



1. MIS 301 – 04295 – Spring 2022

2. INTRODUCTION TO INFORMATION TECHNOLOGY MANAGEMENT

CLASS MEETS: MW 12:30 PM – 2PM, UTC 4.132

ZOOM LINK:

<https://utexas.zoom.us/j/98170930213>

Instructor: Ruijiang Gao

Office: CBA 5. 336

Pronouns: he / him/ his

Office hours: (Currently via Zoom) Monday 2-3PM and by appointment

Email: ruijiang@utexas.edu

Phone: 7342729935

3. Course Description

Information Technology (IT) has transformed all aspects of business and everyday life. New IT investments continue to be staggering. Worldwide, over \$3 trillion is invested in IT. In the U.S., over 50% of capital expenditures are related to IT. IT has impacted organizational structure, culture, politics, decision making, and society as a whole. IT is also transforming how physical products are designed, how services are bundled with products, and how individuals interact with businesses and with other individuals. A silent transformation of physical items is occurring as more products use embedded IT to improve customer experience and product performance. The pervasiveness of IT is expanding global trade and changing how and where work is performed.

It is vital that future managers—in every area of business—have a working knowledge of modern IT, practical experience in its use, and management perspectives on how IT is used in organizations. MIS 301 will focus on three broad issues:

- (1) using IT for strategic competitive advantage
- (2) IT core skills and management
- (3) IT at the intersection of functional business areas.

Topics covered include the IT ecosystem, using Information Systems (IS) for competitive advantage, databases, data communications, mobile telecommunications, business process



management, and business intelligence. While students are introduced to the practical business use of hands-on technology (particularly Excel), the real value that McCombs majors gain from MIS 301 comes from understanding the strategic possibilities inherent at the intersection of business and technology.

4. Course Requirements

Canvas Use and Class Learning

This class will use Canvas—a web-based learning management system with password-protected access at <http://canvas.utexas.edu/> to distribute course materials, to make announcements, and to post assignments and grades. You can find support in using Canvas at the ITS Help Desk at 512-475-9400, Monday through Friday, 8 am to 6 pm, so plan accordingly. Your use of Canvas's email should be for course-related messages only. Messages such as selling football tickets and posting party invites are not considered course-related unless your instructor has specifically allowed this usage for his/her class. See UT's Acceptable Use Policy at <http://www.utexas.edu/cio/policies/>.

Textbook

Gallaugh, John, *Information Systems: A Manager's Guide to Harnessing Technology*, v. 8.0, Flatworld Knowledge, Inc., ISBN: 978-1-4533-9787-9
available through the following website:

<https://students.flatworldknowledge.com/course/2599648>

There are four options to purchase the required book:

1. Online Access Only: \$39.95
2. Online Access + eBook Download: \$59.95
3. Online Access + Color Printed Textbook: \$64.95
4. Online Access + eBook Download + Color Printed Textbook: \$84.95

Harvard Business School Publishing (HBP) course packet.

You need to register on the site to create a username if you do not already have one. These course materials are PDF documents, and you can open them with Adobe Reader. After you register, you can get to the course pack at any time by doing the following:

Visit Harvard HBP to register as a student and purchase the packet using link:

<https://hbsp.harvard.edu/import/902149>

SAM

In response to recruiter feedback about the poor Microsoft Excel skills of recent graduates, the McCombs School has adopted SAM 2019. This software package is a self-paced online



tool to help you learn Microsoft Excel. You will also need the current version of Microsoft Excel. If you do not have a SAM license from another McCombs class, you will need to purchase access to the SAM tool through Cengage.

Please read below before purchasing your course materials. If you are taking other courses using Cengage products, you may want to choose the Cengage Unlimited subscription (1 semester, 1 year, or 2-year options). If you decided to purchase Cengage Unlimited, you will need to opt out of the Longhorn Textbook Access program for MIS 301 and then purchase Cengage Unlimited directly from Cengage.

