# Accessible Syllabus

# **LTEC 4060: Project Management and** **Applied Technology Performance Improvement (undergraduate students)**

## Instructor Contact

**Name: Rose Baker, PhD, PMP®**

**Pronouns: she, her**

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**Office Hours: by appointment**

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**Communication Expectations:** I would prefer that most general questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions.

If you have a private question, please contact me via email and I will respond within 24 hours (usually sooner). Please use my phone number as a last resort - but, also, please use it if you need to! If you call, please leave a message so that it will forward to my email and I can attend to what is needed.

## 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

This course provides a socio-technical perspective to the management of projects. The content deals with planning, scheduling, organizing, and implementing projects - e.g., product development, construction, information systems, new business, and special events. Primary class emphasis is on the project management process and tools. Today, more and more companies are realizing that managing projects is a vital part of everyone’s job. Mastery of key tools and concepts could give you a significant competitive advantage in the marketplace.

**LTEC 4060 - Project Management and Applied Technology Performance Improvement**: This course will explore the project life-cycle of defining, planning, executing and delivery. Students will learn and apply the processes and methods of project planning, management and evaluation through a simulation activity. The use of technology applications will be addressed to improve human performance.

## Course Structure

This course takes place 100% online. If needed, Zoom or Teams meetings can be scheduled to meet with me as an individual or as a group. Other than that, your interaction with me and with your fellow students will take place in Canvas. There are 8 modules of content that you will move through. All modules for the course are open at the start of the course.

The course is made up of eight (8) modules. In modules 1, 2, and 3, you will propose a topic for a project plan, create a request for proposal (RFP) for that project plan, and develop a proposal in response to the RFP. In modules 4, 5, and 6, you will create the project plan, assign resources, develop a budget, create a risk assessment matrix, and develop an evaluation plan for the proposed project plan. In modules 7 and 8, you will answer questions about project manager responsibilities, team member roles, and project management offices and organizations.

## Course Prerequisites or Other Restrictions

Although there are no formal pre-requisites, this course is designed for students who have taken courses in organizational behavior, finance, and operations management. Students without these courses are likely to have to devote more time to topics briefly reviewed and may have to supplement their learning on their own.

Students will need access to hardware and software capable of video streaming.

## Course Objectives

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

1. To demonstrate recall, integration, and implementation of key concepts, techniques, and decision tools used by project managers.
2. To identify critical project manager and team member behaviors for successfully managing projects.
3. To apply the skills and techniques of project management in a planning and project implementation situation with a non-profit organization or in a project of your choice.
4. To communicate and work with a team to achieve successful project management.

## Materials

Insert full bibliographic entry for each textbook required for the course. Use the citation style appropriate to your department. The format used in this part should be the form you require students to use.

READINGS: The required textbook for this class **Successful Project Management** by Jack Gido, James Clements, and Rose Baker (Cengage, 2018, Seventh Edition)

Student edition - ISBN: 978-1-337-09547-1

Looseleaf edition - ISBN: 978-1-337-11608-4

Additional Beneficial Resources (these are not required):

**Project Management: The Managerial Process** by Cliff Gray and Erik Larson (McGraw-Hill, 2014, Sixth Edition).

**Project Management Institute** web resources at [http://www.pmi.org.](http://www.pmi.org/)

## Teaching Philosophy

For this semester, my first goal is that each of you is successful in learning project management to the skill level you desire. Some want to know the basics and others want to prepare for the PMI certification exams. I look forward to reading your goals to know what your plans are for the course. My second goal is to provide you feedback to reinforce your knowledge, skills, and abilities in project management. Each assignment has a rubric for one level of feedback and I will provide other feedback related to the overall concepts for the chapter.

 I have a PMP through the Project Management Institute. I am a member of PMI, PMI Dallas Chapter, and PMI Fort Worth Chapter. I worked with Jack Gido and Jim Clements on the 5th and 6th editions of Successful Project Management. Jack asked me to be a co-author on the 7th edition. I have been teaching either face-to-face or online for my whole life.  You can read the interview in the [UNT Teaching Spotlight for January 2019](https://teachingcommons.unt.edu/spotlight/awards/dr-rose-baker) about my teaching experience at UNT.

## Course Technology & Skills

### Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

* Computer
* Reliable internet access
* Speakers
* Microphone
* Plug-ins
* Microsoft Office Suite
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)
* Project Libre (an open source project management software, not required)

### Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

* Using Canvas
* Using email with attachments
* Downloading and installing software
* Using spreadsheet programs
* Using presentation and graphics programs

### Technical Assistance

Part of working in the 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 technology 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) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### 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 discussion posts 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](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## Course Requirements

List all required assignments and graded activities for the course, along with a short description and the points possible:

