the following week at the latest. If you did not do any volunteer work during the month, you still need to turn in the log sheet with 0 hours as total volunteer hours and a valid justification for not doing the service.

- 2) **Option # 2: Online via Zoom through the *Bilingual Homework Hotline* (BHH).** We expect the hotline to begin operating in the third week of the semester. You will need to attend a virtual training in the second week of class. More information will be given in class. Volunteer hours for another course (e.g., the Education department) may count toward our course with the approval of your professor. Before you can volunteer for this program, you must first complete the Denton ISD Volunteer Free Background Check and complete the Volunteer Availability form. You will find them on the Bilingual Homework Hotline [website](#).

Volunteer Service Grades and Log Sheets

Grades for online Zoom tutoring are the same as the *Adopt a School Program*. There is a specific log sheet for each program to report your hours in Canvas. The organizers of the BHH program also keep records of your service, and they will email them to your professor at the end of each month. Students serving in either of the two programs will turn in the log sheet on paper in class and in Canvas at the end of each month. Edited time entries in the log sheet will not be accepted.

Extra Credits

Throughout the course, students will have the opportunity to earn extra points:

- Attending any of the extracurricular writing and speaking sessions hosted by Dr. Carpio-Manickam (3 points per session). More information in Canvas.
- Completing SPOT Evaluation (5 points applied towards quizzes category).

Course Policies

Attendance Policy

Attendance for this course is obligatory. In case of an emergency (illness/accident, or death in the family), please contact your professor as soon as possible and provide documentation supporting the need for any late submission of a graded assignment. Late work will be granted only for excusable absences as follows:

Excused Absences

According to UNT policy, an absence may be excused **only** for the following reasons:

1. Religious holy day, including travel for that purpose
2. Active military service, including travel for that purpose
3. Participation in an official university function
4. Illness or other extenuating circumstances
5. Pregnancy and parenting under Title IX

The student is responsible for requesting an excused absence in writing, providing satisfactory, original evidence to the faculty member to substantiate the absence. Late work must be submitted not later than one week after the original due date.

Assignment Policy

All official due dates for assignments can be found in the Assignments Calendar Schedule (included in this syllabus). Assignments must be uploaded to Canvas and **will not be accepted via email**.

The University is committed to providing a reliable online system to all users. However, in the event of an unexpected server outage or an unusual technical issue **with the Canvas** platform that prevents students from completing a time-sensitive assessment, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk at helpdesk@unt.edu or 940.565.2324 to obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues as soon as possible.

Instructor Responsibilities and Feedback

As the instructor in this course, I am responsible for

- Providing course materials that will assist and enhance your achievement of the stated course goals, and guidance.
- Providing timely and helpful feedback within the stated guidelines.
- Assisting in maintaining a positive learning environment for everyone.
- Responding to emails as soon as possible within my working schedule hours.

As a student in this course, you are responsible for

- Reading all the information in this Syllabus.
- Come fully prepared to class.
- Remaining attentive and engaged in class and interacting with your fellow students.
- Turning in all the assignments on time.
- Assisting in maintaining a positive learning environment for everyone.

Student Issues with the Instructor

When a student has class-related issues with her/his instructor (e.g. appeal a grade, disagreement about attendance record, interpretation of a class assignment, assigned grades, etc.), she/he should follow these steps to reach a resolution:

1. The student should first discuss the issue directly with the instructor.
2. If the issue is not resolved to the student's satisfaction, they should email a written description of the issue to the Chair of the department, Dr. Christoph Webber (Christoph.weber@unt.edu). Dr. Weber will also solicit a written statement from the instructor in question.
3. Dr. Weber may meet individually with the student and instructor to resolve the issue.

4. If the student is not satisfied with the resolution, she/he can contact the Executive Dean of the College of Liberal Arts & Social Sciences to discuss this issue.

Grade Appeal Policy

Students should try to resolve the grievance with the instructor. If that does not work, the student can initiate a grade appeal with the instructor based on one of these three grounds:

- 1) Grade was based on unfair treatment.
- 2) Instructor departed from the standards set out in the course syllabus without a rational academic reason, or
- 3) An error occurred in calculating the grade, including the failure to factor in an assignment, project, quiz, or examination.

Note: If the student is alleging discrimination, they must report this belief to the Office of Equal Opportunity.

Syllabus Change Policy

Changes to the Syllabus and assignment due dates would be made only in extreme circumstances and at the professor's discretion.

UNT Policies

Academic Integrity Policy

The UNT Department of World Languages, Literature, and Cultures adheres to the University's policy on Student Academic Integrity. For all pertinent assignments and assessments, the work must be the student's work only (unless otherwise indicated by the course instructor) and should reflect the student's level of Spanish proficiency. Students are prohibited from asking another person (i.e., a friend, tutor, or relative) to help them develop or compose a response (oral or written) in preparation for, or while completing, an assignment or assessment that will be graded and applied to the student's final grade in the course. This includes, but is not limited to, receiving outside assistance with drafting, revising, editing, or developing the content and structure of a response to an assignment or assessment question without the course instructor's consent. Also, **the use of Artificial Intelligence (AI) and translation technology (any digital translation tool or app) is prohibited for all assignments and assessments and will be considered academic misconduct.** Information "cut and pasted" or otherwise copied from other sources and used as answers in assignments and assessments will be considered plagiarism. If a student has any doubts whatsoever about what constitutes any form of scholastic dishonesty, they should consult the course instructor before submitting their work. Cheating, plagiarism, and other forms of academic misconduct, as defined by University Policy, will result in a zero on the assignment or assessment in question and may be reported to the Dean of Students. For an explanation of the Academic Integrity Code, including information on definitions, reporting and investigations, and contesting an admonition or violation report, see:

<https://deanofstudents.unt.edu/academic-integrity>

ODA Policy

UNT makes reasonable academic accommodations 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 deliver to faculty to begin a private discussion of the student'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](#).

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.

Emergency Notification & 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. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

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. Visit UNT's [Code of Student Conduct](#) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. 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 [Eagle Connect](#).

Student Evaluation Administration Dates

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 during weeks 13, 14 and 15 of the long semesters 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](#) or email spot@unt.edu.

Sexual Assault Prevention

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

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates 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

Academic Support & Student 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](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric 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. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

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](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Multicultural Center](#)
- [Counseling and Testing Services](#)

- [Pride Alliance](#)
- [UNT Food Pantry](#)

Academic Support Services

- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Lab](#)

Course Assignments schedule in a separate document

Created by Dr. Carpio-Manickam
Last updated August 7, 2026