Trans Allyship Safe Zone Ally Training Workshop

Participant Booklet

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Workshop Overview

Thank you for participating in the **Trans Allyship Safe Zone Ally Training Workshop**. This booklet will provide you with more information about the workshop.

Learning Outcomes

As a result of participating in this workshop, attendees will:

- Understand the importance of building knowledge and skills to contribute to safer, more welcoming, and inclusive environments.
- Be able to articulate the differences between sex and gender as they relate to trans individuals.
- Recognize what the climate is like for trans individuals in society, the classroom, and the workplace and be able to describe its impact on trans individuals.
- Identify strategies to contribute to inclusive environments for LGBTQ+ individuals, particularly for trans individuals.

Inclusive Strategies

Throughout this workshop, we will provide suggestions for strategies you can use to contribute to an inclusive environment for LGBTQ+ individuals. Here are some inclusive strategies you can practice:

- Display a Safe Zone sticker on your office door/in your workplace.
- Include a Diversity/Safe Zone statement on your syllabus.
- Correct misgendering and similar mistakes, even if the trans person is not there.
- Ask for people's names and pronouns and use them.
- Use gender neutral pronouns in class /workplace/ emails.
- Educate yourself about trans issues through campus resources, like the LGBTQ+ Center website, on-campus Safe Zone workshops, etc.
- Advocate for gender-inclusive, gender-neutral bathrooms on campus.

Glossary of Terms: Trans Allyship Safe Zone Workshop

A Note from the Safe Zone Project:

> "[W]e think it is important to own that this list is neither comprehensive nor inviolable. With identity terms, trust the person who is using the term and their definition of it, above any dictionary. We don't claim ownership of these definitions, they are part of the cultural commons, curated by us, but created by the many emails, online discussions, and in-person chats, we have had over the years. We will continue to hone and adjust this language with the goal of creating definitions resonate with at least 51 out of 100 people who use the words. We will continue to change the language as the culture changes its meaning."

AFAB/AMAB: Assigned female/male at birth

Agender: Someone who does not identify with any gender

Ally: A member of the majority who advocates with and for an oppressed population

Binary: The idea that there are only two genders (male/female or man/woman) and that a person must be strictly gendered as either/or; Of or pertaining to someone who identifies with one of the binary genders (man or woman). For example, there are both binary (man, woman) and nonbinary (genderqueer, agender, gender-fluid) identities. See *nonbinary*.

Campus climate: Behaviors within a learning environment, ranging from subtle to cumulative to dramatic, that can influence whether an individual feels personally safe, listened to, valued, and treated fairly and with respect.

Chilly climate: Refers to a hostile environment where both overt and subtle forms of discrimination lead to the unequal treatment of certain groups; also known as unwelcoming climate. A chilly climate negatively impacts people's well-being.

Cisgender (or 'cis'): A person whose sex and gender are aligned

Cisnormativity: The assumption that all individuals are cisgender

Coming out: An individual's ongoing process of accepting their sex, orientation, or gender identity, and sharing it with other people. Coming out may also refer to the process by which one accepts one's own sexuality, gender identity, or status as an intersex person

Gender: A complex concept (often confused with *sex*) that includes three interrelated dimensions: 1) *body*, related to our societal and cultural expectations; 2) *Identity,* our core sense of being male, female, both, or neither; and 3) *expression*, how our outward presentations and behavior and how other perceive our gender. Read more: https://www.genderspectrum.org/quick-links/understanding-gender/

Gender dysphoria: A condition where a person experiences discomfort or distress because there's a mismatch conflict between their gender identity and their current gender expression, hormonal levels, and/or body. In the past, it has been referred to as gender identity disorder (GID), gender incongruence, or transgenderism – but these terms are outdated and should not be used. It should be noted that not all trans people experience gender dysphoria and that being transgender is not a disorder, disease, or illness!

Gender expression: The *external* display of a person's gender, through a combination of dress, demeanor, social behavior, and other factors. Gender expression is generally measured on scales of masculinity and femininity. It is sometimes referred to as "gender presentation."

Gender identity: This is an *internal* concept. It means the gender a person knows they are internally and how they label themselves. When a person's gender identity conflicts with other sex characteristics (like chromosomes or genitalia), a person's internal gender identity replaces their sex assigned at birth.