|  |  |  |
| --- | --- | --- |
| Assignment | Points | LTEC 4060 Percent of total points possible |
| Meet Your Instructor/Introduce Yourself | Extra credit | 0% |
| LTEC 5660 Students - Non-Profit Identification | Extra credit | 0 |
| Module 1 - Student Expectations Discussion | 3 | 1% |
| Module 1 Chapter Questions from the Textbook | 10 | 3% |
| Module 1 Quiz - Chapter 1 | 10 | 3% |
| Module 2 - Group Feedback on your RFP | 3 | 1% |
| Module 2 Assignment - Your RFP | 10 | 3% |
| Module 2 Chapter Questions from the Textbook | 10 | 3% |
| Module 2 Quiz - Chapter 2 | 10 | 3% |
| Module 3 - Discussion - Feedback on Your Proposal | 3 | 1% |
| Module 3 Assignment - Your Proposal | 10 | 3% |
| Module 3 Chapter Questions from the Textbook | 10 | 3% |
| Module 3 Quiz - Chapter 3 | 10 | 3% |
| Module 4 - Assignment - Your Project Plan | 20 | 6% |
| Module 4 - Discussion - Feedback on Your Task List | 3 | 1% |
| Module 4 Chapter Questions from the Textbook | 15 | 4% |
| Module 4 Quiz - Chapter 4 | 10 | 3% |
| Module 4 Quiz - Chapter 5 | 10 | 3% |
| Module 5 - Assignment - Your Project Resources and Cost Estimates | 20 | 6% |
| Module 5 - Discussion - Feedback on Your Resources and Cost Estimates | 3 | 1% |
| Module 5 Chapter Questions from the Textbook | 15 | 4% |
| Module 5 Quiz - Chapter 6 | 10 | 3% |
| Module 5 Quiz - Chapter 7 | 10 | 3% |
| Module 6 - Assignment - Post Project Evaluation | 10 | 3% |
| Module 6 - Assignment - Risk Assessment Matrix | 20 | 6% |
| Module 6 - Discussion - Feedback on Your Evaluation Plan -- Opportunity for Extra Credit | Extra credit |  |
| Module 6 - Discussion - Feedback on Your Risk Assessment Matrix | 3 | 1% |
| Module 6 Chapter Questions from the Textbook | 20 | 6% |
| Module 6 Quiz - Chapter 8 | 10 | 3% |
| Module 6 Quiz - Chapter 9 | 10 | 3% |
| Module 7 - Discussion - Story of Great Project Manager (for extra credit) | Extra credit |  |
| Module 7 Chapter Questions from the Textbook | 20 | 6% |
| Module 7 Quiz - Chapter 10 | 10 | 3% |
| Module 7 Quiz - Chapter 11 | 10 | 3% |
| Module 8 - Discussion - Opportunity to earn extra credit - A good communicator | Extra credit |  |
| Module 8 - LTEC 5660 Students - Non-Profit Project Final Report | 50 | 0 |
| Module 8 Chapter Questions from the Textbook | 15 | 4% |
| Module 8 Quiz - Chapter 12 | 10 | 3% |
| Module 8 Quiz - Chapter 13 | 10 | 3% |
| LTEC 4060: 353 points; LTEC 5660: 403 points |  | 353 pts |

The course has a number of extra credit opportunities in modules 6, 7, and 8.

## Grading

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

|  |  |  |
| --- | --- | --- |
| To Earn this Grade | Minimum Percent of Points | LTEC 4060  Minimum Number of Total Points |
| A | 90% | 317 |
| B | 80% | 282 |
| C | 70% | 247 |
| D | 60% | 211 |
| F |  |  |

## **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 department to improve the quality of student experiences in the course.

## Course Policies

Attendance PolicyAn attendance policy is required for every UNT syllabi. Visit the [University of North Texas’ Attendance Policy](http://policy.unt.edu/policy/15-2-5) (http://policy.unt.edu/policy/15-2-) to learn more. Because this class is 100% online, there are no requirements for synchronous meetings.

Class ParticipationYou are expected to complete assignments by their deadlines and to participate in discussions. Assignments are due by 11:59 pm on Monday evenings. You must submit this first post and then respond to at least twice to your course colleagues. The content of your posts does not have a word count; however, they do need to be substantive and add to the conversation.

Late WorkEach student will be allowed ONE late assignment. Use this wisely! If you are unable to turn in your work before 11:59 pm on the due date (Monday evening), you may have until 11:59 pm on the following third day (Thursday evening) to complete your work on ONE occasion during the term. Assignments received after this extension will receive a reduced grade.  You MUST let the instructor know that you want to use your one-time late assignment PRIOR to the due date and time for the assignment.

Assignments should be submitted by 11:59 pm on date they are due; assignments are permitted to be turned in early. Assignments received late will be penalized with increasing percentages subtracted from the assignment value.

\*\*\*If something happens in your life that impacts you beyond one late assignment, please contact me so that we can create a plan to help you succeed. This plan removes penalties for late assignments so you have a chance to manage the life event and still pass the course.

### Examination Policy

This course has 13 quizzes (one for each chapter of the textbook) that are meant to Reinforce Your Knowledge. Each quiz draws 10 questions from the knowledge bank. You can complete each quiz using your book, online resources, or other references to help you. These are meant to reinforce your knowledge from the chapters presented and practiced in this module.

There is unlimited time to complete each quiz. You have three attempts to complete each quiz. The gradebook will retain the highest score of your three attempts. If you earn 10 points on the first or second attempt, you are not required to complete all three attempts. If you have less than 10 points on your first attempt, you are encouraged to complete the quiz again until you have completed the three attempts or have earned a score for which you are satisfied.

### Assignment Policy

Official due dates for the assignments is on the Syllabus page in Canvas. Assignments can be completed in .doc, .docx, .xls, .xlsx, .pdf, or Project Libre files. There are several opportunities for extra credit.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, 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: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and FeedbackI aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Syllabus Change PolicyThe information for assignments and deadlines is listed in the Syllabus tab in Canvas. This syllabus document includes the names and point values for each assignment as well as links to university policies.

## 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.

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](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.

### 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](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/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](https://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 [insert administration dates] 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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\oeo@unt.edu) or at (940) 565 2759.

### 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](http://www.ecfr.gov/) (http://www.ecfr.gov/). 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](mailto: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](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).

### 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](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### Chosen Names

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

* [UNT Records](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*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](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

#### Additional Student Support Services

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (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)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://careercenter.unt.edu/resources/unt-pride-alliance/) (https://careercenter.unt.edu/resources/unt-pride-alliance/)
* [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/>)