

I310U - Introduction to User Experience Design: Spring 2022 - Hybrid

UNIQUE # 27910

CLASS MEETS: MW 2:00PM- 3:00PM online | F 2:00PM- 3:00PM PAR 101 in person [or online]

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Course Description

Catalogue Description: Introduction to user experience, human-computer interaction, and the human-centered design of interfaces and applications for mobile devices and the web.

Long Description: This course will introduce you to user experience design foundations. You may be surprised to learn that this course is less about technology and software but more about humans. Humans are the technology users and without them there is no technology only penguins and icebergs. User experience design (UXD) is rooted in human psychology. Good understanding of design principles and guidelines and their effective application requires knowledge of their scientific underpinnings. Therefore, portion of the course will be devoted to theoretical topics and their implications on UXD. We will briefly review psychological theories of human cognition and perception. These theories serve an essential role in generative design, explanatory evaluation, and support the codification of knowledge.

One of my goals for this course is to help you realize that the importance of user-centered user experience design, and that the design is an ongoing process throughout the product life cycle and not something to be done at the last minute, when the "rest of the system" is already completed.

Universality and breadth of applicability: The fundamental theories, principles, and guidelines are universal and applicable to any kind of design that involves interaction between humans and non-human systems in the broadest sense. The material of this course applies not just to mobile apps, graphical user interfaces (GUIs) and the Web but to all kinds of interaction styles and devices, including ATMs, refrigerators, elevator buttons, road signs, ubiquitous computing, embedded computing, and everyday things.

Warning: Occasionally we get students with considerable experience in HCI/UX/Usability. You are still welcome to participate in this course, but be warned that this is an *introductory* course.

PRE-REQUISITES FOR THE COURSE

Credit or parallel registration for Informatics I301.

LEARNING OUTCOMES

At the end of this course you will:

1. understand the main concepts in user experience design;
2. understand the importance of user-centered perspective on UX design;
3. understand the fundamentals of human perception and cognition and their implications for user experience and interaction design;
4. understand the essential phases of user experience design cycle;
5. understand and apply interaction design guidelines;
6. identify the root causes for strengths and weaknesses of interfaces and provide suggestions of how to improve them;
7. be knowledgeable about usability testing;
8. and be ready to undertake further training in this area.

MY PERSONAL GOALS FOR YOU IN THE COURSE

In addition to content-specific objectives reflected by the topics in the course calendar, I have these personal goals for each student:

- to get you to think deeply and carefully about the subject,
- to help you to genuinely like the subject,
- to provide knowledge and skill useful to you in your career,
- to engender a deeper interest that can be pursued beyond this course,
- to make you proud of your achievements in this course,
- and, hopefully, have a little fun in the process.

How Will You Learn?

STATEMENT OF LEARNING SUCCESS

Your success in this class is important to me. We all learn differently, and everyone struggles sometimes. You are not, ever, the only one having difficulty! If there are aspects of this course that make learning difficult or exclude you, please let me know as soon as possible. Together we will develop strategies to meet both your needs and the requirements of the course. I also encourage you to reach out to the student resources available through UT and I am happy to connect you with a person or Center if you would like.

TEACHING MODALITY INFORMATION

This course is **hybrid** – there will be online synchronous (lectures), in-person class meetings and outside class activities (e.g., homework, group project). Class time will be split between lectures, discussions, in-class activities related to group project, and discussions of your submitted homework. The part of class time used for lectures will be devoted to highlighting course materials, questions, and discussion. The composition of individual class meetings will differ somewhat throughout the semester.

COMMUNICATION

The course Canvas site can be found at utexas.instructure.com. Please email us through Canvas or directly. You are responsible for ensuring that the primary email address you have recorded with the university is the one you will check regularly for course communications because that is the email address that Canvas uses. Please make sure that your email is configured in such way as to show your name in the same way as it appears on the official course roster and Canvas. If you use a different alphabet to spell your name in your native language, please make sure to include spelling of your name in Latin alphabet. Class rosters are provided to the instructor with the student's chosen (not legal) name, if you have provided one. If you wish to provide or update a chosen name, that [can be done at this page](https://onestop.utexas.edu/student-records/personal-information) (<https://onestop.utexas.edu/student-records/personal-information>) and you can [add your pronouns to Canvas](https://community.canvaslms.com/t5/Student-Guide/How-do-I-select-personal-pronouns-in-my-user-account-as-a/ta-p/456) - (<https://community.canvaslms.com/t5/Student-Guide/How-do-I-select-personal-pronouns-in-my-user-account-as-a/ta-p/456>).

