



Spring 2022

- INF 385T: Special Topics in Information Science Product and Project Management
- Unique: 28280
- Course Mode: Hybrid – Zoom and classroom
- Zoom Meeting ID: **944 6968 6009**
- Classroom: When in-person, the class meets at **UTA1.208**
- Thursdays: 6:30-9:30 pm

Instructor

Teju K V

Pronouns: She

Email address:

tejukv@austin.utexas.edu

Office Hours

Email for appointment

Course Description

The course introduces product and project management concepts and lays the foundations for students across multiple career pathways. Product management plays at the intersection of technology, experience and business. It involves understanding customers' pain points and needs, creating an inspiring vision and a phased roadmap, getting buy-in from executives, influencing and managing internal stakeholders, leading and inspiring those who will work on executing the product roadmap and evangelizing the product. Project management is applicable to anyone managing any type of project - at work or in personal life. Ensuring that the project is scoped correctly, budgeted, on time and at cost is critical to the success of any project. Students will learn how to apply these core concepts and skills from product (primarily for software products) & project management in their respective fields

What will I learn?

- Be introduced to and understand fundamental concepts of product and project management. Learn the vocabulary used in these disciplines.
- Explore how these disciplines intersect with others such as user experience, engineering, marketing, etc.
- Apply project management methodologies, including Agile methodologies and product management methodologies for software products
- Reflect and engage in discussions on how product and project managers handle situations in organizations
- Learn about how organizations define these roles, how to work with product and project managers in the industry and career paths in these roles
- Hear from those in the industry
- Begin to think like a product and project manager

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How will I 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 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. 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.

Students will learn through:

- Class lectures and discussions
- Readings, case studies, textbooks and reference material
- Industry guest speakers
- Group projects

This class will be an interactive format. Therefore, attendance and active participation are important for students to succeed in this course. Apart from lectures, students will be asked to participate in discussing case studies and, will have the opportunity to engage in Q&A with guest speakers from the industry. Students will also work on group projects and presentations. Students will present their group work to the rest of the class and learn from feedback.

TEACHING MODALITY INFORMATION

The class will be Hybrid – that is, conducted on Zoom and in-person class time. The first in-person class will be on Feb 3rd and alternate weeks thereafter. You will be reminded of in-person classes in the previous class. Please notify me and your teammates at least 2 hours in advance in case you are not able to attend a particular class. If a particular class is conducted in-person, and you are unable to attend in-person, please notify me and your teammates at least 2 hours prior to class.

The class will be taught as a mix of lectures, offline videos, group exercises, case discussions, guest speakers and presentations. You are therefore highly encouraged to participate in every class (more on this in the grades

section).

COMMUNICATION

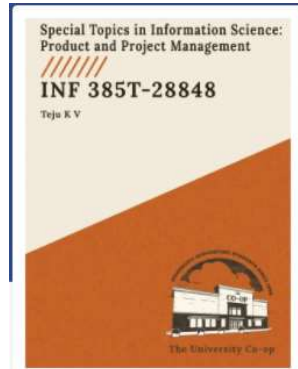
The course Canvas site can be found at utexas.instructure.com. Please email me through Canvas. You are responsible for ensuring that the primary email address you have recorded with the university is the one you will check for course communications because that is the email address that Canvas uses. In this class, Slack is also a method of communication and I highly encourage you and your teammates to use it as a means of communication. We will cover this during the first day of class.

Required Materials:

There are 3 required materials for this class:

1. Olsen, Dan. *The Lean Product Playbook: How to Innovate with Minimum Viable Products and Rapid Customer Feedback* (Published by Wiley and Sons Inc.) (ISBN 13: 978-1118960875)
2. Portny, Stanley E. *Project Management All-in-One for Dummies (7 Books in One)* (Published by Wiley & Sons Inc.) (ISBN 13: 978-1119700265)
Note: There are 2 books with a similar title. Make sure to buy this book. The readings for Project Management topics are from this book.
 - Additional reference if you're interested in pursuing project management. *PMBOK Guide: A Guide to the Project Management Body of Knowledge – 6th Edition* (Published By Project Management institute) (ISBN 13: 978-1628251845)
Note: Buy this book if interested in pursuing Project Management. I will provide readings for the class from this book to students who have bought this book.
3. Product and Project management Co-op Course Pack (the course pack will be similar to this and will be available as a **Digital Copy only** – either online/at the University Co-op)
How to purchase:
 - a. Go to: <https://universitycoop.vitalsource.com/>
 - b. Search for: Special Topics in Information Science Product and Project Management

