

Classroom Inclusion Strategies

Name/ Pronoun Syllabus Statement

I will gladly honor your request to address you by an alternate/preferred name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. If you would like additional assistance regarding communication about your preferred name or pronoun, please contact Erin Hoffman, Director of Intercultural Relations, at hoffman@mx.lakeforest.edu.

Name/Pronoun Strategies for the classroom:

1. Ask students to introduce themselves using preferred names and pronouns instead of calling roll using the class roster (class rosters likely lists legal name, which may be inconsistent with preferred name). Start with yourself – “I am Professor Smith and I use she and her pronouns.”
2. On the first day of class, pass around notecards and ask students to write down preferred names and pronouns in addition to other information you may normally ask of students in the classroom.
3. Use a syllabus statement (see recommendation above).
4. Include your pronouns on your syllabus and email signature. For example:

For Email:

Dr. Sue Smith

Pronouns: she/her/hers

Lake Forest College

555 N. Sheridan Road

Lake Forest, IL 60045

For Syllabus:

Fall 2016

English 101

Professor Smith (**she/her/hers**)

Office hours: Friday 9-10am

When my pronouns are:

She/Her/Hers

He/Him/His

They/Them/Their

Ze/Zir/Zirs

Use them this way:

She finished the exam.

Her group project was excellent.

I support her in the classroom by honoring her pronouns.

He finished the paper.

His paper was well written.

I support him in the classroom by honoring his pronouns.

They are an active member of the class.

Their performance on the exam was excellent.

I support them in the classroom by honoring their pronouns.

Ze is a leader in the lab.

Zir contributions to the hall are important.

I support zir in the classroom by honoring zirs pronouns.

Additional resources with helpful information for faculty:

Chak, Avinash. "Beyond 'he' and 'she': The rise of non-binary pronouns." *BBC News*. 7 Dec. 2015.

Chak reports changes the University of Vermont, Harvard University, and UW Madison have instituted to avoid binary gender labels. These changes include providing fields on registration or class materials for students to list their "preferred pronouns." Chak includes a short list of basic terms and a pronoun card used at UW Madison.

Harbin, Brielle. "Teaching Beyond the Gender Binary in the University Classroom." *Vanderbilt University Center for Teaching*. 2015-2016.

Harbin, a senior graduate teaching fellow, explains terminology in depth, suggests classroom practices, and lists references for more information. Common challenges and possible solutions are described, including what to do when the wrong pronoun has been used by a professor or a classmate.