Department of Biological Sciences

Graduate Student Handbook

Spring 2021 Orientation
January 5, 2021 at 10 am
The Department of Biological Sciences is composed of three divisions and houses two institutes.

Biological Sciences is located in three buildings:
- Life Sciences Complex (LIFE), Buildings A & B
- Environmental Sciences Building (EESAT)
- Science Research Building (SRB)
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# Checklist for Entering/New Graduate Students

<table>
<thead>
<tr>
<th>✔</th>
<th>To Do:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>International TA applicants: Complete <strong>Speak Test</strong> for English proficiency. Contact IELI at 940-565-2003 to make appointment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If new to UNT or have a break in service: Complete <strong>Background Check</strong> by Accurate Background, Inc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete <strong>Onboarding</strong> per instructions from Student Employment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete <strong>I-9 Verification</strong> (original documents only) once onboarding is complete per instructions from Student Employment. Questions? Contact <a href="mailto:Student.Employment@unt.edu">Student.Employment@unt.edu</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit completed <strong>Employee Information Update Form</strong> to <a href="mailto:Biology.Chair@unt.edu">Biology.Chair@unt.edu</a> or in LIFE A210.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enroll in <strong>Direct Deposit</strong> (instructions on page 9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAs/GSAs: Locate <strong>mailboxes</strong> (LIFE A: 2nd floor, east hallway)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connect to <strong>network printers/copiers</strong> by searching <code>\cas-print</code> in your start menu.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain <strong>Student ID Card</strong> from ID Systems in the Eagle Student Services Center, 1st floor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchase <strong>Parking Permit</strong> online at <a href="https://transportation.unt.edu">https://transportation.unt.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Meal Plan:</strong> Contact <a href="mailto:dining@unt.edu">dining@unt.edu</a> with questions. Visit <a href="https://dining.unt.edu">https://dining.unt.edu</a> for meal plan options and Campus Dining Guide.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Autoclave training</strong> must be completed before attempting use of autoclaves in LIFE A. Contact Roxana Hughes at <a href="mailto:Roxana.Hughes@unt.edu">Roxana.Hughes@unt.edu</a> to schedule training.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If applicable, enroll in <strong>TexFlex Health Assistance</strong> within 30 days of employment.</td>
<td></td>
</tr>
</tbody>
</table>

*Located on biology.unt.edu website*
### Helpful Information

### Names & Numbers:

*E-mail addresses are Firstname.Lastname@unt.edu, unless otherwise indicated*

#### Administrative Staff - Located in LIFE, building A, 1st and 2nd Floors; & LIFE, building B, 1st floor

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Responsibilities</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jyoti Shah</td>
<td>Chair, Biological Sciences</td>
<td>A210</td>
<td>940-565-3590</td>
</tr>
<tr>
<td>Shirley “Shirl” Guley</td>
<td>Employment letters, Assistant to Chair</td>
<td>A210</td>
<td>940-565-3593</td>
</tr>
<tr>
<td>vacant</td>
<td>Travel, Conference room and room reservations, Website</td>
<td>A210</td>
<td>940-565-3593</td>
</tr>
<tr>
<td>Mark Burleson</td>
<td>Graduate Advisor</td>
<td>A210A</td>
<td>940-369-7388</td>
</tr>
<tr>
<td>Kim Piccolo</td>
<td>Assistant Director/Instructional Lab Manager – TA/GSA hiring/payroll</td>
<td>A205B</td>
<td>940-565-3600</td>
</tr>
<tr>
<td>Sarah Houdek</td>
<td>Assistant to Instructional Lab Manager, Employment Waivers</td>
<td>A205A</td>
<td>940-565-3586</td>
</tr>
<tr>
<td>DJ Lynch</td>
<td>Stockroom, Biology copier, IDTs, purchasing</td>
<td>A115</td>
<td>940-565-3451</td>
</tr>
<tr>
<td>Katy Tunks</td>
<td>Stockroom Clerk</td>
<td>A114</td>
<td>940-565-3585</td>
</tr>
<tr>
<td>Carol Gagnon</td>
<td>Accounting, Budgets, Purchasing</td>
<td>B125</td>
<td>940-369-5363</td>
</tr>
<tr>
<td>Novita Rahman</td>
<td>Research Analyst (RA hiring/payroll)</td>
<td>B113</td>
<td>940-565-8679</td>
</tr>
<tr>
<td>Heather Tunnell</td>
<td>Student and Program Coordinator – Graduates, Scholarships, Milestone paperwork, TA Applications</td>
<td>A128</td>
<td>940-565-3627</td>
</tr>
</tbody>
</table>

#### Specialized Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Responsibilities</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Timmons</td>
<td>Instrument Shop PT — BDI, Keys, building rep, fleet vehicles, etc.</td>
<td>A122</td>
<td>940-565-3584</td>
</tr>
<tr>
<td>Charles Pittman</td>
<td>Instrument Shop PT — BDI, Back up building rep, instrument repair</td>
<td>A122</td>
<td>940-565-3584</td>
</tr>
<tr>
<td>Andrea Bernardino-Schaefer</td>
<td>Confocal microscopy &amp; Forensic Lab Supervisor</td>
<td>A222</td>
<td>940-369-8721</td>
</tr>
</tbody>
</table>