- Please follow [University of Texas LTA MIS 301 \(cengage.com\)](https://cengage.com/uta/mis301) to set up your account. On this website you will find out how to access your SAM course materials along with additional helpful resources.
- Please use your **university email address** for the “username (email)” field and your **UT EID** for the “ID#” field.

Class Policy

1. **Assignments are due based on posted Canvas dates and times.** Assignments turned in 24 hours late will only receive up to 60% credit. Assignments turned in past the 24-hour grace period will receive no credit. All assignments must be turned in either through SAM or Canvas submissions – emails will not be accepted.
2. **Attendance for each class session will be done using graded polls (quizzes) during the session** – Make sure that you understand how to use Instapoll through Canvas.
3. **You are responsible for signing up for the SAM online service well ahead of time.** Waiting until the last minute will not be considered an excuse for late or missing homework.
4. **A seven-day assignment and/or test review rule will be in effect.** If you have a question or you would like to review a grade for either a homework assignment or a test result, then you have seven days to meet with the professor or a TA for any clarifications or changes. Once the seven days have passed the grade is considered finalized.
5. **Strong plagiarism checking is turned on in both SAM and Canvas.** If you turn in a current or past student's work, you will be flagged by the system, and this could result in a zero for the assignment as well as a potential academic referral.

Grading

The final grade in this class will be based on your demonstrated performance as follows:

- | | |
|---------------------------|-----|
| • UT Instapoll | 20% |
| • SAM Homework Assignment | 15% |
| • Lab Assignments | 15% |
| • Exam 1 | 25% |



- Exam 2 25%

The final letter grade in the class will be based on a curve. The faculty Undergraduate Program Committee has adopted guidelines for grading in undergraduate (BBA and Business Foundations) courses. Recommended GPA in undergraduate courses is: 3.0 - 3.2. This is only a guideline, and it is understood that exceptions will sometimes be warranted. Plus and minus grades are used for the final class grade. You may expect the following grade distribution: approximately 30-35% will receive an A or A-, about 15-20% a C+ or below, and 45-55% will receive a B+, B, or B-. However, if the overall class performance exceeds the instructor's expectations, the percentages of A, B, C, etc. could change.

Exams

Exams will be closed book and will cover all reading assignments and materials discussed in class. All exams will be non-cumulative. All Exams will possibly be conducted online.

Assignment

Homework assignments will be used to emphasize IT skills useful for your career. You will be expected to develop basic skills including Excel, database manipulation, web design and data mining.

Homework assignments consist of two types of assignments.

1. **SAM Assignments:** These assignments will be used to emphasize your basic Excel skills and are based on the SAM Excel Trainer. Thus, you need to obtain a SAM account, complete the short assignments individually, and turn in on SAM. **The class time will not be used to teach you these basics of Excel.** However, SAM provides step-by-step tutorials that are helpful for you to complete the assignments. If problems persist, I strongly urge you to utilize Google. **Sharing or discussing solutions to the assigned SAM assignments with classmates will be considered cheating.**
2. **Lab Assignments:** Lab assignment questions will be distributed on Canvas. Turn in your Lab assignment on Canvas. **Sharing or discussing solutions to the assigned Lab assignments with classmates will be considered cheating.**



Class Participation

It is important that you come to class ready to join the discussion on the day's reading. Your knowledge and experience will add to class learning, so you should actively participate into class discussions. High-quality class participation includes:

- Useful arguments expressed coherently and succinctly
- Good analysis supported by case facts or your own experience
- Constructive disagreement
- Readiness to contribute when called on

5. Policies

CLASSROOM POLICY

- **Students arrive on time.** On time arrival shows respect for both fellow students and faculty and it enhances learning by reducing avoidable distractions.
- **Students display their name cards.** (for students in the classroom.) This permits fellow students and faculty to learn names.
- **Students minimize unscheduled personal breaks.** The learning environment improves when disruptions are limited.
- **Students will respect the views and opinions of their colleagues.** Debate and disagreement are encouraged. Intolerance for the views of others is unacceptable.
- **Students will be fully prepared for each class.** Unprepared students cannot contribute to the overall learning process, affecting not only the individual, but their peers who count on them, as well.

