

## EMGT 5050 – Project Management for Engineers

### Instructor Information:

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**Office:** F101N.1

### Office Hours:

Tuesday: 12:00 PM to 2:00 PM

Thursday: 12:00 PM to 2:00 PM

Friday: 12:00 PM to 2:00 PM

or by appointment

### NOTE:

1. I strongly encourage you to take advantage of office hours—they're a great opportunity to ask questions, clarify concepts, seek feedback, or simply talk through ideas. Whether you're on track or feeling stuck, I'm here to help.
2. I maintain an **open-door policy** whenever possible. If my door is open and I'm not in a meeting, feel free to stop by, no appointment needed.
3. If I'm ever unavailable during scheduled office hours due to unforeseen circumstances, I'll do my best to inform you in advance and make alternate arrangements to meet.
4. Don't wait until things feel overwhelming—office hours are here for your benefit. Your growth matters, and I truly want to see you succeed.

***Your success is my goal.*** I look forward to working with you throughout the semester.

**Class Schedule:** Saturday 9:00 AM to 11:50 AM in Room: FRLD 160

### Catalog description:

Study of the planning, organization and management of successful engineering projects. Topics include project management principles, communication with project owners, functional organizations, suppliers and clients, and tools for managing projects to reach quality outcomes.

### Course Description:

This graduate-level course offers an in-depth exploration of the principles, methodologies, and tools essential for planning, organizing, and managing technology projects from initiation through completion. Emphasizing the complexities of technology-driven initiatives, the course covers core project management areas—scope, time, cost, and risk—adapted to the technical context.

Students will engage with advanced strategies for stakeholder communication and coordination across project owners, functional teams, clients, and suppliers. The course also addresses management of cross-functional and multidisciplinary teams, examining how organizational structures such as matrix and hybrid

models affect project execution. Supplier and vendor management—including selection, negotiation, and integration—is explored in detail.

Students will gain hands-on experience with industry-standard tools such as Gantt charts, work breakdown structures (WBS), critical path method (CPM), and earned value management (EVM). Emphasis is placed on ensuring quality outcomes through continuous monitoring, control processes, and post-project evaluations.

Through case studies, real-world examples, and project-based learning, students will develop the skills to lead complex technology projects, navigate dynamic environments, and deliver high-impact results within defined constraints.

**Pre-Requisites:** Graduate standing.

### Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

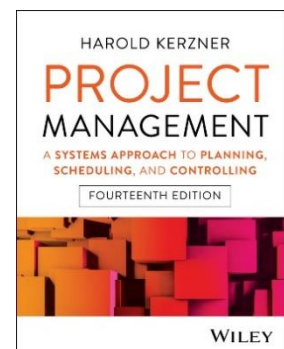
1. **Understand and Apply Project Management Principles:** Demonstrate a comprehensive understanding of project management concepts, including scope, time, cost, and risk management, specifically tailored for technology-based projects.
2. **Communicate Effectively with Stakeholders:** Develop and implement effective communication strategies to engage and align project owners, functional teams, suppliers, clients, and other stakeholders throughout the project lifecycle.
3. **Manage Teams and Organizations:** Analyze and navigate organizational structures such as matrix and hybrid models to lead cross-functional and multidisciplinary teams effectively.
4. **Select and Manage Suppliers and Vendors:** Apply techniques to evaluate, negotiate, and manage supplier and vendor relationships, ensuring seamless integration into technology projects.
5. **Utilize Project Management Tools:** Gain proficiency in using industry-standard tools, such as Gantt charts, work breakdown structures (WBS), critical path method (CPM), and earned value management (EVM), to plan, monitor, and control project progress.
6. **Deliver Quality Outcomes:** Ensure project deliverables meet established quality standards by implementing continuous monitoring, control processes, and lessons-learned practices.
7. **Adapt to Dynamic Environments:** Develop the skills to address the unique challenges and opportunities in technology-driven projects by adapting to dynamic project environments and constraints.
8. **Apply Knowledge in Real-World Scenarios:** Use case studies and project-based learning to solve complex problems and manage technology projects effectively in professional settings.

