



College of Liberal Arts and Social Sciences (CLASS)
Department of Spanish
SPAN 4040
Spanish Writing for Mass Media Professions
Spring 2026

Professor's Name: Dr. Teresa Marrero, Ph.D, (She, her, ella)

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Office Hours: In person. Tuesdays. 3- 4:15 pm. LANG 403 J

By appointment on Zoom M, W, TH 11 am to 3 pm

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Communication Expectations

UNT email is the primary tool to communicate directly with students. By UNT policy, students must use **only** their UNT email address to email professors. Any personal concerns or questions should be emailed to the professor. **Please use the subject line: SPAN 4040.**

Emails will be answered within 24-36 hours or sooner (except for weekends). Please address me as Profesora o Doctora Marrero or *profe*. I will do my best to return graded work within one week of the due date. For more information about proper communication with your professor, please consult UNT [Communication Tips](#).

Please, **do not use the Canvas inbox** as I do not get notifications. If you receive a zero on assignments, it means that you need to send me an email after you read the feedback. **Email me; avoid leaving me messages in the “Comment boxes” of assignments as sometimes I may miss them.**

Emails received after 4 pm will receive a response the following day. Any emails received on Fridays after 4:00 pm will receive a response until the following Monday.

Please, only use your UNT email to contact me, avoid Canvas.

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.

Course Description

Emphasizes the writing skills needed in the mass media profession to communicate with a wider Hispanic community. Cultural differences and writing styles are addressed through authentic oral and written ads.

Course Structure

This is a 15-week modules online course. Its main component is perfecting Spanish competency in order to be able to communicate through mass media. Please follow each weekly module.

Prerequisite

- Prerequisite: 3 hours of advanced (3000- or 4000- level) Spanish or consent of department.
- **Microsoft Word knowledge. Students will use only Microsoft word documents and save the files as docs.** Do not save them as notes, pages, PDF's, etc. If I cannot open your document, you will not receive credit.

Course Objectives

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

1. Apply concepts learned in the course in written assignments.
2. Improve writing and oral skills in Spanish to pursuit or continue a profession in Mass Media Communications.
3. Utilize grammatical structures and develop writing and oral skills to reach a wider Hispanic population.
4. Develop their own personal style of writing by applying concepts learned in the course in written assignments.
5. Enjoy the learning experience.

Materials

A textbook is not required for the course; however, you must have the following:

- A reliable electronic device with a webcam.
- Be familiar with online classes or take the tutorials.

https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/online_student_resources.html

Recommended linguistic verification sources:

- <https://dle.rae.es/diccionario> (Diccionario de la Real Academia Española)
- <https://www.wordreference.com/sinonimos/>
- <https://www.linguee.com/english-spanish> (and Spanish-English)
- *Diccionario de sinónimos, antónimos y parónimos*. Sigmar, 2005) Hard copy
- *Vox Compact Spanish and English Dictionary*. NTC, 2008. Hard copy

Course Technology & Skills

This course requires students to have the following technology, skills, and system in order to carry out the required assignments of the class:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Web-cam
- Plug-ins
- Microsoft Office
- [Canvas Technical Requirements](#)

(NOTE: Canvas works better using Chrome or Firefox Browsers.)

Technical Assistance. IMPORTANT

If you need help with technology and/or Canvas, as a courtesy, please inform your professor about any issues. However, be aware that your professor does not manage the program, thus she cannot fix your issues.

Contact:

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

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 instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of 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 assignments as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.

- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](#) for more information.

Course Expectations

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, guidance.
- providing timely and helpful feedback within the stated guidelines.
- assisting in maintaining a positive learning environment for everyone.

As a student in this course, you are responsible for

- reading and completing all requirements of the course in a timely manner,
- working to remain attentive and engaged in the course and interact with your fellow students
- assisting in maintaining a positive learning environment for everyone.

Course Breakdown

Assignment	Points Possible	Percentage of Final Grade
Weekly Assignments	175 points	15%
Articles	400 points	45%
Radio Project (midterm)	150 points	15%
Quizzes	100 points	05%
Final Project	165 points	19%
Spot Evaluation	10 points	01%
Total Points Possible	1000 points	100%

Grading Scale

A = 90-100%, B = 80-89.5%, C = 70-79.5%, D = 60-69.5%, F = Below 59% (final grades will be rounded up to the next letter grade only after .5. Example: 89.5 > will be rounded up to 90. 89.4 < will equal 89)

Class Activities

Each week students are required to open the corresponding module, read the content, and turn in assignments.