Exam Policies

Exams missed due to an excused absence must be made up within one week of returning to class for full credit or no credit will be given. Exams missed due to an unexcused absence may not be made up. Documentation proving the excused absence may be required at the



time the exam is made up. If you are unable to attend a scheduled exam, prior written notice must be provided to the instructor including the reason for the absence.

Assessment Policies

Assessments missed due to an excused absence must be made up **within one week of returning to class for full credit or no credit will be given.** Assessments missed due to an unexcused absence may not be made up. Excused absences include, but are not limited to, sickness, death in the immediate family, serious personal or immediate family illness resulting in hospitalization, and jury duty. Documented proof substantiating the reason may be required. The instructor reserves the right to determine excused absences. **If you are unable to attend a scheduled assessment, prior written notice must be provided to the instructor including the reason for the absence.**

Assignment Policies and Quality Expectations

Deliverables are due at designated times and in specific formats, all of which will be described in assignment criteria. To be fair to everyone in class and to get assignments graded and returned in a timely fashion, we have deadlines.

1. Please double-check deliverables submitted through Canvas to make sure your assignment file is attached. **If your file is not attached, or is corrupted, or in some way does not meet the requirements of the assignment, you will not receive credit for the assignment.** It is highly recommended giving yourself enough time to submit your assignment to check that it can be opened without any problems.

Re-Learning on Assignments

If you have a question about an assignment grade, you must inquire about it in email format within **ONE WEEK** of the day the grades are posted on Canvas. After the one-week window, your grade for that assignment is permanent.



COURSE SCHEDULE

Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced.

SESSION	DATE	TOPIC	READINGS ¹	GRADED
1	Wednesday Jan 19	Course Discussion	Zoom, Canvas, & Syllabus	
2	Monday Jan 24	Strategy and Technology	G: Chapter 2	
3	Wednesday Jan 26	Digital Innovation	G: Chapter 4	SAM 1
4	Monday Jan 31	Disruptive Technology & Kodak	G: Chapter 6 & HBP: Kodak and the Digital Revolution (A)	
5	Wednesday Feb 2	Hardware Ecosystem; Moore's Law	G: Chapter 5	SAM 2
6	Monday Feb 7	Network Effects	G: Chapter 8	
7	Wednesday Feb 9	Social Media & Facebook	G: Chapter 9 & 11	SAM 3
8	Monday Feb 14	The Sharing Economy	G: Chapter 10	
9	Wednesday Feb 16	Software Ecosystem	G: Chapter 13	SAM 4
10	Monday Feb 21	Data Communications	G: Chapter 16	
11	Wednesday Feb 23	Apple Inc. in 2015	HBP: Apple Inc. in 2015	
12	Monday Feb 28	Lab 1: Python	Canvas	
13	Wednesday Mar 2	Cloud Computing	Ch. 14 (sections 6- 13)	SAM 5
14	Monday Mar 7	Lab 2: Python	Canvas	
15	Wednesday Mar 9	Exam 1		
		Spring Break		
16	Monday Mar 21	Amazon	G: Chapter 7	
17	Wednesday Mar 23	Google Android in 2018	HBP: Google Android in	SAM 6 / Assignme