All messages you concerning the class should be addressed to both instructors. We will sort out which of us should act on the message and will make every effort to answer your email in a timely fashion. However, you should not necessarily always expect to get an immediate reply. You can expect that messages received by us M-F will be answered in 24 hours during weekdays. In particular, don't expect to get answers to questions about a homework or project assignment within the last few hours before that assignment is due. To help us identify your emails more quickly, please always include **I310U** at the beginning of the subject line of your email; if messaging via Canvas, it will be done automatically for you by Canvas.

DIVERSITY, EQUITY AND INCLUSION

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed, and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please contact me at any time with any concerns.

SERVICES FOR STUDENTS WITH DISABILITIES

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

Course Requirements and Grading

REQUIRED MATERIALS

SK: Krug, Steve. (2014). *Don't Make Me Think, Revisited, Instructor's Manual: A Common Sense Approach to Web Usability*. New Riders. 3rd edition.

Publisher's book website: <https://www.pearson.com/us/higher-education/product/Krug-Don-t-Make-Me-Think-Revisited-Instructor-s-Manual-A-Common-Sense-Approach-to-Web-Usability/9780134839431.html?tab=downloadable-resources>

JJ: Johnson, J. (2020). Designing with the Mind in Mind: Simple Guide to Understanding User Interface Design Guidelines. Elsevier (3rd Edition).

[Designing with the Mind in Mind book website](#)

Available online at UT: <https://www.sciencedirect-com.ezproxy.lib.utexas.edu/book/9780128182024/designing-with-the-mind-in-mind>

DN: Norman, D. (2013). Design of Everyday Things: Revised and Expanded. New York: Basic Books.

Available online at UT: <http://site.ebrary.com.ezproxy.lib.utexas.edu/lib/utexas/detail.action?docID=10778063>

Additional articles or book chapters may be assigned for reading. They will be posted on Canvas.

Assignments and Grading

The following table represents how you will demonstrate your learning and how we will assess the degree to which you have done so.

Graded Item		Grade %	Subtotals %
Class participation (includes in-class activities, discussions, etc.)		10	
Individual Assignments A1-A8 (3% each: 8*3%=24%)		24	
Individual Assignment A9		6	
Individual Assignments Subtotal			40
Group Project			
	P1: Project Topic	0	
	P2: User Research & Analysis	10	
	P3: Conceptual Design	10	
	P4: Prototyping	10	
	P5: Evaluation (analytical / empirical)	10	
	P6: Final Presentation	5	
	P7: Final Report	15	
Group Project Subtotal			60

GRADING SCALE

A.	94-100 (A)	90-93 (A-)	
B.	87-89 (B+)	84-86 (B)	80-83 (B-)
C.	77-79 (C+)	74-76 (C)	70-73 (C-)
D.	67-69 (D+)	64-66 (D)	60-63 (D-)
F.	0-59 (F)		

Please note: Final grading does not happen just by computer calculation. I take into account many factors, and so your “Canvas points/%” are only an indication of the final grade. Ask when in doubt.

+/- GRADING POLICY The final class grades will include +/- grades.

USE OF A CURVE Grades will not be curved.

LATE WORK AND MAKING UP MISSED WORK

All homework and project assignments must be submitted before the beginning of class on the due date (unless otherwise indicated). The due dates and times are specified on Canvas. You should think of all due dates for assignments as firm. The tight schedule of deliverables throughout the whole semester makes it difficult to extend due dates. Any assignment that you do not hand in (upload) on time will receive reduced grade: you will get 90%

of possible points if submitted up to 2 hours late, 80% up to 8 hours late, 50% up to 24 hours, 25% up to 48 hours, and no points if submitted later than 48 hours late. If you (or your group) are not able to complete an assignment by the due date, it would be best for you to hand in as much of it as you have done. It will help if you notify us in advance about any special circumstances that will adversely affect completion of an assignment. We will then try to accommodate your special situation.

CLASSROOM EXPECTATIONS

Class participation includes participation in discussions (online and in person), and other in-class activities.

ABSENCES

You will not be graded directly on **attendance**. You are adults and are expected to be present for all course-related activities. Beyond an occasional need to be absent from class for a good reason, you should plan to be in the class meetings. Attending online class meetings requires that you turn on your camera.

If you are absent or unable to participate on the day that your team meets, you are responsible for providing your team with the necessary information to compensate for your absence. It is crucial to keep in communication with your team members; you are responsible for letting both us and your team know if you cannot make it to a class.

