

BA 101H: PROFESSIONAL DEVELOPMENT & CAREER PLANNING (02090)

MONDAY 4:00 – 5:30 PM | FAC 21 | FALL 2025 Syllabus

| INSTRUCTOR | |
|----------------|--|
| Name | Otto Driessen Lecturer & Career Coach Pronouns: he/him |
| Email | Otto.Driessen@mccombs.utexas.edu |
| Phone | (512) 232-3796 |
| Office | CBA 2.502 |
| Office Hours | Visit RecruitMcCombs to schedule a 30 min 1:1 appointment OR email instructor directly |
| Course Website | Canvas: utexas.instructure.com |
| GRADER | |
| Name | Shaili Shouche |
| Email | See Canvas |
| Phone | (512) 232-3796 |
| Office Hours | CBA 2.502 or Zoom See Canvas for info |

COURSE DESCRIPTION

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The BA 101 Professional Development & Career Planning Course is required for all BBA students before graduation. This course presents the foundations for executing a successful job search and focuses on career management as a lifelong process. BA 101 assists BBA students with exploring, planning, implementing, and evaluating their careers.

PREREQUISITES FOR THE COURSE: Restricted to students admitted to the McCombs School of Business.

LEARNING OUTCOMES

By the end of this course, students will:

- Research different roles, companies, and industries for future internships or full-time roles.
- Apply McCombs resume best practices to create a high-impact resume document.
- Utilize verbal, written, and non-verbal/body language strategies in career exploration activities.
- Leverage the [Code of Ethics](#) in different situations to act equitably with integrity and accountability to self, others, and the McCombs School of Business.
- Prepare for networking and informational/job interviews by synthesizing knowledge from company research and personal reflection.
- Create a career development plan to address gaps in knowledge and skills in order to progress through the career exploration cycle.

HOW WILL YOU LEARN?

STATEMENT ON 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 prevent you from learning 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.

TEACHING MODALITY INFORMATION

Class meetings will be conducted in-person weekly (requires in-person attendance). There will be no alternative to in-person attendance outside of emergency accommodations.

COMMUNICATION & CANVAS

The course Canvas site can be found at utexas.instructure.com. The Canvas page maintained for this class provides all required course information. To access this page, you will need a UT EID. It would be best to visit Canvas regularly to ensure you are current on class activities and assignments. Additionally, class notes for each class (PowerPoint files) will be posted to Canvas. **All official communication from the university will go to your [youreid]@my.utexas.edu email address.** You are responsible for checking this email frequently. You can expect regular announcements, reminders, and individual communications from your Grader via email/Canvas. Failure to check your Canvas announcements or email is not an acceptable excuse for missing deadlines or course updates. Additionally, you are responsible for communicating with me in cases of illness/emergency, special circumstances, when you need clarification, etc.

AMENDMENTS TO THE SYLLABUS

This syllabus may be amended at any time during the semester at my discretion. You are responsible for all information communicated in class, through email, or on Canvas. You are also responsible for checking Canvas for any announcements, changes, or updates that affect assignment due dates or changes in topics covered in class.

ASKING FOR HELP

Contact your Grader **first** (via email or Canvas message) for any questions regarding attendance, assignments, or grading. Messages to the Grader should always be written in a respectful tone. Grader office hours are posted on the Canvas homepage. To meet with me, use [RecruitMcCombs](#) to schedule a 30-minute 1:1 appointment or you may also email me.

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 come to me at any time with any concerns.

DISABILITY & ACCESS (D&A)

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 Disability & Access (D&A). Please refer to the D&A website for more information: diversity.utexas.edu/disability. Through this service, you can request accommodations for the entire semester or to meet temporary needs.

If you are already registered with D&A, your letter will be sent to me, and your other professors, automatically. After you have been approved through D&A, it is your responsibility to reach out to me so we may discuss your needs in our class. No specific accommodation can be applied until we meet and discuss your individual case. Accommodations cannot be given retroactively.

COURSE REQUIREMENTS AND GRADING

REQUIRED MATERIALS

All required readings will be available on Canvas or handed out in class.