#### Instructional Lab Supervisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Courses</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arland Alberts</td>
<td>Genetics, Molecular, Parasitology, Immunology &amp; SEA-GENES labs</td>
<td>A349D</td>
<td>940-369-8683</td>
</tr>
<tr>
<td>Jaime Baxter-Slye</td>
<td>Environmental Science &amp; Ecology labs (various)</td>
<td>ENV325</td>
<td>940-891-6891</td>
</tr>
<tr>
<td>Geoffrey “Lance” Brooks</td>
<td>Cell, Biochemistry &amp; Plant Physiology labs</td>
<td>A349B</td>
<td>940-369-5963</td>
</tr>
<tr>
<td>Anthony Curran, Jr.</td>
<td>Anatomy &amp; Physiology, Animal Physiology, Anthropology labs</td>
<td>A323</td>
<td>940-369-7697</td>
</tr>
<tr>
<td>Claudia Gonzalez</td>
<td>Freshman non-majors’ labs (various)</td>
<td>A109</td>
<td>940-565-3611</td>
</tr>
<tr>
<td>Roxana Hughes</td>
<td>Microbiology labs (various), *autoclave training</td>
<td>A227</td>
<td>940-565-3602</td>
</tr>
<tr>
<td>Ipsita Lahiri</td>
<td>Freshman majors’ labs</td>
<td>A126E</td>
<td>940-565-4472</td>
</tr>
</tbody>
</table>

#### Laboratory Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Areas/Responsibilities</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Simone Carey Earthman</td>
<td>Lower Division labs in LIFE A</td>
<td>A130 &amp; A131</td>
<td>940-565-3581</td>
</tr>
<tr>
<td>Wendy Pace (part-time)</td>
<td>Genetics, Parasitology, Immunology, Molecular</td>
<td>A362</td>
<td></td>
</tr>
<tr>
<td>Andrea Hasenmyer (part-time)</td>
<td>Microbiology</td>
<td>A219</td>
<td></td>
</tr>
</tbody>
</table>

Updated 1/5/2021
Graduate Resources

Graduate Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dane Crossley, Ph. D.</td>
<td>Biology</td>
<td><a href="mailto:Dane.Crossley@unt.edu">Dane.Crossley@unt.edu</a></td>
<td>940-369-7329</td>
</tr>
<tr>
<td>Dan Kunz, Ph. D.</td>
<td>Biochemistry &amp; Molecular Biology</td>
<td><a href="mailto:Kunz@unt.edu">Kunz@unt.edu</a></td>
<td>940-565-2037</td>
</tr>
<tr>
<td>Ed Mager, Ph. D.</td>
<td>Environmental Science</td>
<td><a href="mailto:Edward.Mager@unt.edu">Edward.Mager@unt.edu</a></td>
<td>940-369-8392</td>
</tr>
</tbody>
</table>

Graduate Advisor

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Burleson</td>
<td>Graduate Advisor</td>
<td><a href="mailto:Mark.Burleson@unt.edu">Mark.Burleson@unt.edu</a></td>
<td>LIFE A210A</td>
</tr>
</tbody>
</table>

Graduate Secretary

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Tunnell</td>
<td>Biochemistry &amp; Molecular Biology, Biology</td>
<td><a href="mailto:Heather.Tunnell@unt.edu">Heather.Tunnell@unt.edu</a></td>
<td>940-565-3627</td>
</tr>
<tr>
<td>Deni Gallagher</td>
<td>Environmental Science</td>
<td><a href="mailto:Denice.Gallagher@unt.edu">Denice.Gallagher@unt.edu</a></td>
<td>940-565-2977</td>
</tr>
</tbody>
</table>

Toulouse Graduate School

Website: [https://tgs.unt.edu](https://tgs.unt.edu)
Email: GraduateSchool@unt.edu
Phone: 940-565-2383

Where to find:

**Life Sciences Complex, Building A**

Resources and locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Chair</td>
<td><a href="mailto:Biology.Chair@unt.edu">Biology.Chair@unt.edu</a></td>
<td>LIFE A210</td>
</tr>
<tr>
<td>Stockroom</td>
<td><a href="mailto:BIOLStockRoom@unt.edu">BIOLStockRoom@unt.edu</a></td>
<td>LIFE A114</td>
</tr>
<tr>
<td>Instrument Repair Shop</td>
<td></td>
<td>LIFE A122</td>
</tr>
<tr>
<td>Copier</td>
<td></td>
<td>LIFE A127</td>
</tr>
<tr>
<td>Faculty/Staff mailboxes</td>
<td></td>
<td>LIFE A127</td>
</tr>
<tr>
<td>TA/GSA mailboxes</td>
<td></td>
<td>2nd floor, east hallway</td>
</tr>
<tr>
<td>Building A - Women’s Restrooms</td>
<td></td>
<td>1st &amp; 2nd floors</td>
</tr>
<tr>
<td>Building A - Men’s Restrooms</td>
<td></td>
<td>1st &amp; 3rd floors</td>
</tr>
<tr>
<td>Biology website</td>
<td>biology.unt.edu</td>
<td></td>
</tr>
<tr>
<td>Biology Advising Office</td>
<td><a href="mailto:Biology@unt.edu">Biology@unt.edu</a></td>
<td>A128</td>
</tr>
<tr>
<td>Employee Self-Service and Faculty Center</td>
<td>Employee Portal - my.unt.edu</td>
<td></td>
</tr>
</tbody>
</table>

Updated 1/5/2021
Environmental Sciences Building (ENV/EESAT)

Resources and locations

<table>
<thead>
<tr>
<th>Environmental Sciences Main office</th>
<th>ENV 215</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier, mailboxes</td>
<td>ENV 215</td>
</tr>
</tbody>
</table>