Excused Absence: The only absences that will be considered excused are for religious holy days or extenuating circumstances due to an emergency. If you plan to miss class due to observance of a religious holy day, please let us know at least two weeks in advance. For religious holy days that fall within the first two weeks of the semester, the notice should be given on the first day of the semester. You will not be penalized for this absence, although you will still be responsible for any work you will miss on the day of absence if applicable. Check with us for details or arrangements.

If you have to be absent, use your resources wisely. Check materials on Canvas (including recorded lectures, lecture slides etc.), ask your team and other classmates to get a run-down and notes on any lessons you miss. If you find there are topics that we covered while you were gone that raise questions, you may want to contact instructor and AI/TA and schedule a meeting to discuss. If you arrange such a meeting, please email us specific questions you have in advance so that we can make the most of our time. Asking “What did I miss?” is not specific enough. If you have to miss class for an extended period due to a protracted illness or similar reason, we will treat your needs as a special case and we will do everything to help you survive and complete the class.

Course Schedule

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at utexas.instructure.com. Check Canvas regularly. **Changes** to the schedule may be made at my discretion if circumstances require. I will announce any such changes in class and will also communicate them via a Canvas announcement. It is your responsibility to note these changes when announced, and I will do my best to ensure that you are notified of changes with as much advance notice as possible.

#	Date	Topic	Reading (readings <i>before</i> class)	In class activity	Assignments	
					Assigned	Due
1	1-Jan 19	Introduction	SK: Read me first.	Introductions.		
	2-Jan 21	Intro to UX Design	SK1	Lecture. Discussion.	A1	
Module II: Humans, Technology and Design Basics						
2	1-Jan 24	The psychology of human actions.	DN1	Lecture.		A1
	2-Jan 26	Human action cycle	DN2	Lecture.	A2	
	3-Jan 28	<i>Discussion</i>		Discussion.		
3	1-Jan 31	Humans on the Web. Web Use.	SK2	Lecture.	A3	A2
	1-Feb 2	Web Design Basics	SK3	Lecture.	A4	A3
	2-Feb 4	<i>Discussion</i>		Discussion.		
4	1-Feb 7	Design: Naming	SK4	Lecture.	A5	A4
	2-Feb 9	Navigation, Info Architecture	SK6	Lecture.		
	3-Feb 11	<i>Discussion and Card Sorting Tutorial</i>		Discussion.	A6	A5
5	1-Feb 14	Web design	SK7	Review. Lecture.		
	2-Feb 16	Designing for not-reading	SK5. JJ6.	Lecture.		
	3-Feb 18	<i>Discussion</i>		Discussion.		A6
Module III: Designing for human psychology						
6	1-Feb 21	Human Perception	JJ1	Lecture.		
	2-Feb 23	Visual Structure - Gestalt principles	JJ2, JJ3	Lecture.	A7	
	3-Feb 25	<i>Discussion</i>		Discussion		
7	1-Feb 28	Vision: color & peripheral vision	JJ4, JJ5	Lecture.		A7
	2-Mar 2	Memory & Attention	JJ7, JJ8, JJ9	Lecture.		
	3-Mar 4	<i>Discussion</i>		Discussion. Project teams		
8	1-Mar 7	Human errors?	DN5. JJ15.		A8	
	2-Mar 9	Project in class		Project topics		P1
	3-Mar 11	<i>Discussion</i>		Discussion.		A8
15	Mar 14-19	Spring break!				
Module IV: UX Design Process						
9	1-Mar 21	Design process - Design Thinking	DN6. HBR article	Lecture.		
	2-Mar 23	Users & User Needs	TBD.	Lecture.		
	3-Mar 25	<i>Discussion</i>		Discussion. Revised project topics.		
10	1-Mar 28	Usage Research	SK8.	Lecture.		
	2-Mar 30	Questionnaire Design	TBD	Lecture. Work on questionnaires		
	3-Apr 1	<i>Interviews in class</i>		Project work- interviews		
11	1-Apr 4	Conceptual Design	TBD	Lecture		P2
	2-Apr 6			Project work		
	3-Apr 8	Project in class				
12	1-Apr 11	Prototyping		Lecture.		P3
	2-Apr 13	Prototyping – Tutorial		Project work.		
	3-Apr 15	Project in class				
13	1-Apr 18	Evaluation 1 – empirical	TBD. SK9.	Lecture.		P4
	2-Apr 20			Project work P5-1		
	3-Apr 22	Project in class				
14	1-Apr 25	Evaluation 2 – analytical		Lecture.		P5
	2-Apr 27			Project work P5-2		
	3-Apr 29	Project in class				
15	1-May 2			Final Presentations.		P6, P7
	2-May 4	Finale				
	3-May 6					A9