Students will turn in weekly assignments as specified in the weekly modules. All assignments must be complete, free of errors, the student's own work, handed in on time, and done according to all guidelines. Late work is not accepted except in extenuating circumstances, subject to instructor approval (read "Late Work" section for the list of approved excuses).

Homework

Except for the video introductions in the first week, homework assignments due each Friday 11:59 pm. All assigned activities have two principal objectives: 1) to apply specific elements of the topic being studied, and 2) to review and apply grammar content pertinent to each kind of written texts. These will also prepare the student for writing the articles. Points vary.

Articles.

These are formal writings that will be submitted on Canvas between **300 and 500 words**. There is a list of possible topics for the articles and each week a new aspect of writing in Media will be covered. The subject and topic of investigation for each article is for the student to decide, but formatting and other instructions must be followed. **There are several parts for these assignments consisting of drafts, peer reviews and final versions; note due dates and prepare accordingly.**

Please read carefully: The grade for each article is separated into three components and their timelines:

- | | |
|--|--------|
| 1. First draft. Due on Tuesdays, by 11:59 p.m. ... | 30 pts |
| 2. Peer review. Automatically assigned by 6:00 a.m. on Wednesdays and due by Fridays, 11:59 p.m. | 20 pts |
| 3. Final version. Due the following week on Fridays. Use Turnitin. | 50 pts |

Each article process is worth 100 altogether. There are 4 articles worth 400 points all together.

The draft must be submitted to participate in the peer review process and all requirements must be fulfilled to receive a grade in this part. The draft grade is mostly a completion grade but requires following formatting guidelines and the submission of a complete text.

All work you turn in must be your own. It must be complete, free of errors, and done according to guidelines. If you turn in something you previously received a grade for or if the plagiarism percentage is higher than 8%, you will not receive credit and your name will be sent to the Dean of Students with the charges of academic misconduct and dishonesty. *Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace.*

AI-generated submissions are not permitted and will be treated as plagiarism. Students may use AI as research assistants for investigating their topics. Ethical use includes declaring your specific use. For instance: Gemini was used as a research assistant on the topic, and I double-checked its suggestions to ensure accuracy and relevance.

Assessments

Quizzes

Quizzes are administered via Canvas. No make-ups will be allowed for unsubmitted assignments. Points vary.

2 Projects. All projects must be your own, original, and in Spanish.

Project 1. Students will create a radio commercial or a public service announcement (instead of a midterm exam). Students must turn in a properly formatted script for the radio project recording.

Points breakdown: 50 points for the script, 100 points for actual service announcement.
Duration: 60 seconds.

Project 2. Students will conduct an interview video for a Final Project (instead of a final exam). Individual work.

Points breakdown: 10 points for interview questions, 55 points for interview script, 100 pts for final recorded interview. 165 pts total. **Recording should run 9 to 10 minutes.**

Please note:

Students will receive a zero (0) if they turn in something that is not their own or that has been submitted to a previous class. **Students will lose one (1) point for each missing accent mark missing ñ, or misspelled words in any of your project's scripts.**

SPOT Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and to the department. Students will earn 10 points (1% of the overall grade) for doing the SPOT evaluation and uploading proof on Canvas.

Course Policies

Attendance Policy

This is an asynchronous online course and **attendance is not required**. Communication is done via announcements and emails. Start working on the weekly assignments early on the week. Contact me as soon as you can if you have an emergency to determine if late work can be accepted.

Assignment Policy

Each module will have at least one activity to turn in for a grade. Please check there for dates. **Entering the course through the module allows students to not miss activities.** Assignments are submitted on Canvas, only. ¡Gracias!

All final versions of student articles will be submitted to Canvas Turnitin, the software that checks papers in their data bank to generate a plagiarism report.

Not having a reliable computer or internet service is not an excuse to not turn in activities on time. Do not wait to the last minute to send activities: technology always fails, or emergencies happen. **Emailing your work to me before or after the deadline has passed/the Canvas submission has closed is not an acceptable form of submission; it will not be graded or accepted.** There will be no exceptions to this; technical issues uploading your work minutes close to a deadline will not constitute an acceptable excuse.