- c. You will see the Course Pack (looks similar to the image below) in the Search Results
- d. Click on this book and add it to your cart to purchase



Course Outline

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at <https://utexas.instructure.com>. Check this site regularly and use it to ask questions about the 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 (although I will do my best to ensure that you receive the changes with as much advanced notice as possible).

Assignments are due on: Jan 25th, Feb 11th, Feb 25th, Mar 25th, Apr 1st, Apr 7th, Apr 22nd / Apr 29th and May 6th.

Final presentations must be submitted on Canvas 1 day after your respective presentations. First set of groups that presented on Apr 21st need to submit on Canvas by Apr 22nd and next set of groups who presented on Apr 28th will need to submit on Canvas by Apr 29th

Grade Breakdown:

1.	5%	Assignment #1 (due on Jan 25 th) (Individual)
2.	5%	Assignment #2 (due on Feb 11 th) (group)
3.	10%	Assignment #3 (due on Feb 25 th) (group)
4.	10%	Assignment #4 (due on Mar 25 th) (group)
5.	10%	Mid-year peer review (Apr 1 st)
6.	15%	Assignment #5 (due on Apr 7 th) (PMP) (group)
7.	30%	Final Presentations (group) – presentations on: <ul style="list-style-type: none"> • Apr 21st followed by submissions on Apr 22nd • Apr 28th, followed by submissions on Apr 29th
8.	10%	End of semester peer review (by May 6 th)
9.	5%	Class Participation & Attendance (individual)

For the assignments and final presentations, importance will be given to quality of work and thought process applied.

#	DATE	READ THIS BEFORE CLASS	TOPICS	ASSIGNMENTS
1	Jan-20 Online		<ul style="list-style-type: none"> a. Introductions – me & class b. Syllabus Overview c. Intro to Project & Product Management d. What is a Product? What is a Project? Discuss examples e. Project Management in everyday life and in Product Management 	<p>Submit by Jan 25th: Identify a product you'd like to create to solve a pain point. Describe your idea and submit via file</p>
2	Jan-27 Online	<p><i>Required</i></p> <ul style="list-style-type: none"> • Course pack: "The Product Manager" • Project Management for Dummies, Bk 1, Ch. 1 (p. 7 - 21) • Olsen, Ch. 1, 2, 3 	<ul style="list-style-type: none"> a. Voting of product ideas b. Students will be assigned to teams by me. Note: Students whose ideas are upvoted need to be part of the team assigned to that idea c. Discussion on planning a project d. Dive into various roles: Product, Project, Program Managers and Product Owners e. Discussion on differences and intersection between Product & Project Management f. Guest Speaker: Day in the Life of a Product Manager at Dell 	<p>No submission required:</p> <ol style="list-style-type: none"> 1. Review selected final presentations from previous semester uploaded in Canvas 2. Familiarize yourself with Working Backwards and Lean Canvas frameworks 3. Watch video and read slides on "Traits of a Product Manager"
3	Feb-3 In-person	<p><i>Required:</i></p> <ul style="list-style-type: none"> • Olsen, Ch. 4, 5 	<ul style="list-style-type: none"> a. Discuss Traits of a Product Manager b. The Lean Product Process c. Product-Market Fit d. Defining the Problem e. Determine target customer f. Market Research, Sizing & Trends g. Analyzing Competitive Landscape 	<p>Submit by Feb 11th:</p> <ol style="list-style-type: none"> 1. Identify ways to solve the problem, customer benefits & value proposition