Readings are from: **SK:** Krug, Steve. (2014). *Don't Make Me Think, Revisited. 3rd Ed.* **JJ:** Jeff Johnson. (2020). *Designing with the Mind in Mind. 3rd Ed.* **DN:** Norman, D. (2013). *The Design of Everyday Things. Revised and Expanded Edition.*

A – Individual assignment | P – Group project

Student Rights & Responsibilities

- You have a right to a learning environment that supports mental and physical wellness.
- You have a right to respect.
- You have a right to be assessed and graded fairly.
- You have a right to freedom of opinion and expression.
- You have a right to privacy and confidentiality.
- You have a right to meaningful and equal participation, to self-organize groups to improve your learning environment.
- You have a right to learn in an environment that is welcoming to all people. No student shall be isolated, excluded or diminished in any way.

With these rights come responsibilities:

- You are responsible for taking care of yourself, managing your time, and communicating with the teaching team and with others if things start to feel out of control or overwhelming.
- You are responsible for acting in a way that is worthy of respect and always respectful of others.
- Your experience with this course is directly related to the quality of the energy that you bring to it, and your energy shapes the quality of your peers' experiences.
- You are responsible for creating an inclusive environment and for speaking up when someone is excluded.
- You are responsible for holding yourself accountable to these standards, holding each other to these standards, and holding the teaching team accountable as well.

Course Policies and Disclosures

ACADEMIC INTEGRITY EXPECTATIONS

Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced. You are responsible for understanding UT's Academic Honesty and the University Honor Code which can be found at the following web address: <https://deanofstudents.utexas.edu/conduct/standardsofconduct.php>

For further information, please visit the Student Conduct and Academic Integrity website at: <http://deanofstudents.utexas.edu/conduct>.

Plagiarism is taken very seriously at UT. Therefore, if you use words or ideas that are not your own (or that you have used in previous class), you must cite your sources. Otherwise you will be guilty of plagiarism and subject to academic disciplinary action, including failing the course. You are encouraged to discuss assignments with classmates, but anything submitted must reflect your own, original work. If in doubt, ask the instructor.

Students who violate University rules on academic dishonesty are subject to severe disciplinary penalties, such as automatically failing the course and potentially being dismissed from the University. **PLEASE do not take the risk.**

Please note: Student submissions in this course may be processed by TurnItIn, a tool that compares submitted material to an archived database of published work to check for potential plagiarism. Other methods may also be used to determine if a paper is the student's original work. Regardless of the results of any TurnItIn submission, the faculty member will make the final determination as to whether or not a paper has been plagiarized.

Please also consult the *Plagiarism & Academic Honor Code* document created by Prof. Matt Lease from iSchool at: http://bit.ly/UT_Academic_Honor_Code

GETTING HELP WITH TECHNOLOGY

Students needing help with technology in this course should contact the [ITS Service Desk](#).

CONFIDENTIALITY OF CLASS RECORDINGS

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

SHARING OF COURSE MATERIALS IS PROHIBITED

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. The University is well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](#) in the Office of the Dean of Students. These reports can result in sanctions, including failure of the course.

RELIGIOUS HOLY DAYS

By [UT Austin policy](#), you must notify me of your pending absence as far in advance as possible of the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

NAMES AND PRONOUNS

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by your chosen name and by the gender pronouns you use. Class rosters are provided to the instructor with the student's chosen (not legal) name, if you have provided one. If you wish to provide or update a chosen name, that [can be done easily at this page](#), and you can [add your pronouns to Canvas](#).

LAND ACKNOWLEDGMENT

I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Coanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas.

University Resources for Students

SERVICES FOR STUDENTS WITH DISABILITIES (SSD)

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can

work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

COUNSELING AND MENTAL HEALTH CENTER (CMHC)

All of us benefit from support during times of struggle. Know you are not alone. If you or anyone you know is experiencing symptoms of stress, anxiety, depression, academic concerns, loneliness, difficulty sleeping, or any other concern impacting your wellbeing – you are strongly encouraged to connect with CMHC. The Counseling and Mental Health Center provides a wide variety of mental health services to all UT students including crisis services, counseling services with immediate support and well-being resources. Additionally, CARE Counselors are located within the academic schools and colleges. These counselors get to know the concerns that are unique to their college's students. I urge students who are struggling for any reason and who believe that it might impact their performance in the course to reach out to me if they feel comfortable. This will allow me to provide any resources or accommodations that I can. If immediate mental health assistance is needed, call the Counseling and Mental Health Center (CMHC) at 512-471-3515 or you may also contact Bryce Moffett, LCSW (iSchool CARE counselor) at 512-232-2983. Outside CMHC business hours (8a.m.-5p.m., Monday-Friday), contact the CMHC 24/7 Crisis Line at 512-471-2255. For more information on CMHC, visit <https://cmhc.utexas.edu>.