Environmental Sciences Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Roberts</td>
<td>Director of the Institute of Applied Sciences &amp; AERI</td>
<td>ENV-215</td>
<td>940-891-6957</td>
</tr>
<tr>
<td>Shelby Kinsall</td>
<td>Sr. Admin Coordinator-payroll, scholarships, ePARs, budgets, social media, website</td>
<td>ENV-215C</td>
<td>940-369-5207</td>
</tr>
<tr>
<td>Becky Petrusky</td>
<td>Admin Specialist-purchasing, keys, vehicles</td>
<td>ENV-215B</td>
<td>940-565-2983</td>
</tr>
<tr>
<td>Shantelle McDonald</td>
<td>Office Support Associate-travel, purchasing, front office reception, shipping, receiving</td>
<td>ENV-215</td>
<td>940 565-2694</td>
</tr>
<tr>
<td>Deni Gallagher</td>
<td>Office Support Associate-Grad Student Admin, IAS copier, shipping/receiving</td>
<td>ENV-215A</td>
<td>940-565-2977</td>
</tr>
<tr>
<td>Jaime Baxter-Slye</td>
<td>Instructional Lab Supervisor, Environmental Science labs</td>
<td>ENV-325H</td>
<td>940-891-6891</td>
</tr>
<tr>
<td>Kelly Bassinger</td>
<td>Proposal Manager (AERI)</td>
<td>ENV-215D</td>
<td>940-369-5776</td>
</tr>
</tbody>
</table>

Science Research Building/Life Sciences Complex, Buildings A & B

BioDiscovery Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandi Anderson</td>
<td>Laboratory Facility Manager, purchasing</td>
<td>LIFE B126</td>
<td>940-565-3469</td>
</tr>
<tr>
<td>Martha Frantz</td>
<td>Sr. Research Analyst</td>
<td>LIFE B123</td>
<td>940-565-2301</td>
</tr>
<tr>
<td>Brier Lee</td>
<td>Sr. Administrative Specialist</td>
<td>SRB 134</td>
<td>940-565-2491</td>
</tr>
<tr>
<td>Crystal Garrett-McEwen</td>
<td>Administrative Specialist</td>
<td>LIFE B128</td>
<td>940-565-2389</td>
</tr>
<tr>
<td>Taegun Kwon</td>
<td>Genomic Center Manager</td>
<td>LIFE A415</td>
<td>940-565-2901</td>
</tr>
<tr>
<td>Gail Shadle</td>
<td>Greenhouse Manager</td>
<td>LIFE B311</td>
<td>940-565-4598</td>
</tr>
<tr>
<td>Christophe Cocuron</td>
<td>BioAnalytical Facility Manager</td>
<td>SRB 128</td>
<td>940-565-5233</td>
</tr>
</tbody>
</table>

Institutes

Advanced Environmental Research Institute (AERI)
Director: Dr. Aaron Roberts
940-891-6957

The institute features a thriving interdisciplinary research team exploring fascinating questions about our environment while developing effective solutions to complex problems confronting public and private organizations. The research team conducts ongoing research in a wide array of areas related to local, regional, national and international environmentally influenced problems.

BioDiscovery Institute (BDI)
Director: Dr. Kent Chapman
940-565-2969

The institute delivers research solutions to underpin the utilization of biosystems, for production of food/feed, polymers, construction materials, bioactive molecules and biofuels. The institute operates through a pipeline linking sustainable plant production platforms, metabolic engineering and the development of new materials. The institute touts a multidisciplinary team of researchers committed to collaborating on large research projects with an emphasis on application of findings and solutions to meet market issues and needs.

Updated 1/5/2021
**Appointment to the GSFLiG:**

- The Graduate Student-Faculty Liaison Group (GSFLiG) comprises six faculty members appointed by the Department Chair for three year, renewable terms.
- Faculty serving on this group commit to being informed on sensitivity/allyship issues.
- Initial appointments will be: 2 members for 1 year, 2 members for 2 years, and 2 members for 3 years.

**Purpose of the GSFliG:**

- **Early Intervention**
  - To provide an informal Departmental structure by which individual graduate students or faculty (hereafter “Advisee”) in Biological Sciences can discuss personnel issues involving the student-mentor relationship that are negatively affecting their professional well-being and progress.
- By providing a "sounding board" and making Advisees aware of possible options and available UNT resources, individuals can be helped to gain perspective, explore and develop alternatives, and identify potential pathways back to productive professional relationships within the Department.

**Gathering and Information and Its Communication**

- Discussions between a GSFliG member and Advisees are held on a one-on-one basis (with exceptions noted below)
- Graduate students or faculty should directly contact the faculty member of the GSFliG that they feel is most appropriate to address their concern(s)
- Conversations between GSFliG members and Advisees are held in confidence, and their content will not be revealed outside of the GSFliG unless requested by the Department Chair or the Advisee.
- Succinct contemporaneous notes will be taken by all GSFliG members of all meetings with advisees. Such notes are to be retained for a three year period according to UNT’s Records Retention Schedule.
- GSFliG members may at their discretion request that an additional GSFliG member be present during meetings with individual Advisees.
- GSFliG members, at their discretion, may consult other members of the GSFliG for advice.
- The GSFliG or its individual members do not communicate directly with faculty mentors or graduate students regarding complaints or concerns that have been aired by an Advisee.
- The GSFliG will, at the request of an Advisee faculty member or the Department Chair, discuss their conversations and recommendations with the Department Chair.
- In the event that a graduate student complaint arises that involves a member of the GSFliG, that member will not be informed of GSFliG communications to the extent possible to retain confidentiality for the Advisee.
- While it is the intent of the GSFliG to provide confidentiality, its members are required to report incidents of sexual harassment, assault, stalking or dating violence according to UNT policy 16.005 and Texas State Senate Bill 212 (2019).

**What the GSFliG Does NOT Provide:**

- The GSFliG does not provide mediation, arbitration, intervention or psychological counselling to Advisees. These functions are already provided by professionals in these subjects at UNT.