Genderfluid: Moving between genders. A person who is genderfluid prefers to remain flexible about their gender identity rather than committing to a single gender. They may fluctuate between genders or express multiple genders at the same time

Gender neutral pronoun: A pronoun that doesn't associate a gender with the individual who is being discussed. One example of a gender neutral pronoun is they/them/theirs

Gender nonbinary: Those who do not identify as male or female

Gender non-conforming (or 'GNC'): Someone whose gender presentation, whether by nature or by choice, does not align in a predicted fashion with the normative gender-based expectations present in society

Gender normative: Someone whose gender presentation, whether by nature or by choice, aligns with the normative gender-based expectations present in society. Sometimes known as *gender straight*

Genderqueer: Those who do not subscribe to conventional gender distinctions, but identifies as neither, both, or a combination of M/F genders

Gender Variant: Someone who either by nature or by choice does not conform to the normative gender-based expectations present in society (e.g. transgender, intersex, genderqueer, etc.

Intersex: A person who is born with sex chromosomes, genitalia or internal reproductive organs that are inconsistent with "standard" male or female. Intersex people are still assigned a binary male/female sex at birth in most countries. Many intersex babies are "surgically disambiguated," and there are often major issues surrounding medical ethics. Intersex can also be due to hormones, developing after birth

"In the closet:" Describes a person who has not disclosed their gender identity or sexual orientation Someone can be "out" in one context and "closeted" in another. See *coming out* and *outing*

Microaggressions: Everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership; often a result of bias. See *bias*.

Nonbinary: Refers to any gender that is not exclusively male or female. Also known as *genderqueer*.

Normative assumptions: Assumptions relating to an ideal standard or being based on what is considered the correct way of doing something.

Outing: The involuntary disclosure of gender identity or sexual orientation. Outing can cause a great deal of harm to the individual who is "outed," up to and including death in some cases

Organizational climate: The shared perception of the work environment psychological impact of the on employees well-being. Healthy climate contributes to success.

Pangender: Someone who identifies as a member of all genders

Pansexual: Describes sexual attraction not limited by gender

Passing: When an LGBTQ+ hides their sexuality from society. Passing is being perceived by others as a particular identity/gender or cisgender regardless how the individual in question identifies, e.g. passing as straight, passing as a cis woman, passing as a youth. For transgender individuals specifically, passing is successfully being perceived as a member of your preferred gender regardless of actual birth sex. Some object to the term "passing," as it implies that one is being mistaken for something they are not. Another way to refer to passing is phrasing it as "being read as a ___" (examples: being read as a man, as a woman, as a straight man, as a straight woman).

Pronouns: Linguistic tools that we use to refer to people

Queer: Umbrella term to describe individuals who don't identify as straight. Also used to describe people who have non-normative gender identity or as a political affiliation. Historically, it's been used as a derogatory term, so it's not used by all members of the LGBTQ+ community. 'Queer' can be used interchangeably with LGBTQ+.

Safe Zone: A welcoming and supportive environment for LGBTQ+ students, faculty and staff on campus

Safe Zone Ally Training: Interactive training sessions where participants learn about LGBTQ+ individuals, identities, and issues with the goal of creating a campus Safe Zone. Safe Zone workshops are necessary because LGBTQ+ students, faculty, and staff on college campuses still experience harassment, exclusionary behavior and discrimination. This is especially true in STEM departments

Sex: A medical term that refers to the chromosomal, hormonal, and anatomical characteristics that are used to classify an individual as female or male or intersex; sex is assigned at birth. In many cases, the sex characteristics are clear and consistent with one another, but not always. See *intersex*

Third gender: This term describes those who do not identify as male or female. See *gender non-binary*

Transgender (or 'trans'): A person whose gender identity, expression, or behavior is different from those typically associated with their assigned sex at birth. Avoid using the term 'transgendered' because that makes it sound like something happened to them, instead of being their identity

- A trans man is a man assigned female at birth. A trans woman is a woman assigned male at birth.
- Trans does not indicate sexual attraction or sexual orientation. Transgender men attracted exclusively to men are gay; trans men attracted exclusively to women are straight. Transgender women attracted exclusively to women are lesbian; trans women attracted exclusively to men are straight. Trans (wo)men can also be bisexual, pansexual, asexual, or queer.
- Non-binary people, because 'gay' and 'straight' are ill-suited to describe people who do not identify as men or women, often use terms such as gynophilic/gynosexual if attracted to women, androphilic/androsexual if attracted to men, or bisexual/pansexual/asexual/queer.

Transition(ing): Primarily used to refer to the process a trans person undergoes when changing their outward appearance either to be more congruent with the gender/sex they feel themselves to be and/or to be in harmony with their preferred gender expression.