### Required Text:

Project Management, A Systems Approach to Planning, Scheduling, and Controlling

14th Edition

by Harold Kerzner (Author)



### Team Assignment and Structure:

As part of this course, you will be assigned to a team to collaborate on projects and activities that require group effort and coordination. Teamwork is an integral aspect of this course, reflecting the collaborative nature of engineering management in real-world scenarios.

- **Team Composition:** Each team will consist of **two members** to ensure effective collaboration, equitable distribution of workload, and opportunities for meaningful contribution from all participants.
- **Team Consistency:** Once assigned, your team members will remain the same for the entire duration of the course. This consistency allows you to build strong working relationships, develop effective communication, and refine your teamwork dynamics over time.
- **Team Responsibilities:** As a team, you will:
  1. Collaborate on assigned projects and tasks.
  2. Share the workload equitably, leveraging each member's strengths and expertise.
  3. Participate in discussions, decision-making, and problem-solving activities.
  4. Submit deliverables such as project proposals, interim reports, final reports, and presentations.
- **Team Dynamics and Accountability:** Teams are encouraged to establish clear roles, responsibilities, and schedules to ensure efficient project execution. Open communication, mutual respect, and a commitment to shared goals are essential for success. Each team member is responsible for contributing actively and supporting their teammate throughout the course.

By working in teams, you will develop collaboration and project management skills essential for your future roles in engineering management. Additionally, this structure mirrors industry practices, preparing you to work effectively in multidisciplinary teams.

### Course Project:

The course project serves as a capstone experience, integrating the concepts, tools, and techniques introduced throughout the course. Assignments and in-class activities (Discussions, Knowledge Checks, Case Studies) are intentionally designed to scaffold the development of this project, providing structured support at each stage.

As a team, you will collaboratively select a technology-based initiative that reflects a real-world challenge or opportunity. The project will require you to apply core project management principles—such as scope definition, stakeholder engagement, scheduling, budgeting, risk management, and performance tracking—in a technology-driven environment.

Early in the process, your team will define the project scope, objectives, and deliverables. You will develop a comprehensive project plan that includes a Work Breakdown Structure (WBS), Gantt charts, the Critical Path Method (CPM), and Earned Value Management (EVM) to structure timelines and monitor progress. Strategic allocation of resources, risk mitigation strategies, and change management planning will also be key components.

Effective communication and collaboration are essential. Your team will establish stakeholder engagement and communication plans to align with internal and external stakeholders, including clients, vendors, sponsors, and users. You will also explore supplier and vendor management strategies, with an emphasis on negotiation, integration, and collaborative delivery models.

Throughout the semester, your team will implement project monitoring and control mechanisms to assess progress, manage scope and cost, and respond to emerging risks. Periodic review of the project with

interim presentations will be conducted to ascertain progress in the project. A final project review will focus on lessons learned and recommendations for future project improvement.

The course culminates in a professional team presentation to a panel of faculty and industry professionals. This presentation will highlight your project's plan, execution, and outcomes, demonstrating how your team effectively applied project management best practices to address the identified technological need. The panel will evaluate your approach to project management (stake holder analysis, communication plan, risk identification and management, project management and control, project closure, lessons learned etc.). Through this project, you will gain practical experience in managing complex, technology-oriented projects—an essential skill for engineering managers. By working as a cohesive unit and applying structured project methodologies, your team will develop both the strategic thinking and leadership capabilities required for success in professional engineering environments

### **Case Studies / Reading Assignments:**

Case studies and reading assignments will be assigned weekly, with most due within two weeks. Some will be completed individually, while others will involve teamwork. For each assignment, participants are expected to:

- a) Conduct thorough background research related to the case study or reading material to understand the broader context, industry dynamics, and relevant theories or frameworks.
- b) Provide a concise synopsis that accurately captures the core issues and background of the case.
- c) Critically analyze the case, identifying key challenges, decision points, and lessons learned, supported by logical reasoning and evidence from research.
- d) Submit a written report that reflects this critical analysis, integrating insights from both the case and external sources.
- e) Present findings to the class when requested by the instructor, effectively communicating the research-based conclusions and recommendations.