**GSFliG Faculty**

<table>
<thead>
<tr>
<th>Ana Alonso</th>
<th>Warren Burggren</th>
<th>Ed Dzialowski</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Hoeinghaus</td>
<td>Amie Lund</td>
<td>Pudur Jagadeeswaran</td>
</tr>
</tbody>
</table>

Updated 1/5/2021
Employment –

TAs, GSAs, RAs

Offer letter
All new and continuing TA/GSA/RA hires will receive an offer letter prior to the start of each academic year (or term). The letters are to be signed and returned as indicated in the letter.

Accurate Background, Inc. Background Check
Academic Resources will conduct a background check via Accurate Background, Inc. for all hires who have not previously been employed with UNT in a role that required a background check through Accurate. Note that TA/GSA/RA hires may not begin working until the background check has cleared.

Onboarding
New hires and former hires with a break in service will be contacted by Student Employment to complete onboarding. A base DEPTID will be required to complete the onboarding process. The base DEPTID corresponding to the hiring unit is to be used. For example,
- TA / GSA / RA hires in Biological Sciences will use DEPTID 121100.
- RA hires in AERI will use DEPTID 121101.
- RA hires in BDI will use DEPTID 190402.
If you are unsure which DEPTID to use, please ask whomever is putting you on payroll which number is appropriate.

I-9 Verification
Upon completion of onboarding, students are to schedule an appointment for I-9 verification to work in the United States with Student.Employment@unt.edu. Review required documents at https://cdn.uconnectlabs.com/wp-content/uploads/sites/68/2020/09/Common-Acceptable-I-9-Documents.pdf. Note that only original documentation is accepted.
I-9 verification must be completed within three working days of the start date. If I-9 verification is not completed within that window, work may not be performed.

Payroll
Once the I-9 verification is complete and the Accurate background check has cleared, hires will be added to Payroll via an Electronic Payroll Action Request (EPAR). Once the EPAR is submitted, other units on campus will have the ability to identify the new hire in the system.

► Failure to complete any step stated above = YOU WILL NOT BE HIRED OR RECEIVE A PAYCHECK.

Payroll Details
Pay levels for new TAs/GSAs/RAs are based on a 20-hour work week:
- Level 1 - $1937.73/month, <18 sh of graduate work
- Level 2 - $2046.59/month, 18 sh or more of graduate work <ABD
- Level 3 - $2264.31/month, ABD

Fall and Spring Payroll Distribution
FY21 pay dates can be viewed on the UNT System Payroll webpage https://www.untsystem.edu/payroll. For reference, pay will be distributed as indicated below.
- Fall – October, November, December, January, and February (half paycheck)*
- Spring – February (half paycheck)*, March, April, May, and June

*If employed during Fall and Spring terms, two half payments will be distributed, rather than one full payment.

Getting your first paycheck
Pay periods differ from the academic calendar:
- The Fall term pay period extends September 1st – January 15th; the first payday for the Fall term on October 1st.
- The Spring term pay period extends January 16th – May 31st; the first payday for the Spring term on February 1st.
Payment is made on the first working day of the month for the previous month’s work. If a state holiday falls on that day, pay will be made the next working day.
Direct Deposit is mandatory for all employees.

► Note: First paycheck may be paper! Pick up in LIFE A210, Office of the Chair.

Assistantship Insurance Options
Please go to the Toulouse Graduate School website for more information: https://tgs.unt.edu/insurance.

Updated 1/5/2021
Direct Deposit –

UNT System Faculty & Staff: As part of our ongoing effort to improve processes and serve team members, we are excited to launch a convenient and secure self-service function for faculty and staff to update their direct deposit information. This new, self-service feature for updating your direct deposit information is available immediately and utilizes multifactor authentication (MFA) to help eliminate cyber threats and ensure that our team members’ personal information remains private.

In order to use this new self-service feature, simply enroll in DUO multifactor authentication online at https://mfa.untsystem.edu. Once securely enrolled in DUO, you will be able to update your direct deposit information in EIS.

A helpful list of FAQ related to this secure and convenient new service are listed below. For questions or assistance, please contact your local department’s IT support group, the UNT System Service Desk at 940-565-HELP (4357) or email ITHELP@untsystem.edu.

FREQUENTLY ASKED QUESTIONS: Secure, Self-Service Direct Deposit

Why Are We Implementing Self-Service for Direct Deposit?
The employee self-service function is being made available to allow you to personally update your direct deposit information. Implementation of this service will save time and improve efficiency by reducing the number of staff, technology, and procedures that are currently in use to support direct deposit functions. In addition to providing the convenience of self-service, the security of employee information will also be strengthened through the implementation of multifactor authentication.

What is Multifactor Authentication?
Multifactor authentication (MFA) is a security measure that adds an additional layer of protection to sensitive information. It requires an individual to provide secondary information that verifies that the individual is authorized to access the information before the individual is also allowed to view or change the information.

What are the Benefits of Multifactor Authentication?
Multifactor authentication improves the security of technology, which in turn protects sensitive information from being accessed and used by unauthorized individuals for fraudulent purposes. It reduces the risks of identity theft and financial loss to employees and the University. Multifactor authentication is also being implemented to comply with state law, Texas Administrative Code §202.76.

How Do I Use Self-Service for Direct Deposit?
In order to use self-service for direct deposit, you will need to enroll in Duo multifactor authentication online at https://mfa.untsystem.edu. After you enroll, you will be able to update your direct deposit information in EIS. Once enrolled in MFA, you will not be asked to go through the enrollment process again.

Where to Go for Help with Enrolling in DUO or Using MFA?
If you have any questions or need assistance, you also may contact your local department’s IT support group, the UNT System Service Desk at 940-565-HELP (4357), or email ITHELP@untsystem.edu.