Students will be required to take the CliftonStrengths assessment, which will be purchased by BBA Career Management. As we approach the CliftonStrengths assignment and corresponding lecture, instructions will be given as to how to obtain your code in order to take the assessment at no cost to you. These instructions will be found on Canvas.

Note: If you have taken a CliftonStrengths assessment recently *and still have the report*, there is no need to re-take the assessment. You may upload a copy of your report to the CliftonStrengths assignment.

DEVICES

Electronic devices of all kinds (tablets, phones, laptops, etc.) in class are generally **prohibited**. Headphones/earbuds are never permitted. This policy aims to foster an environment of focus and engagement and is consistent with many other McCombs classes. On occasion, however, the use of laptop computers may be permitted in class solely to explore and use job-search resources in real-time. During these times, use of the devices for anything other than class tasks is strictly prohibited. When devices are permitted, information will be included in announcements ahead of relevant lectures.

The use of devices when not approved will result in the loss of attendance points for the day. Both your grader and I will enforce this policy.

ATTENDANCE

Attendance each week is critical to your success in this course and comprises over 20% of your grade. You will earn attendance points by swiping your UT ID with BBACM staff member at the beginning **of every class meeting. Please bring your UT ID to every class.** If you arrive and swipe in, but leave before class is complete, your attendance points will be removed. I reserve the right to amend how attendance is taken, including in-class activities or participation.

You can have two full unexcused absences that won't affect your final grade. Additionally, if you attend 100% of the class meetings, you will receive a 40-point bonus on your final grade.

If a situation arises and you cannot attend class, please notify your grader as soon as possible so we can work proactively with you. All absences due to sickness or other emergencies are only approved if you work with Student Outreach Services (see below: deanofstudents.utexas.edu/emergency)

MCCOMBS CLASSROOM PROFESSIONALISM POLICY

The highest professional standards are expected of members of the McCombs community. You should treat the BA 101 as you would a professional corporate environment. Classroom expectations of you as a student in my classroom include:

- You will arrive on time.
- You will be fully prepared for each class.
- You will respect the views and opinions of your classmates. Disagreement and debate are encouraged. Intolerance for the views of others is unacceptable.
- Please give your complete attention to me and any guest speakers during class.
- You are not permitted to submit the output from artificial intelligence (AI) systems, such as Chat GPT or any other automated assistance, for any classwork or assessments. This includes using AI to generate answers to assignments or using AI to complete any other course-related tasks. You may use AI as part of research and preparation for assignments, but any text submitted or presented must be written by you. Violations of this policy will be treated as an instance of academic misconduct. If you have any questions about this policy or if you are unsure whether a particular use of AI is acceptable, please do not hesitate to ask for clarification.

LATE WORK AND MAKING UP MISSED WORK

Assignments are due at 11:59 PM on the due date unless specified otherwise. The Late Submission policy in Canvas deducts points on late assignment submissions automatically. Your submission is "Late" when it has been submitted between 1 minute to 24 hours past the initial 11:59 PM due date. "Late" assignments will receive a 50% deduction from the final score. Assignments over 24 hours late will not be accepted (the submission window will be closed) and will receive zero points. **If you have an emergency situation and cannot submit the assignment within the late submission window, reach out to SOS, notify your Grader immediately, and we will determine if the assignment can be accepted later.** Please note that some assignments cannot be accepted beyond the due date, which will be indicated in Canvas.

Example: A student submits an assignment 12 hours past the deadline. The student earns 40 out of 50 points based on the rubric. The Late Submission policy deducts an additional 50% and the student earns a final grade of 20 points.

EXTRA CREDIT

Extra credit points are available to receive throughout the semester. A list of approved extra credit events is provided on Canvas. To be eligible for credit, you **must sign in at the event and stay for the duration of the virtual or in-person event.** Attendance will be verified and false claims of attendance classify as academic dishonesty and will be reported as such. In addition, you must submit a one-page, double-spaced reflective summary of the event, detailing a minimum of three things you learned by attending and how the information relates to your career. Some extra credit opportunities are not tied to an event (i.e., completing a Forage), but still require action on your part and a reflection summary.