			<ul style="list-style-type: none"> h. Product positioning & positioning statements i. Common pitfalls 	<ul style="list-style-type: none"> 2. Fill out boxes 1, 2 & 3 in Lean Canvas Model 3. Draft a PR (one per team)
4	Feb-10 Online	<p><i>Required</i></p> <ul style="list-style-type: none"> • Project Management for Dummies, Bk 1, Ch. 2, 3 (p. 23-70) • Bk 2, Ch. 1, 2, 3 (p. 71 – 153) • Bk 7, Ch. 2 (p. 519-540) 	<ul style="list-style-type: none"> a. Project Management Lifecycle b. Identifying stakeholders c. Project Management Plan d. Project scope, goal and objectives e. Project deliverables, assumptions & risks f. Project charter, plan, time, budget & cost g. Project funding & business case h. Minimal Viable Product (MVP) i. Guest Speaker – Market Research 	<p>No submission required:</p> <ul style="list-style-type: none"> 1. Develop a customer discovery interview questionnaire & identify customers / proxies you will interview for your product
5	Feb-17 In-person	<p><i>Required</i></p> <ul style="list-style-type: none"> • Course Pack: “Understanding User Needs” • Project Management for Dummies, Bk 4, Ch. 2 (p. 233-252) 	<ul style="list-style-type: none"> a. Customer & user focus b. Voice of the customer c. Personas & customer journeys d. Product vision e. Product & project phasing f. New product introduction vs. existing product improvement g. Guest Speaker – User Experience Research 	<p>2 parts – one without assignment submission, one with assignment due:</p> <p>Part 1: Continue without submission:</p> <ul style="list-style-type: none"> 1. Continue interviewing customers & tabulating results 2. Create a Jira account 3. Create a Smartsheet account <p>Part 2: Submit by Feb 25th:</p> <p>Define:</p> <ul style="list-style-type: none"> 1. Product vision 2. Phased plan for product 3. Define MVP 4. Complete the Value Proposition Grid & SWOT Analysis

6	Feb-24 Online	<p><i>Required</i></p> <ul style="list-style-type: none"> • Project Management for Dummies • Bk 1, Ch. 3(p. 43-70) • Bk 2, Ch. 1 (p. 71 – 109), Ch. 2 (p. 111 – 128) • Bk 3, Ch. 2 (p. 179-184) 	<ul style="list-style-type: none"> a. Breaking the project into manageable chunks b. Work Plan illustration with Network Diagram c. Critical path & project schedule d. Project communication plan e. Status updates & dependencies f. Critical path & project schedule g. Resources needed, roles & responsibilities h. Risks and contingency plans i. Stage gates j. Guest Speaker: UX & product management 	<p>No submission required this week. However, start creating draft of your Project Management Plan. Needs to be submitted by Apr 7th:</p> <p>Create Project Management Plan (PMP):</p> <ul style="list-style-type: none"> a. Project charter b. Stakeholder register c. Project options, cost & business case d. Communication Plan e. Risk Management Plan f. Project schedule with critical path (Gantt chart) <p>Consolidate into Project Management Plan (PMP)</p>
7	Mar-3 In-person	<p><i>Required</i></p> <ul style="list-style-type: none"> • Olsen, Ch. 6, 7, 8 & 9 	<ul style="list-style-type: none"> a. Customer Lifetime Value b. Customer perceived value of the product c. Recap Minimal Viable Product (MVP) d. MVP, MLP, MMP e. Prioritizing features f. Use cases & requirements g. Product Roadmaps h. Guest Speaker – Entrepreneurship & Product Management 	<p>Continue to test MVP with customers</p>