Where to Go for Help with Direct Deposit Questions?
If you have questions regarding your direct deposit information, you may contact Payroll at 940-369-5500, toll free at 855-868-4357, or email Payroll@untsystem.edu.

Updated 1/5/2021
Graduate Student Teaching Excellence Program (GSTEP)

Greetings Graduate Students,

The Center for Learning Experimentation, Application, and Research (CLEAR) is very excited to announce **Spring 2021** enrollment is now open for the Graduate Student Teaching Excellence Program (GSTEP) for Scientific Teaching online workshop!

*GSTEP for Scientific Teaching is an online workshop especially designed for Graduate Students in the College of Science (Biology, Chemistry, Physics, and Mathematics) who are currently in teaching positions or plan to be future educators. This online workshop is for graduate students who wish to learn about researched and effective teaching practices for both instructors and students. This workshop will focus on topics related to scientific teaching (active learning, assessment, and diversity) and student learning. The format is online and allows the participants to work in flexible hours. However, the modules build on the previous ones, so it is important for the participants to keep on track and complete the activities on time.*

The workshop will NOT require any face-to-face events or video recording. GSTEP for Scientific Teaching is offered as a zero-credit-option, meaning that students register (at no cost) and receive official documentation of completion on their transcripts after fulfilling the workshop’s requirements. The participants are expected to complete several assignments and discussions every week. There are six modules in this workshop, two practicums, and 3 observations. (See syllabus)

We are interested in researching the impact of this workshop on our students’ community, including effect of the workshop on the instructor’s teaching skills, and the effect of the workshop on the undergraduate students’ retention in sciences. **Would you like to support this research, and help us advance our understanding on Scientific Teaching?** You will receive more information about how to participate in the enrollment survey.

**GSTEP for Scientific Teaching starts on January 18, 2021.** If you are interested in enrolling in the workshop, please complete this brief survey before January 15, 2021: [GSTEP-ST Enrollment Survey - Spring 2021](#). The survey will take 5-10 minutes to complete. The information collected in this survey will enable us to better understand the students we serve and to manually enroll you in the course. If you have any questions about GSTEP-ST, please contact Claudia Gonzalez at claudia.gonzalez@unt.edu.

Best regards,

Claudia Gonzalez  
Graduate Student Teaching Excellence Program (GSTEP) for Scientific Teaching  
Instructional Lab Supervisor  
Department of Biological Sciences  
University of North Texas  
claudia.gonzalez@unt.edu
Scholarships

Tuition Benefit Program (TBP) / Beth Baird Scholarship

Teaching Assistants are eligible for a tuition scholarship that covers tuition and mandatory fees. Information regarding the TBP may be found at https://tgs.unt.edu/new-current-students/tuition-benefit-program on the Toulouse Graduate School website. For questions about either scholarship, contact the Graduate Secretary at Biology@unt.edu.

Health Assistance Scholarship*

Teaching Assistants are eligible for a health assistance scholarship. For questions about the scholarship, contact the Graduate Secretary at Biology@unt.edu.

*Note: Enrollment in ERS Flexible Spending Account (TexFlex) must occur within the first 30 days of employment or by a date identified by ERS/TexFlex.

Employment (Tuition) Waiver Request

If you are being charged non-resident tuition as a TA, TF, GSA, or RA, you are eligible for in-state tuition rates while working at least half-time (20 hours per week).

Toulouse Graduate School will process your Employment Waiver if you are a recipient of TBP. TBP recipients who have signed and submitted a TBP Agreement to their hiring department do not need to submit an Employment Waiver Request.

For those without TBP:

To obtain your Employment Waiver:

1. Visit https://tgs.unt.edu/employment-waiver-request on the Toulouse Graduate School website. There you will find more information on and instructions for Employment Waivers.
2. The Employment Waiver Request is submitted through an online dynamic eForm link on the Toulouse website. Please follow all instructions when completing the eForm.
3. Use the following information for the required Department Admin fields on the dynamic eForm:

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Admin Name</th>
<th>Department Admin Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERI</td>
<td>Shelby Kinsall</td>
<td><a href="mailto:Shelby.Kinsall@unt.edu">Shelby.Kinsall@unt.edu</a></td>
</tr>
<tr>
<td>BDI</td>
<td>Crystal Garrett-McEwen</td>
<td><a href="mailto:Crystal.Garrett@unt.edu">Crystal.Garrett@unt.edu</a></td>
</tr>
<tr>
<td>BIOL</td>
<td>Sarah Houdek</td>
<td><a href="mailto:Sarah.Houdek@unt.edu">Sarah.Houdek@unt.edu</a></td>
</tr>
</tbody>
</table>

**PLEASE NOTE: This process must be repeated each semester**
Lab Safety:

**Brief Introduction to Laboratory Safety and Risk Management Services**

**Introduction:**

This is a brief introduction to laboratory safety and services provided by UNT’s Risk Management Services. It is not intended to be comprehensive, but provides a resource for where you can get more information.

**Responsibilities:**

Everyone is responsible for a safe environment: Senior colleagues should pay attention to the training and safety needs of junior colleagues and junior colleagues need to acknowledge they need safety training to avoid hazards.

Supervisors are responsible for instructing personnel under their direction in proper operational procedures and seeing that facilities and equipment under their jurisdiction are maintained in safe operating condition. Supervisors should provide oversight in training new assigned personnel and annual training for all employees. Training should include safety procedures, operation of equipment, and use and maintenance of safety equipment. A record of training should be maintained for each individual. *All new personnel must be made aware of immediate safety work considerations during their first day of employment.*

**Introduction to Risk Management Services (RMS, [https://riskmanagement.unt.edu/](https://riskmanagement.unt.edu/)):**

Risk Management Services (RMS) supports academic pursuits at UNT by working to create a safe environment. This includes everything from emergency preparedness for inclement weather and threat of violence, to food safety while tailgating, but this document focuses on RMS role in ensuring safety in teaching and (predominantly) research laboratories. Everyone at UNT should be familiar with the information and services provided through the RMS homepage ([https://riskmanagement.unt.edu/](https://riskmanagement.unt.edu/)). Note that some links may require a UNT login or VPN server.