The summary will be due in Canvas the week immediately following the event (e.g., if BBA Employer Mock Interviews are on 9/16, your reflective summary is due on Canvas by 9/23 11:59 PM). Extra credit opportunities range from 5-10 points. While there is no limit on how many opportunities you can complete, you cannot complete the same opportunity twice.

USE OF A CURVE

There is no grading curve in this course. Final grades are also not rounded up.

ASSIGNMENTS

| # | Assignments | Due | Submission Method | Points Possible | % of Total Grade |
|----|--|--------------------------|-------------------|-----------------|------------------|
| 1 | Pre-Course Self-Assessment | 11:59 pm on 9/1 | Canvas | 20 | 2% |
| 2 | Ethics Quiz | 11:59 pm on 9/1 | Canvas | 40 | 4% |
| 3 | RecruitMcCombs Account Setup | 11:59 pm on 9/8 | RecruitMcCombs | 5 | 0.5% |
| 4 | CliftonStrengths Assessment | 11:59 pm on 9/22 | Canvas | 10 | 1% |
| 5 | Resume Attempt 1* | 11:59 pm on 9/22 | Canvas | 150* | 15% |
| 6 | VMock SMART Resume | 11:59 pm on 9/22 | Canvas | 40 | 4% |
| 7 | Reflection 1 | 11:59 pm on 9/29 | Canvas | 50 | 5% |
| 8 | Reflection 2 | 11:59 pm on 10/6 | Canvas | 50 | 5% |
| 9 | Upload Resume to RecruitMcCombs | 11:59 pm on 10/13 | RecruitMcCombs | 5 | 0.5% |
| 10 | Resume Attempt 2* | 11:59 pm on 10/13 | Canvas | 150* | 15% |
| 11 | McCombs Connect Account Setup | 11:59 pm on 10/20 | Canvas | 10 | 1% |
| 12 | Company Research | 11:59 pm on 10/27 | Canvas | 50 | 5% |
| 13 | Cover Letter | 11:59 pm on 11/3 | Canvas | 50 | 5% |
| 14 | Informational Interview | 11:59 pm on 11/10 | Canvas | 100 | 10% |
| 15 | Thank You Email (Informational Interview) | 11:59 pm on 11/10 | Canvas | 10 | 1% |
| 16 | Virtual Mock Interview via Big Interview | 11:59 pm on 11/17 | Big Interview | 60 | 6% |
| 17 | Virtual Mock Interview Self-Assessment | 11:59 pm on 11/17 | Canvas | 10 | 1% |
| 18 | Post-Course Self-Assessment | 11:59 pm on 12/1 | Canvas | 20 | 2% |
| 19 | BBACM Career Connection | 11:59 pm on 12/8 | Canvas | 50 | 5% |
| 20 | Reflection 3 | 11:59 pm on 12/8 | Canvas | 50 | 5% |
| -- | Attendance | | Canvas | 220 | 22% |
| -- | Extra Credit Opportunities | | Canvas | Varies | -- |
| | *lowest score dropped | | | TOTAL | 1000 |

All written assignments must be typed. You will upload most assignments to Canvas; see Canvas for additional submission methods required for select assignments.

+- GRADING POLICY

BA 101 is graded on a letter grade basis. There are 1040 possible points for the course assignments, but your final letter grade is based only out of 1000 points. The total points earned for your assignments, plus any earned extra credit (including from attendance), will be used to determine your letter grade. BA 101 follows the university's plus/minus grading scale: onestop.utexas.edu/student-records/grades.