These assignments are designed to foster independent research, critical thinking, and the ability to synthesize and communicate complex information, both individually and collaboratively.

### **Attendance:**

Students are responsible for their own class attendance, and attendance at all class meetings is expected. Attendance checks will be conducted periodically throughout the semester, and it is the student's responsibility to ensure their presence is recorded during these surveys.

In accordance with University Policy 06.039, absences may be excused for the following reasons:

- Religious holy days (including travel for observance)
- Active military service (including travel)
- Participation in official university functions
- Illness or other extenuating circumstances
- Pregnancy and parenting, as protected under Title IX
- Official university closures

To receive an excused absence, students must provide satisfactory documentation supporting the reason for their absence.

**Assignments:**

Take-home exercises will be posted on Canvas and are due on the date and time given on the assignment. This work will be based on the material covered in class and the case studies / reading assignment. For the most part the work will be due in a week's time. All assignments should be turned into Canvas. No late assignments will be accepted. No emailed assignments will be accepted. It is the student's responsibility to check and see which assignment is available and to turn them in a timely manner. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline.

For all team-based assignments, each student is required to provide a clear and detailed account of their individual contributions to the group effort. This information will be considered when determining grades for the group work to ensure a fair and accurate assessment of each team member's participation and effort.

**Knowledge Checks:**

Short knowledge checks may be administered at any time during the class period and are designed to assess your understanding of material from previous lectures, assignments, case studies, or reading assignments. These assessments, typically conducted through Canvas, will usually take 10 to 15 minutes.

You must be present in class to participate. Missed assessments cannot be made up unless the absence qualifies as excused under University Policy. Most knowledge checks will take place at the beginning of class, so arriving on time is essential.

These knowledge checks serve as a valuable indicator of your mastery of the course material and help reinforce key concepts throughout the semester.

**Portfolio:**

As part of the course requirements, each student must maintain a **Portfolio**, which serves as a comprehensive, well-organized, and continuously updated record of all academic work completed throughout the semester.

**Purpose and Expectations**

The Portfolio is intended to:

- Document your progress and engagement with the course material.
- Serve as a structured reference of your learning throughout the semester.
- Encourage ongoing reflection, study discipline, and synthesis of key concepts.

Students are expected to begin assembling their Portfolio at the start of the semester and maintain it consistently throughout the course.

**Format and Organization**

The Portfolio must be maintained in physical form using a three-ring binder and should be organized according to the course modules. Each module section should include relevant and dated materials in the order listed below:

1. Course Syllabus – A printed copy of the syllabus must be placed at the beginning of the Portfolio.
2. Modular Sections – The body of the Portfolio should be organized by course module, with clearly labeled dividers for each module. Each section should include:
  - Class notes

- Case study summaries and reading reflections
  - Completed assignments related to the module
3. Projects – Documentation for all individual or team-based projects must be included in a dedicated section.
  4. Examinations – Copies of all exams should be included in a separate section.
  5. Appendix – Any pre-approved reference materials (e.g., charts, diagrams, or supplementary readings) should be placed in an appendix at the end of the binder.

#### Evaluation and Credit

- The instructor may request to review the Portfolio at any point during the semester.
- Credit will be awarded only if the Portfolio is complete, clearly organized, and reflects meaningful engagement with the course content.
- Students are expected to expand and refine their lecture notes and assignments as they proceed through each module, incorporating insights from textbooks and other course resources.

The Portfolio is not merely a collection of documents—it is a demonstration of your intellectual commitment to the course. Consistent and thoughtful maintenance of this record will support your learning and contribute significantly to your overall performance.

#### Grading Philosophy:

1. **Transparency:** Clear communication of grading criteria, including expectations for assignments, exams, participation, and overall performance in the course. This ensures students understand how their work will be evaluated.
2. **Fairness and Equity:** Ensuring grading practices are fair and unbiased, treating all students equally regardless of background, identity, or circumstances.
3. **Alignment with Learning Objectives:** Grading will reflect the course's learning objectives and outcomes. Assessments will measure students' understanding of the material and their ability to apply concepts rather than rote memorization.
4. **Constructive Feedback:** Providing constructive feedback that helps students understand their strengths and weaknesses, guiding them on how to improve. Feedback will be timely, specific, and actionable, facilitating student growth and learning.
5. **Consistency:** Applying grading criteria consistently across all students and assignments to ensure fairness and reliability in assessment.