			2018: A Changing World Order	nt : Python
18	Monday Mar 28	SpaceX	HBP: SpaceX, Economies of Scale, and a Revolution in Space Access	
19	Wednesday Mar 30	Business Value of IT	HBP: The San Diego City Schools: Enterprise Resource Planning Return on Investment	SAM 7
20	Monday Apr 4	Zara: Fast Fashion from Savvy Systems	G: Chapter 3	
21	Wednesday Apr 6	Information Security	G: Chapter 17	Assignme nt: Excel
22	Monday Apr 11	Google Search, Ads & the Future	G: Chapter 18	
23	Wednesday Apr 13	Lab 3: SQL	Canvas	
24	Monday Apr 18	Data Analytics	Ch. 15 (sections 1-4)	
25	Wednesday Apr 20	Lab 4: SQL	Canvas	
26	Monday Apr 25	AI & Machine Learning	Ch. 15 (section 7)	
27	Wednesday Apr 27	Business Intelligence	Ch. 15 (sections 5-6)	Assignme nt: SQL
28	Monday May 2	Course Wrap-Up		
29	Wednesday May 4	Exam 2		

¹ There may be additional readings posted on canvas throughout the semester.

² Please refer to page 2 on more details about the HBP course packet.

6. STATEMENT ON LEARNING SUCCESS

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as



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possible. Together we'll 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. Many are listed on this syllabus, but I am happy to connect you with a person or Center if you would like.



7. POLICY ON SCHOLASTIC DISHONESTY

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program's Statement on Scholastic Dishonesty at <http://my.mcombs.utexas.edu/BBA/Code-of-Ethics>. By teaching this course, I have agreed to observe all faculty responsibilities described there. By enrolling in this class, you have agreed to observe all student responsibilities described there. If the application of the Statement on Scholastic Dishonesty to this class or its assignments is unclear in any way, it is your responsibility to ask me for clarification. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, the integrity of the University, and the value of our academic brand, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Conduct and Academic Integrity website at <http://deanofstudents.utexas.edu/conduct/> to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

8. ONLINE INSTRUCTION

9. GETTING HELP WITH ZOOM

Students needing help with Zoom should refer to the [McCombs Student Instructional Wiki](#) for a set of comprehensive instructions. All McCombs Canvas course pages have this link on the left menu bar for quick and easy reference.

10. UT ZOOM ACCOUNT

All students must use a UT Zoom account in order to participate in classes, office hours, and any UT affiliated events. For detailed instructions on how to sign up for a UT Zoom account, see [Getting Started with Zoom](#). You will be denied access to Zoom sessions if you attempt to access without a valid UT account.

11. JOINING A CLASS OR OFFICE HOURS IN ZOOM

The preferred method of joining a class or office hours is through Canvas. Students must log into their Canvas course site and click on Zoom on the left menu bar to locate links to join the class in Zoom in the calendar on Canvas. Zoom links for a class or office hours may also be emailed by the instructor. Regardless, students must use their UT Zoom account to participate. For more information, see [How to Join Class or Office Hours](#).

12. ZOOM PROFESSIONALISM AND ETIQUETTE

Following are some best practices for making sure we are working together to create an efficient, effective, respectful, and ultimately enjoyable classroom when accessing remotely:



- Keep your video on at all times.
- Be mindful of your surroundings when on camera to minimize distractions.
- Avoid display of inappropriate materials or expressions, either visual, textual, or otherwise. Such displays may be subject to disciplinary action.
- Turn your camera off when leaving the meeting temporarily and use the away feedback icon.
- Include a professional photo of yourself for your Zoom profile picture. This photo will be visible during class sessions if you keep your video off.
- Mute yourself unless you are speaking. This will reduce background or feedback noise and limit distractions.
- Pose questions or comments using the “raise” your hand feature or typing in the chat window. Try to keep questions and comments brief, especially in large classes.
- Turn off your video if the video or audio is choppy. After the class or meeting, try these [Internet Connection Tips](#).
- Use the most reliable WIFI you can access. If you are experiencing problems with your internet connection, here are some [Internet Connection Tips](#).

For more information, please see [Zoom Etiquette](#).

13. CLASS RECORDING PRIVACY

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.

14. 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. It is a violation of the University’s Student Honor Code and an act of academic dishonesty. The University is well aware of the sites used for sharing materials, and any materials found on such sites that are associated with a specific student, 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.