See each unit schedule of activities for specific details and due dates.

If UNT's server is down, report the problem immediately by contacting the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and securing a problem ticket number. One way to avoid this issue is to turn in assignments early in the week instead of waiting to the last minute to send them in. If you experience other technical difficulties, contact the HelpDesk as well. The UNT Student Help Desk and I will work with the student to resolve any issues at the earliest possible time.

Class Participation

Active participation means you must follow all guidelines and instructions outlined in each assignment, answer your messages, help to produce university level contributions, etc.

Late Work

Late work will be accepted only under **extreme** circumstances and must be approved by the professor. (e.g. death of a family member, personal illness, jury duty, military service, university-approved activities). **Students should contact the professor via email immediately or in a timely manner according to the situation; 24-48 hours after a deadline has passed.** All work turned in after the deadline will receive a grade of zero unless the student has an excused absence. Requests for accommodation weeks after deadlines have passed without official documentation or reasonable justification will result in a denial of the request.

Excused Absences

As an online course, there is no physical presence required. However, if extenuating circumstances arise that require a student to be away from completing their assignments on time, the student is responsible for requesting an excused absence in via email in writing, providing satisfactory evidence to the faculty member to substantiate excused absence.

1. When an absence is excused, I will provide a reasonable time after the absence for the student to complete an assignment or examination missed.
2. A student will not be penalized for an excused absence and will be allowed to complete an assignment from which the student is excused within a reasonable period after the absence.
3. A student needing assistance verifying absences due to illness or extenuating circumstances for all courses should contact the Dean of Students office. The Dean of Students office will verify the student's documentation and advocate on the student's behalf, as appropriate, for excused absences.
4. Absences due to the observance of a religious holiday require that the student notify the instructor **in writing** during the first 12 days of the semester. Since the modules will be

open with enough time for you to submit activities, do not wait to the last minute to start working on the due activities.

5. Absences due to illness, death in the family or other emergencies will be authorized only if you contact your instructor immediately.

Syllabus Change Policy

If the need to make changes to the syllabus arise, I will send a message via Announcements and I will post a revised syllabus.

Student Issues with the Instructor

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

1. The student first consults with the Instructor to address any issues.
2. If the issue cannot be resolved with the instructor, the student may address the department associate chair, Dr. Jorge Avilés-Diz. Please make an appointment via email at Jorge.Aviles-Diz@unt.edu.
3. If the issue is not resolved to the student's satisfaction, then Dr. Avilés-Diz will instruct the student of the next steps.

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 standards set out in the course syllabus without a rational academic reason, or
- 3) An error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination.

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

It is the responsibility of students to follow all rules, guidelines and instructions clearly outlined in class syllabus as well as follow all directives given by instructors of Spanish classes on Canvas and in class. The student should maintain clear lines of communication with the instructor by email regarding any issues or queries related to the class. You can expect your instructor to answer email messages as soon as he/she gets them; however, if it is past 5pm, on weekends, or during times that he/she is teaching, it might take longer. Also, **send messages via UNT mail (not inside Canvas) and use a school related address. Use heading SPAN 4040, please.**

Academic Integrity Policy

The UNT Department of Spanish 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 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 consent from the course instructor. Also, **the use of ChatGPT or AI software is prohibited for all assignments and assessments. AI may be used as a research assistant, and its use must be declared in the article.**

The usage of such devices 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 as to what constitutes any form of scholastic dishonesty, they should consult with the course instructor before submitting their work. Cheating, plagiarism, and other examples of academic misconduct 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>

On student behavior during the course:

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the course and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

A note on protocol: If you have a problem with anything related to your course (textbook, instructor, testing, etc.), it is your responsibility to discuss the problem first with your instructor. Most problems or misunderstandings can be dealt with effectively and efficiently if the people most directly involved can discuss the problem and communicate honestly with each other.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. 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. **Cheating, plagiarism, and other examples of academic misconduct 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.**

ODA 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 \(https://disability.unt.edu/\)](https://disability.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.

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.

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](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

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](http://spot.unt.edu/) (<http://spot.unt.edu/>) 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 oco@unt.edu or at (940) 565 2759.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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](#). 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.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses. See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

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

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if

students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

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](#)
- [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](#)
- [Counseling and Testing Services](#)
- [UNT Food Pantry](#)

Academic Support Services

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