#### Grading Criteria:

Knowledge Checks	15%
Case Studies	15%
Semester Project	25%
Exam I	10%
Exam II	15%
Assignments	15%
Portfolio	5%

#### Expected Grade Distribution:

A  $\geq$  90%; B  $\geq$  75% & B < 90%; C  $\geq$  60% & C < 75%; D  $\geq$  50% & D < 60%; F < 50%

Your final grade will not be based on a curve.

**Tentative Course Topics:**

This is a tentative course outline. The instructor will attempt to follow it closely and reserves the right to substitute any other relevant material at any point throughout the course.

S No	Topics
1	Introduction to Course; Expectations and Project Discussion
2	Fundamentals of Project Management
3	Types of Project Management
4	Stakeholder Analysis, Project Charter
5	Organizational Structures, Staffing
6	Management Functions
7	Communications Management; Conflicts and their resolution
8	Project Planning
9	Risk Management
10	Project Scheduling
11	Network Scheduling, Quality Management
12	Project Finances and Cost Control
13	Pricing Models and Estimation
14	Project Closure and Lessons Learned
15	Project Performance Management

**Policies and Procedures:**

1. This syllabus is subject to change during the semester with changes to be announced in class and provided on Canvas.
2. This course provides opportunities for students to take advantage of several software packages supported by the department in the classroom or in lab experiments, in simulation studies, homework assignments, or in projects.
3. The classes will be held in person at the scheduled times.
4. Canvas Learning Management System, at <https://canvas.unt.edu/> will be used for posting announcements, course-related materials, assignments, and grades. Students are encouraged to check the course website often.
5. Grades are based in part on the student's ability to communicate. You must present your work in a well-organized and well-articulated manner with appropriate depth.
6. Requests for the review of a graded report/assignment must be made *within one week* of the grade announcement. Upon review, the report/assignment score may increase, remain the same, or decrease.

7. Make-up opportunities for knowledge checks and assignments will not be granted unless the student provides official documentation of a university-excused absence as defined by University Policy.
8. If you anticipate an absence that may affect your ability to complete a knowledge check or assignment, you must notify the instructor in advance of the scheduled due date or class session.
9. Approval for make-up work is at the discretion of the instructor and will be considered on a case-by-case basis. Failure to communicate in a timely manner or to provide appropriate documentation may result in a grade of zero for the missed work.
10. An “I” (incomplete) grade is given only for extenuating circumstances and in accordance with University and Departmental Policies.
11. The instructor reserves the right to change the grade distribution at the end of the semester. If any changes occur, the changes will be less stringent than the distribution above.
12. Technical Assistance. Working in an online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu); **Phone:** 940-565-2324; **In Person:** Sage Hall, Room 130 **Walk-In**

**Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm ;

For additional support, visit [Canvas Technical Help](#)

( <https://community.canvaslms.com/docs/DOC-10554-4212710328> )

### 13. Rules of Engagement.

The Rules of Engagement establish expectations for professional, respectful, and inclusive interactions among students and between students and the instructor—both in-person and in online environments.

The following guidelines apply to all forms of communication in this course:

- a) **Respect and Inclusion:** While freedom of expression is a fundamental right, any form of communication that includes discriminatory, derogatory, or demeaning language—whether based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other characteristic protected by law—will not be tolerated.
- b) **Professional Courtesy:** Always communicate respectfully with your instructor and classmates, whether in class discussions, emails, or online forums, especially when perspectives differ.
- c) **Names and Pronouns:** Make every effort to correctly use your instructor's and classmates' preferred names and pronouns. Doing so demonstrates respect and professionalism.
- d) **Personal Perspective:** Share your own experiences and viewpoints using “I” statements. Avoid generalizing or speaking on behalf of others.
- e) **Constructive Dialogue:** Use critical thinking to engage with and challenge ideas—never individuals. Focus on the topic, not the person.
- f) **Digital Communication Etiquette:**