Here are brief descriptions of the information and resources available under the pulldown menus on the RMS homepage that are most pertinent to new personnel in research laboratories:

- **Emergency Management and Safety Services ([https://emergency.unt.edu/emergency-preparedness](https://emergency.unt.edu/emergency-preparedness)).**
  
  Emergency preparedness (including emergency floor plans and evacuation routes) and continuity of operations under emergency conditions; fire and general life safety; health, safety, insurance, and registration for international travel.

- **Environmental Health and Safety ([https://riskmanagement.unt.edu/environmental-risk](https://riskmanagement.unt.edu/environmental-risk)).**
  
  Radiation and laser safety; Waste management, including hazardous waste pickup request ([https://live.origamirisk.com/Origami/AuditResponses/edit/23187?_collectionLinkItemID=64](https://live.origamirisk.com/Origami/AuditResponses/edit/23187?_collectionLinkItemID=64)); and the UNT BioSafety Program including the Biosafety Manual and registrations forms for IBC (Institutional BioSafety Committee) approval.

- **Training ([https://riskmanagement.unt.edu/rm-training](https://riskmanagement.unt.edu/rm-training))**
  
  Arguably the most important RMS link for new personnel, RMS provides links for required training, some of which must be updated. Each module has a short quiz to ensure effective training, and the outcomes of these quizzes are recorded and maintained by RMS as individual training records. Not every training module
is required—consult with your lab supervisor to determine which are appropriate to your laboratory environment. These RMS training modules are a good place for any new personnel to start their laboratory training. The complete list of modules (as of 08/01/20) is below, and those highlighted in bold are most appropriate to all personnel in biology and chemistry labs.

<table>
<thead>
<tr>
<th>Animal Biosafety</th>
<th>Chemical Lab Safety</th>
<th>Hydrofluoric Acid Safety</th>
<th>Radiation Safety Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biosafety BSL-1 and BSL-2</td>
<td>Electrical Safety, Basic</td>
<td>NIH Guidelines Training for PIs</td>
<td></td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>Gas Cylinder Handling Safety</td>
<td>Laser Safety Training</td>
<td></td>
</tr>
<tr>
<td>Chemical Fume Hood Safety</td>
<td>Hazard Communication and the Globally Harmonized System</td>
<td>Perchloric Acid Safety</td>
<td></td>
</tr>
</tbody>
</table>

- Also on the RMS homepage is a link for reporting incidents or concerns, and a link to UNT’s online Material Safety Data Sheets (MSDS): [https://riskmanagement.unt.edu/msds-online](https://riskmanagement.unt.edu/msds-online).

**Personal Protective Equipment (PPE):**

All laboratory personnel are responsible for safe clothing: Overly loose-fitting clothes, shorts or skirts must not be worn while working with hazardous materials; open toed-sandals and shoes, or footwear that does not cover the whole foot should not be worn in laboratories; loose jewelry should be avoided; long hair should be adequately restrained. In addition, protective clothing and equipment will be provided by the laboratory supervisor and must be used wherever it is necessary to protect workers from chemical or physical hazards. At a minimum, personal protective equipment (PPE) must:

A. Provide protection against the hazard(s) for which they were designed.
B. Be reasonably comfortable when worn under the designated conditions.
C. Fit snugly, comfortably, and not interfere with the movements of the worker.
D. Be made of durable materials.
E. Be capable of being cleaned and disinfected.

The most common PPE in biology and chemistry laboratories are lab coats, hand protection, and eye and face protection. Generally, the recommended gloves for chemicals are vinyl, latex, or neoprene. Consult the manufacturer’s specifications as each glove is not satisfactory for all chemicals. Protection in the form of goggles, face shields, or shields/screens is required where hazards are present due to flying particles, hazardous substances, splashing risk, or injurious light rays. Note that contact lenses can trap splashes and fumes and are discouraged in the laboratory.

Note that PPE, including lab coats and gloves, must not be worn outside the laboratory because (1) there is a risk of contaminating public areas with what you were working with; 2) there is a risk of introducing contamination from public areas into your work; 3) perception by public—people wearing gloves and coats in public areas make non-laboratory personnel understandably anxious: “Gross! That person just pressed all the elevator buttons with laboratory gloves! What contamination is he/she spreading all over campus?”
General Safety Considerations in the Laboratory (very far from complete!):

These are covered in the RMS training modules, but since laboratory personnel encounter these hazards frequently, brief discussions are included here.

BIOHAZARDS: Most/all biological research material must be made non-viable before disposal. This is preferably done by autoclaving or bleach treatment. Consult your supervisor and the RMS website and training for “General Biosafety BSL-1 and BSL-2” to ensure that material is properly treated and disposed. Note that there are relatively new guidelines for material that “looks like medical waste”. This material is collected in red autoclave bags (provided by RMS), collected by RMS, and sent for incineration by a third party.

SHARPS: Razor and scalpel blades, syringes, etc., must be discarded in properly labeled “sharps containers” which are available in the Biology Stockroom. Contact RMS for removal from the lab.

GLASSWARE: Broken glassware or any other material likely to cause injury is NOT to be disposed of with regular trash. Use a cardboard box, lined with a double layer of plastic, and leave flaps open until filled. Then tape flaps closed and mark box "Broken Glass". Glass vessels, 1 L or larger, used in high vacuum systems, are to be enclosed with screening, or safety glass shields, or wrapped with tape. Suction flasks will collapse violently under vacuum if cracked or otherwise weakened. Tamping flasks, when suction is on, is an unsafe practice.