UNIVERSITY HEALTH SERVICES (UHS)

Your physical health and wellness are a priority. University Health Services is an on-campus high-quality medical facility providing care to all UT students. Services offered by UHS include general medicine, urgent care, a 24/7 nurse advice line, women's health, sports medicine, physical therapy, lab and radiology services, COVID-19 testing and vaccinations and much more. For additional information, visit <https://healthyhorns.utexas.edu> or call 512-471-4955.

SANGER LEARNING CENTER

Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center's classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit <https://ugs.utexas.edu/slc> or call 512-471-3614 (JES A332)."

BEVOCAL

BeVocal is a university-wide initiative to promote the idea that individual Longhorns have the power to prevent high-risk behavior and harm. At UT Austin all Longhorns have the power to intervene and reduce harm. To learn more about BeVocal and how you can help to build a culture of care on campus, go to: <https://wellnessnetwork.utexas.edu/BeVocal>.

STUDENT EMERGENCY SERVICES (SES)

Student Emergency Services in the Office of the Dean of Students helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, you can work with Student Emergency Services. SES will document your situation and notify your professors. Additional information is available at <https://deanofstudents.utexas.edu/emergency/> or by calling 512-471-5017.

Important Safety Information

If you have concerns about the safety or behavior of fellow students, TAs or professors, contact BCCAL (the Behavior Concerns and COVID-19 Advice Line) at <https://safety.utexas.edu/behavior-concerns-advice-line> or by calling 512-232-5050. Confidentiality will be maintained as much as possible, however the university may be required to release some information to appropriate parties.

CLASSROOM SAFETY AND COVID-19

To help preserve our in-person learning environment, the university recommends the following.

- Adhere to university [mask guidance](#). Masks are strongly recommended, but optional, inside university buildings for vaccinated and unvaccinated individuals, except when alone in a private office or single-occupant cubicle.
- [Vaccinations are widely available](#), free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated.
- [Proactive Community Testing](#) remains an important part of the university's efforts to protect our community. Tests are fast and free.
- We encourage the use of the [Protect Texas App](#) each day prior to coming to campus.
- If you develop COVID-19 symptoms or feel sick, stay home and contact the [University Health Services'](#) Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact [Student Emergency Services](#) and they will notify your professors. In addition, to help understand what to do if you have been had close contact with someone who tested positive for COVID-19, see this [University Health Services link](#).
- [Behavior Concerns and COVID-19 Advice Line](#) (BCCAL) remains available as the primary tool to address questions or concerns from the university community about COVID-19.
- Students who test positive should contact [BCCAL](#) or self-report (if tested off campus) to [University Health Services](#).
- Visit [Protect Texas Together](#) for more information.

CARRYING OF HANDGUNS ON CAMPUS

Texas' Open Carry law expressly prohibits a licensed to carry (LTC) holder from carrying a handgun openly on the campus of an institution of higher education such as UT Austin. Students in this class should be aware of the following university policies:

- Students in this class who hold a license to carry are asked to [review the university policy regarding campus carry](#).
- Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
- It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
- Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification, and is not a “legally effective” means of notification in its own right.

TITLE IX DISCLOSURE

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, to report any information to the Title IX Office regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must report it. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email advocate@austin.utexas.edu. For more information about reporting options and resources, visit <http://www.titleix.utexas.edu/>, contact the Title IX Office via email at titleix@austin.utexas.edu, or call 512-471-0419. Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

Faculty members and certain staff members are considered “Responsible Employees” or “Mandatory Reporters,” which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX-related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu. For more information about reporting options and resources, visit the [Title IX Office](#) or email titleix@austin.utexas.edu.

CAMPUS SAFETY

The following are recommendations regarding emergency evacuation from the [Office of Campus Safety and Security](#), 512-471-5767,

- Students should sign up for Campus Emergency Text Alerts at the page linked above.
- Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- For more information, please visit [emergency preparedness](#).