



January 14, 2022

To Students, Faculty and Staff:

Stevens is committed to creating a culture in which all members of the community experience the university as a place where they can thrive. Building on recommendations from the [President's Task Force on Equity and Inclusive Excellence](#) and in collaboration with the Division of Information Technology, Stevens has enlisted the services of [NameCoach](#), which allows students, faculty and staff to voice record and share the pronunciation of their name in a Canvas course or an email signature.

Names are central to our identity and pronouncing them correctly is a highly impactful way to promote inclusion and belonging. Given the extraordinarily rich diversity of our community, pronouncing someone's name correctly is no easy task! Often we side-step the use of names, mispronounce or joke about our attempt. Even a seemingly simple name can be challenging to pronounce if it is unfamiliar.

In this pilot year, Stevens will assess the use and value of NameCoach to the community. A high level of adoption by students, faculty and staff is needed to realize the benefits of this service. **Students and faculty are encouraged to take two minutes to go to their Canvas account today or during the first week of class to record their names. This [video link](#) includes instructions if needed. For additional information visit the [project page](#).** The first week in February, students, faculty and staff will be able to record their name on Outlook.

Please send any comments or questions to Maryam Mizra ([mmirza5@stevens.edu](mailto:mmirza5@stevens.edu)) in IT or to me at [smetz@stevens.edu](mailto:smetz@stevens.edu). Please contact Client Support Services for technical support at [support@stevens.edu](mailto:support@stevens.edu)

Thank you for taking the time to make Stevens a stronger community.

Sincerely,

Susan Metz  
Executive Director of Diversity, Equity and Inclusion