CHEMICAL STORAGE: Store chemicals in accordance with compatibility. Incompatible chemicals can generate violent reactions. Flammable liquids >1.0 liter should not be used on the benchtop, and should only be removed from a flammable cabinet to transfer liquid to a smaller container in a fume hood. Acids and bases, and oxidizing agents, should be stored separately. Consult with your supervisor and RMS training modules.

CHEMICAL INVENTORY: A chemical inventory should be performed annually and update when material is disposed or procured; keep records tracking the most toxic and dangerous chemicals, including procurement, expected usage, consumption, disposal, and related dates (Biology and Chemistry Stockrooms participate in this).

CHEMICAL WASTE DISPOSAL: It is the responsibility of the waste originators to contact RMS through the RMS webpage Hazardous Waste Pickup Request Form with the information required for our removal of their wastes.

FUME HOODS: Laboratory-type fume hoods are used to prevent harmful exposure to hazardous substances. Items that need continuous venting can be stored in the hood, but items that do not need venting contribute to clutter and disrupt air flow and should not be in the hood. Dirty glassware, equipment, water baths, stirrers, ring stands, etc., should be removed from the hood when not in actual use.

CHEMICAL LABELLING: Original manufacturer’s labeling includes essential hazard warnings and must not be tampered with. Secondary containers of hazardous chemicals, solutions derived from hazardous chemicals or mixtures of chemicals must also be labeled. “Hazardous” chemical can be defined in many ways: check the MSDS for details on the particular chemical. The National Fire Protection Associations (NFPA) "Hazard Identification System" is a precise way of labeling materials as to their hazardous properties. The NFPA label system identifies the hazards of a material in terms of three principal categories, namely, "health," "flammability," and "reactivity" (instability); this indicates the order of severity numerically by five divisions ranging from 4, indicating a severe hazard, to 0, indicating no special hazard. Any substance with a hazard rating of 3 or more in any category must be labeled.

Updated 1/5/2021
Let’s use ethanol as an example: The original 4 L bottle with complete label is stored in the flammable cabinet. Up to ~ 1 L can be stored on your bench (smaller volumes are safer), including dilutions and mixtures, must be labeled because the flash point is 13-14°C (<100°F, NFPA “3” for flammability). NFPA labels for common chemicals can be found on line at websites such as https://www.mysafetylabels.com/ (you can usually “copy image” and then tape a printout to your bottle.

MATERIAL SAFETY DATA SHEET: The MSDS contains safety information and RMS maintains a MSDS database for hazardous chemicals (https://riskmanagement.unt.edu/msds-online). An MSDS contains information such as:

- Names of hazardous chemicals: eg. Acetone, alcohol
- Physical and chemical properties: eg. Flammable & highly volatile
- Physical hazards of the products: eg. Burns
- Hazardous ingredients: eg. Acetone 80%, Alcohol 20%
- Health hazards of the products: eg. Headaches, eye irritation
- Reactivity of the chemical: eg. Water reactive
- The main way the chemical enters the body: eg. Inhalation
- The legal limit allowed in the air: eg. 750 ppm
- Carcinogenic of the chemical: eg. Not carcinogenic
- Precautions for safe use of the hazardous chemical: eg. Use with adequate ventilation
- Exposure control method, including personal protective equipment (PPE): eg. Wear respirator, goggles, gloves, etc...
- Emergency and first aid procedures: eg. Eyes flush with water at least 15 min MSDS sheets contain information such as:
  - Names of hazardous chemicals: eg. Acetone, alcohol
  - Physical and chemical properties: eg. Flammable & highly volatile
  - Physical hazards of the products: eg. Burns
  - Hazardous ingredients: eg. Acetone 80%, Alcohol 20%
  - Health hazards of the products: eg. Headaches, eye irritation
  - Reactivity of the chemical: eg. Water reactive
  - The main way the chemical enters the body: eg. Inhalation
• The legal limit allowed in the air: eg. 750 ppm
• Carcinogenic of the chemical: eg. Not carcinogenic
• Precautions for safe use of the hazardous chemical: eg. Use with adequate ventilation
• Exposure control method, including personal protective equipment (PPE): eg. Wear respirator, goggles, gloves, etc...
• Emergency and first aid procedures: eg. Eyes flush with water at least 15 min
Emergency Procedures

Eagle Alert

UNT conducts a routine test of its Eagle Alert system once every long semester. This is a good time to check your contact information at my.unt.edu.

Eagle Alert allows UNT administrators to quickly contact campus community members about emergency situations affecting the safety and well-being of people on and around the UNT campus.

The system sends a message (recorded voice and text) to the user’s phone and an email to all active students, faculty and staff. In addition to receiving text and voice messages by phone, the system includes a feature that overrides most computers operated by UNT in offices, classrooms and public spaces on campus. During the test or in the event of an emergency, computer screens, presentation screens and digital signs will display a full-screen test alert. Users have the option to click out of the screen after the alert has displayed.

The system must have the user’s updated information and permission to send text messages for Eagle Alert. Only phone numbers in the U.S. 50 states are supported.

Students, staff and faculty should update their phone numbers in my.unt.edu.

@UNTEagleAlert is UNT’s official campus emergency Twitter account. By following @UNTEagleAlert, you will receive emergency messages and updates in real time to keep you informed.

More information can be found at https://www.unt.edu/eaglealert

Emergency Situations

- If the Fire Alarm sounds and evacuation is required, exit the building.
- If the Tornado sirens sound, proceed to the first floor of the Life Sciences Complex, Building A.