- i. Avoid using all capital letters, which may be interpreted as shouting.
    - ii. Be mindful of tone; sarcasm or humor can be easily misunderstood in written form.
    - iii. Refrain from using informal “text-talk” unless your instructor has explicitly allowed it.
    - iv. Proofread messages and verify the accuracy of information and sources before sharing.
    - v. Remember that digital content is often permanent—think carefully before posting or sending.
  - g) **Email Policy:** All course-related emails must be sent from your official UNT email account. Emails from external domains (e.g., Gmail, Yahoo) may not receive a response.
  - h) **Classroom Conduct:** Cell phones must be silenced during class sessions. Please avoid using your phone unless it is for an urgent or emergency matter.
  - i) For additional best practices and tips on effective communication, please review the UNT Online Communication Guidelines.( <https://clear.unt.edu/online-communication-tips> ).
12. **Academic Integrity Standards and Sanction for Violations:** 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 violation of academic honesty in an exam or assignment will result in a grade of zero and a report to <https://facultysuccess.unt.edu/academic-integrity>.
13. **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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).
14. **Exam Protocol:**
- To uphold academic integrity and provide a consistent, fair testing environment, the following policies will be strictly enforced during all examinations:
- **Personal Items:** All electronic devices (including cell phones and laptops), books, class notes, and personal belongings must be placed on the floor along the perimeter of the room (front, back, or side). These items **must not** be kept in your pockets or on your person during the exam. It is strongly recommended that you avoid bringing unnecessary items on exam day. Use of a cell phone during an exam will result in an automatic zero.
  - **Seating Assignments:** A seating chart may be created, and the instructor reserves the right to assign seats prior to the start of the exam.
  - **Restroom Policy:** Students are not permitted to leave the room during an exam for any reason, including bathroom breaks. Please use the restroom before the exam begins. Once a student leaves the room, their exam will be collected and considered complete.
  - **Identification Requirement:** Students must present their official UNT student ID for verification prior to the start of the exam.

- **Arrival and Setup:** Students should arrive early to properly store their belongings, locate their assigned seat, and prepare for the exam.
  - **Exam Materials:**
    - Unless otherwise announced, all exams are **closed book and closed notes**; no reference materials are allowed at your desk.
    - **At the instructor's discretion**, some exams may be designated as **open-portfolio**, in which case students are permitted to use their organized and up-to-date course portfolios during the exam. Students will be notified in advance if an exam is open-portfolio.
    - Calculators may be used, but cell phones or other multifunctional devices are not permitted as substitutes.
    - Scratch paper will be provided as needed.
    - A formula sheet may be included with the exam, where applicable.
  - **Exam Overview:** The instructor may briefly review the exam format or instructions before it begins. Questions about exam content will not be answered once the exam is in progress.
  - **Academic Integrity:**
    - Talking, sharing materials, looking at another student's exam, or any form of communication is strictly prohibited during the exam.
    - Any suspicious behavior will be noted and may result in disciplinary action under university academic integrity policies. The testing environment may be video recorded.
  - **During and After the Exam:**
    - Students who complete the exam early must remain seated and silent until the entire testing session ends.
    - All exams will be collected at the same time; no early submissions or departures will be permitted unless approved by the instructor.
  - **Exam Return and Recordkeeping:**
    - Graded exams will be returned during class within 7 calendar days, typically in the next scheduled session.
    - Exams will **not** be distributed outside of class.
    - All graded exams must be retained in the student's official course portfolio (binder).
    - A scanned copy of each graded exam must be uploaded to Canvas within three (3) calendar days of return.
15. **Access to Information- Eagle Connect:** Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/).
16. **ADA Statement:** 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 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).

17. **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.
18. **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 records; however, information about students' 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.
19. **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 during weeks 13 and 14 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](mailto: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 [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu). Students are highly encouraged to participate in the SPOT evaluation. It helps the instructors tremendously in improving their teaching effectiveness.

### **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](https://studentaffairs.unt.edu/student-health-andwellness-center) (<https://studentaffairs.unt.edu/student-health-andwellness-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-wellnesscenter/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellnesscenter/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](#)

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

#### **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/>)