8	Mar-10 Online	<p><i>Required</i></p> <ul style="list-style-type: none"> Project Management for Dummies, Bk 4, Ch. 1, 2, 3, 4, 5 (p. 205-320) <i>Olsen, Ch. 9, 10, 11 & 12</i> 	<ul style="list-style-type: none"> a. Lean vs. Agile b. Product Backlog c. User stories, good/bad stories d. Scrum projects e. Release and sprint planning f. Managing teams g. Daily standups h. Retrospectives i. Engineering collaboration j. Engineering cost & level of effort k. Engineering influence on product roadmap & design l. Guest speaker: Engineering and product management 	<p>Submit by Mar 25th:</p> <ol style="list-style-type: none"> Identify product features in Jira backlog Prioritize features in Jira Create user stories in Jira for 3 product features Create a product roadmap in PowerPoint
Mar-17		Spring Break		
9	Mar-24 Online	<p><i>Required:</i></p> <ul style="list-style-type: none"> a. Olsen Ch. 12 (p. 201-228) b. Course Pack: 'Product Development at OPOWER' 	<ul style="list-style-type: none"> a. Case discussion b. Competitive analysis c. Product positioning d. Product Pricing e. Product strategy f. Guest speaker: Product strategy, product & project execution and managing up 	<p>Reminder: Submit by Mar 25th:</p> <ol style="list-style-type: none"> Identify product features in Jira backlog Prioritize features in Jira Create user stories in Jira for 3 product features Create a product roadmap in PowerPoint
10	Mar-31 In-person	<p><i>Required</i></p> <ul style="list-style-type: none"> a. Olsen, Ch. 13 (p. 229-258) b. Course pack: "WebSpective Software (A)" 	<ul style="list-style-type: none"> a. Measuring success with KPIs b. NPS & CSAT c. Cross-functional collaboration d. Leading through influence e. Evangelism and stakeholder alignment 	<ul style="list-style-type: none"> • Due Apr 1st: Mid-semester Peer Reviews • No submission required (but

			<ul style="list-style-type: none"> f. Product Architecture g. Case discussion 	<p>include in final presentation): Identify KPIs for your product</p>
11	Apr-7 Online		<ul style="list-style-type: none"> a. Optimizing your product using analytics & customer feedback b. Customer retention & customer growth c. Revenue & profit d. Revisit product pricing e. Guest Speaker – Hear from more in the industry 	<p>Submit Project Management Plan by Apr 7th</p> <p>No submission required (but include in final presentation): Complete all the boxes of the Lean Canvas Model</p> <p>Start preparing for final presentations</p>
12	Apr-14 In-person		<ul style="list-style-type: none"> a. Discuss any questions regarding final presentations b. Organizational strategy, objectives & goals c. Strategic initiatives and program management d. Guest speaker: Strategic thinking 	<p>Continue preparing for final presentations</p>
13	Apr-21 Online	<ul style="list-style-type: none"> - 3 groups prepare to present pitch deck. Total 40 mins for each group: 30 mins presentation, 10 mins feedback & Q&A 	<ul style="list-style-type: none"> a. Group presentations: Pitch your product - end-to-end product & project presentations to get “executive approval & funding” b. Guest Speaker – Hear from more in the industry (placeholder) 	<p>These teams need to upload their final presentation deck by Apr 22nd</p>
14	Apr-28 Online	<ul style="list-style-type: none"> - Remaining 3 groups prepare to present pitch deck. Total 40 mins for each group: 30 mins presentation, 10 	<ul style="list-style-type: none"> a. Group presentations: Pitch your product - end-to-end product & project presentations to get “executive approval & funding” b. Product & Project Management other good reference materials c. Class recap 	<p>These teams need to upload their final presentation deck by Apr 29th</p>

		mins feedback & Q&A		
15	May – 5 In-person	No reading	Guest Speaker, Class discussions, Wrap – up	Complete end of semester Peer Review by May 6th

+/- GRADNG POLICY

+/- grading **will be used** for final class grades.

GRADE BREAKS

Grade	Cutoff
A	94%
A-	90%
B+	87%
B	84%
B-	80%
C+	77%
C	74%
C-	70%
D+	67%
D	64%
D-	60%
F	<60%

Policies

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

CONFIDENTIALITY OF CLASS RECORDINGS

[If class recordings that include student [personally identifiable information](#) are to be made, UT Legal has indicated that the following disclosure should be included in the syllabus and wherever recordings are posted.]

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](#).

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, 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

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. For more information on CMHC, visit <https://cmhc.utexas.edu> or call 512-471-3515.

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).”

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, TexasSenate 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 be 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](#).