

# Tips and tools for employees

## Using gender-inclusive pronouns

Ways to practice gender inclusion	Example in action
<p>When introducing yourself, offer your name and pronouns – even to familiar colleagues and students.</p>	<p>Offer your name and pronouns in staff meetings, committees, and other spaces even when students may not be present.</p> <ul style="list-style-type: none"><li>+ I'm John and I use he/him/his pronouns. What should I call you?</li><li>+ My pronouns are they/them/theirs. May I ask yours?</li></ul>
<p>Include your pronouns in your email signature and on class syllabi.</p>	<p>Dr. Michelle Lakes Pronouns: she/her/hers Associate Professor, Lansing Community College</p>
<p>Ask students for their names and pronouns.</p> <p>Do not assume from the class roster.</p>	<p><b>Class survey:</b></p> <p>I am Professor Jones and I use they/them/their pronouns. What should I call you?</p> <p>Name: ..... Pronouns: .....</p> <p>Major: ..... Year: .....</p> <p>Why are you taking this class: .....</p> <p>Is there anything else you'd like me to know? .....</p>
<p>Model respect in all interactions, not just in the classroom.</p>	<ul style="list-style-type: none"><li>+ Refer to students by their requested name and pronoun inside and outside of the classroom.</li><li>+ Consider substituting language such as <b>everybody</b>, <b>folks</b>, or <b>this person</b> in place of gender binary language like: <i>ladies and gentlemen, boys and girls, he or she.</i></li><li>+ Transgender students may feel unsafe being out. If a student shares their gender identity with you, do not disclose it to others without their consent, except when required by law.</li></ul>
<p>If you make a mistake, graciously accept the correction. Apologize and learn for next time.</p> <p>Take initiative. Do not expect others to remind you of their name and pronouns.</p>	<p><b>"Thank you for reminding me. I apologize and will use the correct name and pronoun for you in the future."</b></p>

### Helpful hint:

Don't know a pronoun? Use the person's name or a third-person singular pronoun.

# Gender inclusive language

Examples of different ways to reference frequently used words and statements.

Language to use	Language to avoid
humankind	mankind
chair or chairperson	chairman
first-year student	freshman
firefighter	fireman
flight attendant	stewardess
police officer	policeman
congressperson	congressman

How to use gender-inclusive pronouns for third-person singular

Subject	Object	Possessive Adjective	Possessive Pronoun	Reflexive
they	them	their	theirs	themselves
ze/zie	zim	zir	zirs	zirsself



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