15. MCCOMBS CLASSROOM PROFESSIONALISM POLICY.

The highest professional standards are expected of all members of the McCombs community. The collective class reputation and the value of the Texas BBA experience hinges on this. You should treat the Texas BBA classroom



as you would a professional corporate environment. Faculty are expected to be professional and prepared to deliver value for every class session. Students are expected to be professional in all respects. The Texas BBA classroom experience is enhanced when:

- Students arrive on time. On-time arrival ensures that classes are able to start and finish at the scheduled time. On-time arrival shows respect for both fellow students and faculty and it enhances learning by reducing avoidable distractions.
- Students display their name cards. This permits fellow students and faculty to learn names, enhancing opportunities for community building and evaluation of in-class contributions.
- Students are fully prepared for each class. Much of the learning in the Texas BBA program takes place during classroom discussions. When students are not prepared, they cannot contribute to the overall learning process. This affects not only the individual but their peers who count on them, as well.
- Students respect the views and opinions of their colleagues. Disagreement and debate are encouraged. Intolerance for the views of others is unacceptable.
- Students attend the class section to which they are registered. Learning is enhanced when class sizes are optimized. Limits are set to ensure a quality experience and safety.
- Technology is used to enhance the class experience. When students are surfing the web, responding to e-mail, instant messaging each other, and otherwise not devoting their full attention to the topic at hand, they are doing themselves and their peers a major disservice. Those around them face additional distractions. Fellow students cannot benefit from the insights of the students who are not engaged. Faculty office hours are spent going over class material with students who chose not to pay attention, rather than truly adding value by helping students who want a better understanding of the material or want to explore the issues in more depth. Students with real needs may not be able to obtain adequate help if faculty time is spent repeating what was said in class. There are often cases where learning is enhanced by the use of technology in class. Faculty will let you know when it is appropriate.
- Phones and wireless devices are turned off. We've all heard the annoying ringing in the middle of a meeting. Not only is it not professional, but it also cuts off the flow of discussion when the search for the offender begins. When a true need to communicate with someone outside of class exists (e.g., for some medical need) please inform the professor prior to class.

16. DIVERSITY 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 come to me at any time with any concerns.



17. PERSONAL PRONOUN PREFERENCE

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. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by a name different than what appears on the roster, and by the gender pronouns you use. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

18. 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.

19. RELIGIOUS HOLY DAYS

By [UT Austin policy](#), you must notify me of your pending absence as far in advance as possible to 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.



UNIVERSITY RESOURCES FOR STUDENTS

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. There is also a range of resources on campus:

20. SERVICES FOR STUDENTS WITH DISABILITIES

This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with me, or if you need specific arrangements in case the building needs to be evacuated, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible. I promise to maintain the confidentiality of these discussions. If appropriate, also contact [Services for Students with Disabilities](#), 512-471-6259 (voice) or (512) 410-6644 (video phone).

21. COUNSELING AND MENTAL HEALTH CENTER

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone. There are many helpful [resources](#) available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. A [Counselors in Academic Residence \(CARE\) Program](#) is available in each college from the [Counseling and Mental Health Center](#).

22. THE 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 [Sanger Learning Center](#) or call 512-471-3614 (JES A332).



23. STUDENT EMERGENCY SERVICES

UT's [Student Emergency Services](#) provides assistance, intervention, and referrals to support students navigating challenging or unexpected issues that impact their well-being and academic success. 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, please register with [Student Emergency Services](#). SES will verify your situation and notify your professors.

IMPORTANT SAFETY INFORMATION

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCCAL (the [Behavior Concerns and COVID-19 Advice Line](#)): 512-232-5050. Your call can be anonymous. If something doesn't feel right – it probably isn't. Trust your instincts and share your concerns.

24. CLASSROOM SAFETY AND COVID-19

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

- Adhere to university [mask guidance](#).
- [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.
- Visit protect.utexas.edu for more information.

25. TITLE IX REPORTING

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's [relevant policies](#).

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.

26. CAMPUS SAFETY

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

- 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](#).