Inclement Weather

The Department of Biological Sciences, including all divisions and Institutes, will be closed when the university is closed. It is imperative that you are aware of university closures by watching the local news, listening to local radio stations, viewing the UNT website, and signing up for Eagle Alert notifications.
Active Shooter

While the likelihood of any single individual experiencing an active shooter situation is relatively low, history clearly indicates these types of scenarios can play out in any environment. To better prepare and protect the UNT community, the following information is provided to help UNT prepare for such a situation. The University of North Texas Police Department along with the Emergency Management and Safety Services team hosted “Responding to an Active Shooter” training conducted at the University Union Lyceum on September 24, 2019. This training was led by Sgt. Kevin Crawford and can be found at https://police.unt.edu/active_shooter.

Additional Resources:

- [http://www.dhs.gov/active-shooter-preparedness](http://www.dhs.gov/active-shooter-preparedness)
- [https://www.ready.gov/active-shooter](https://www.ready.gov/active-shooter)
- [http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)
- [http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf)
- [https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf)
HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. EVACUATE
   - Have an escape route and plan in mind
   - Leave your belongings behind
   - Keep your hands visible

2. HIDE OUT
   - Hide in a room out of the active shooter’s view
   - Block exit to your hiding place and lock the doors

3. TAKE ACTION
   - As a last resort and only when your life is in imminent danger
   - Attempt to incapacitate the active shooter
   - Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND
WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:
   - Remain calm, and follow officers’ instructions
   - Immediately raise hands and spread fingers
   - Keep hands visible at all times
   - Avoid making quick movements toward officers such as attempting to hold on to them for safety
   - Avoid panicking, screaming, and yelling
   - Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:
   - Location of the active shooter
   - Number of shooters, if more than one
   - Physical description of shooters
   - Number and type of weapons held by the shooter(s)
   - Number of potential victims at the location

RECOGNIZING SIGNS
OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employer. Alert your Human Resources Department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talk of problems at home
- Increase in un solicited comments about violence, firearms, and other dangerous weapons and violent crimes

Updated 1/5/2021
Places to Eat

University of North Texas Dining Services

Looking for a quick bite or a leisurely meal with friends? UNT Dining Services has campus restaurants to satisfy every taste, with convenient locations near your class or office. Our campus dining halls feature a variety of freshly prepared meals, snacks and beverages. Our retail locations offer a great variety of popular choices from chicken sandwiches to sushi. Whether you are looking to relax in one of our dining halls, or just stopping by for a quick snack, we forward to serving you your next meal. All of our dining halls accept cash, checks, and meal plans. Meals purchased at Bruce, Kerr, and Champs dining halls may be paid by credit card. All UNT retail locations accept cash, credit cards, Flex Dollars, and Greenbacks (DCB). For more information and meal plan options, go to the Campus Dining Guide at https://dining.unt.edu/campus-dining-guide.

For Dining Hall and Retail Restaurants Hours of Operation go to http://www.dining.unt.edu/hours.

Faculty/Staff Meal Plans

One of the many perks of being a UNT employee is access to Faculty/Staff Meal Membership. Let Dining Services do the hard chore of menu prep, shopping, cooking, and clean up so you can spend more time focused on making the University a great place to learn, live, and work. So hold onto your parking spot and enjoy wholesome, all-you-care-to-eat breakfast, lunch, and dinner meals for less than the price of a fast food combo.

All students, faculty, staff, and guests are welcome in our dining halls, even without a membership. Simply pay door price ($5.50 and up) using cash, credit, debit, or Apple Pay.

For more information, give us a call at 940-565-2462, email us at dining@unt.edu, or visit our office in the Welcome Center #237. We look forward to serving you!

Why Get a Meal Plan?

- A great way to budget! Eat well and save money at the same time.
- Get great deals on food daily, not just at the monthly Faculty/Staff Appreciation Lunches.
- Treat students, faculty, friends, and family by bringing them to one of our nationally-recognized dining halls as your guest.
- Choose from a variety of diverse options.
- Never lose your parking spot again! Our dining halls and retail locations are located conveniently across campus.

Updated 1/5/2021
Parking

All employees may now purchase their parking permits online. Please go to https://transportation.unt.edu/ to purchase your permit.

For questions or concerns please contact your campus parking office:
UNT Denton, Phone: 940-565-3020, email: transportation.services@unt.edu

Transportation Services: UNT e-ride information https://transportation.unt.edu/campus-transit

Free Park and Ride:

Staff and students may park for FREE at Med Park and ride the Colorado Express route into campus. Check schedule for times.

Parking & Transportation Services Contact Information:

<table>
<thead>
<tr>
<th>Lobby hours of operation</th>
<th>7:30 am – 5:30 pm Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Main: 940-565-3020</td>
</tr>
<tr>
<td></td>
<td>Fax: 940-565-2452</td>
</tr>
<tr>
<td>Office Location</td>
<td>620 Central Avenue</td>
</tr>
<tr>
<td></td>
<td>Offices located in the bottom level of the Highland Street Garage, parking on the side of the building by the entrance.</td>
</tr>
<tr>
<td></td>
<td>Entrance to our lobby is across from the Business Leadership Building (BLB) on Ave A.</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>The University of North Texas</td>
</tr>
<tr>
<td></td>
<td>Parking Services</td>
</tr>
<tr>
<td></td>
<td>1155 Union Circle #310948</td>
</tr>
<tr>
<td></td>
<td>Denton, TX 76203-5017</td>
</tr>
<tr>
<td>DCTA Customer Service</td>
<td>940-243-0077</td>
</tr>
</tbody>
</table>
Add 2 pages of academic resources – pdf format