GRADE BREAKS

| A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
| >940+ | 939 - 900 | 899 - 870 | 869 - 840 | 839 - 800 | 799 - 770 | 769 - 740 | 739 - 700 | 699 - 670 | 669 - 640 | 639 - 600 | < 600 |

COURSE OUTLINE

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

| Week | Date | Class Topic | Assignments Due <i>Submit by 11:59 PM ON THE DAY OF CLASS</i> | Readings to do before Class (found within weekly Modules) |
|------|-------|--|---|---|
| 1 | 8/25 | Course Overview & Code of Ethics | • Read Syllabus | • Guide to Career Management • Guide to McCombs Code of Ethics |
| 2 | 9/1 | LABOR DAY – NO CLASS | • Pre-Course Self-Assessment • Ethics Quiz | • Guide to Resume Writing • Resume Video • Resume Template |
| 3 | 9/8 | Resume Writing Part 1 | • RecruitMcCombs Account Setup | • Guide to Business Attire |
| 4 | 9/15 | CAREER WEEK – NO CLASS <i>Attend Expo and other events</i> | • Watch Resume Part 2 Recording | |
| 5 | 9/22 | Career Development Part 1: Steer Your Career | • Resume (1 st Attempt) • VMock SMART Resume • CliftonStrengths Assessment | |
| 6 | 9/29 | Career Development Part 2: CliftonStrengths | • Reflection 1 | • Strengths Themes Overview |
| 7 | 10/6 | Career Development Part 3: Skills and Industries | • Reflection 2 | • Guide to Career & Major Exploration |
| 8 | 10/13 | Networking | • Resume (2 nd Attempt) • Upload Resume to RecruitMcCombs | • Guide to Networking Strategies • Guide to Creating Your LI Profile |
| 9 | 10/20 | Company Research | • McCombs Connect Account Set Up | • Guide to Company Research • Company Research Resources |
| 10 | 10/27 | All About Applications | • Company Research | • Guide to Job Search Correspondence • Emphasizing Key Skills in Cover Letters |
| 11 | 11/3 | Interviewing Part 1 | • Cover Letter | • Guide to Office Visits • Guide to Interviewing Techniques • Guide to Phone Interviews |
| 12 | 11/10 | Interviewing Part 2 | • Informational Interview • Informational Interview Thank You | • Guide to Case Interviewing |
| 13 | 11/17 | Managing Your Offers | • Big Interview Mock Interview • Big Interview Mock Interview Self-Assessment | • Managing Multiple Job Offers |
| 14 | 11/24 | NO CLASS – FALL BREAK | | |
| 15 | 12/1 | Workplace Success | • Post-Course Self-Assessment | |
| 16 | 12/8 | CBHP Student Panel | • Reflection 3 • BBACM Career Connections | |

COURSE POLICIES AND DISCLOSURES

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 my.mccombs.utexas.edu/bba/about-us/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 an instructor 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 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.

CONFIDENTIALITY OF CLASS RECORDINGS

If a recording is made available, 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.

GETTING HELP WITH TECHNOLOGY

Students needing help with technology in this course should contact the [ITS Service Desk](#) or McCombs SWAT Shop. If the [McCombs Student Tech Wiki](#) does not answer all your questions, submit a ticket [online](#) or call (512) 232-6616. SWAT is located in room GSB 3.132, on the third floor of the McCombs School of Business.

BASIC NEEDS SECURITY

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. UT maintains the [UT Outpost](#), a free on-campus food pantry, and career closet. Furthermore, if you are comfortable notifying an instructor, please do so, as I may have additional resources I can share.

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. The 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. 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.

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, as well as be given full credit for attendance on that day.

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 identity & expression, and nationalities. Class rosters are provided to the instructor with the student's legal name unless they have added a "chosen name" with the registrar's office, which you can do [here](#). I will gladly honor your request to address you by a name that is different from what appears on the official roster and by the pronouns you use (she/he/they/ze, etc.). Please advise me of any changes early in the semester so that I may update my records appropriately. For instructions on how to add your pronouns to Canvas, visit [here](#).

LAND ACKNOWLEDGMENT

I want 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, Comanche, 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

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 well-being – 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. CMHC has other resources, such as mind-body labs and workshops, and can provide advice for many circumstances. For information on CMHC, visit cmhc.utexas.edu or call (512) 471-3515.

MCCOMBS CARE COUNSELOR

As your instructor, I care about your success in our class and want you to have the best possible experience while you are a student at UT Austin. CMHC provides CARE Counselors in each academic school/college who get to know the unique concerns of their college's students. Our CARE Counselors at McCombs are Toby LeBlanc and Malitta Taylor, both of whom are licensed mental health professionals who can meet with you one-on-one. Visit healthyhorns.utexas.edu/cmhc/care-mccombs-school-business.html to schedule a free appointment.

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, gynecology, sports medicine, physical therapy, lab and radiology services, COVID-19 testing and vaccinations, and much more. For additional information, visit healthyhorns.utexas.edu or call (512) 471-4955.

STUDENT OUTREACH & SUPPORT (SOS)

Student Outreach and Support 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 a crisis or an emergency situation, you can work with SOS. SOS will document your situation and notify your professors. Additional information is available at deanofstudents.utexas.edu/sos/index.php or by calling (512) 471-5017.

SANGER LEARNING CENTER (SLC)

Did you know that over one-third of UT undergraduate students use the Sanger Learning Center yearly 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+ subjects. Visit [Sanger Learning Center](http://sangerlearningcenter.utexas.edu) or call (512) 471-3614 (JES A332) for more information.

UNIVERSITY WRITING CENTER

The University Writing Center offers free, individualized assistance to students who want to improve their writing skills. I recommend students visit the Writing Center for help with their cover letter's style/voice and meet with a Career Coach about matching the letter with the specific job/company. For more information, visit uwc.utexas.edu.

VICK ADVISING EXCELLENCE CENTER

The Vick Advising Excellence Center serves students across campus looking for help exploring majors, navigating the internal transfer process, and problem-solving Core Curriculum and Flags issues. For more information, visit ugs.utexas.edu/vick.

CAREER RESOURCES ACROSS CAMPUS

Texas Career Success serves all UT Austin students, regardless of major, by offering interdisciplinary and identity-centered programming and services that complement the work of the college and school career centers. Texas Career Success also offers the Focus 2 Career assessments for students to explore majors and occupations, learn more about themselves, and make informed career decisions. Create your account [here](#) by clicking the "Register" option and using the **access code: longhorns**. For more information on TCE, visit careersuccess.utexas.edu. In addition, the College of Natural Sciences (CNS) offers advising for Health Professions, and the College of Liberal Arts provides Pre-Law Advising.

IMPORTANT SAFETY INFORMATION

If you have concerns about the safety or behavior of fellow students, your Graders, or your Professors, call the Behavior Concerns and COVID-19 Advice Line (BCCAL - safety.utexas.edu/behavior-concerns-advice-line) at (512) 232-5050. Your call can be anonymous, and you can also submit a concern online. Confidentiality will be maintained as much as possible; however, the university may be required to release some information to appropriate parties. If something doesn't feel right, it probably isn't. Trust your instincts and share your concerns.

CLASSROOM SAFETY

- For any illness, students should stay home if they are sick or contagious to stop the spread and promote their personal wellness. UHS maintains up-to-date resources on COVID, which can be found at [here](#).

CARRYING OF HANDGUNS ON CAMPUS

Texas Open Carry law expressly prohibits a license 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, 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 the 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 REPORTING

Beginning January 1, 2020, Texas Education Code, Section 51.252 (formerly known as 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 (through including, but not limited to, writing assignments, class discussions, one-on-one conversations, or third-party reports) must report it. Before talking with me or any faculty or staff member about a Title IX-related incident, please remember that I will be required to report this information to the Title IX Coordinator. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email supportandresources@austin.utexas.edu. For more information about reporting options and resources, visit 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 Education Code, Section 51.252, 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 Education Code, Section 51.252. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support all impacted by a Title IX incident.

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 above link.
- Occupants of buildings on The University of Texas at Austin campus are required to 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 instructed by the Austin Fire Department, The University of Texas at Austin Police Department, or the Fire Prevention Services office.
- For more information, please visit preparedness.utexas.edu.