Terms to Avoid

- "MtF" (male to female) or "FtM" (female to male) – Instead say, "trans woman" or "trans man."
- "Born a girl," "born a boy," "biologically male," or "biologically female"
- "Biological sex" is considered deeply problematic and should <u>never</u> be used. It has become a weaponized term used politically against the trans community, and is inherently incoherent when discussing transgender people. In general, when an individual uses these terms, they <u>mean</u> to say "sex/gender assigned at birth."
- "Transgendered" because that makes it sound like something happened to them, instead of being their identity – instead say "transgender" or "trans"
- "Trans*" with an asterisk (*) was once used to indicate that the term was an inclusive umbrella for many genders, but the asterisk has since been discarded as at best unnecessary and at worst stigmatizing and should no longer be used.

Definitions in this glossary of terms were adapted from The Guardian, Gender Dictionary, and the Safe Zone Project. Please consult the following resources for more LGBTQ+ terminology and concepts:

- The Safe Zone Project Vocabulary Extravaganza: http://thesafezoneproject.com/wp-content/uploads/2014/09/Vocabulary-Extravaganza-Participant.pdf
- Refinery29 Gender Nation Glossary: https://www.refinery29.com/en-us/lgbtq-definitions-gender-sexuality-terms

A Primer on Pronouns

Pronouns are linguistic tools that we use to refer to people. The most commonly known pronouns are he/him/his, she/her/hers, and they/them/theirs, but there are many more pronouns that people use to refer to themselves. It is respectful and important to give people the opportunity to state their pronouns, so we know the correct pronouns to use when referring to them.

Things to Consider

- **Pronouns replace people's names.** (e.g., "Sam is nice" → "He is nice"). We should give pronouns the same respect that we give people's names!
- **Pronouns add gender.** This means that pronouns can also add implicit assumptions and associations we have about different genders.
- **Using pronouns is not mandatory.** You don't need to use pronouns. If not using pronouns, you can use the person's name, language like "the person," or a combination of both.
- **Every pronoun is valid, even if you've never heard of it before.** Whatever a person tells you should be respected!
- **Please avoid using the term "preferred."** Generally, a person's pronouns aren't about a "preference." Using this term may accidentally insinuate that using the correct pronouns for someone is optional.

How to Ask for Someone's Pronouns

- A good way to ask for someone's pronouns is to **offer your name and pronouns first** . By doing so, you're indirectly asking the person you're speaking with to share the same information.
- Simply **ask "What are your pronouns?"**
- It is good practice to **explain why you are asking for someone's pronouns.** For instance, you can say something like "I want to make sure I get your pronouns right" or "I want to be sure that I introduce you correctly."
- You can use **a combination of these techniques** to ask for someone's pronouns. Some people may be confused and you may need to explain to them the importance of asking for pronouns.

The above information was adapted from "A Few Pronoun Best [Preferred?] Practices," located at http://itspronouncedmetrosexual.com/2018/04/pronoun-best-preferred-practices/

Gender Neutral Pronouns

A gender neutral is a pronoun that doesn't associate a gender with the individual who is being discussed. Gender neutral pronouns are often used by those who identify as transgender or genderqueer. They/them/theirs and ze/zir/zirs are two of the most commonly used gender neutral pronouns. For more information, visit: https://genderneutralpronoun.wordpress.com/

They/them/theirs	Ze/zir/zirs
They finished the exam	Ze finished the exam
They turned in their exam	Ze turned in zir exam
That exam is theirs	That exam is zirs

First Day of Class Inclusion Strategies

Syllabus Inclusion Statement

It is my intention that students from all backgrounds and perspectives will be well served by this course, and that the diversity that students bring to this class will be viewed as an asset. I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, socioeconomic background, family education level, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. Your suggestions are encouraged and appreciated.

Safe Zone Syllabus Statement

I am a member of a Safe Zone Ally community network, and I am available to listen and support you in a safe and confidential manner. As a Safe Zone Ally, I can help you connect with resources on campus to address problems you may face that interfere with your academic and social success on campus as it relates to issues surrounding sexual orientation and gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

Lived Name / Pronoun Syllabus Statement

I will gladly honor your request to address you by the name and gender pronoun that you use.

Lived Name / Pronoun Strategies for the Classroom

1. Remove birth/given names from your class records, roster, and attendance sheet. On the first day, call the last name, and ask students to introduce themselves INSTEAD of calling roll using the names in the university's student information system. Start with yourself – e.g. "I am Professor Burke and I use she and her pronouns." Many universities still include birth/given names in the student information system. Using this name could accidentally "out" a student who uses a different name.
2. As a getting-to-know-you activity, pass around 3x5 cards and ask students to provide a photo, write down their names and pronouns, and tell you 1 or 2 things that are important to them (e.g., a hobby). Collecting the cards during the next class meeting.
3. Use a syllabus statement (see example above). 4. When in doubt, ask! Generally, it is best to use pronouns that are consistent with the way an individual present themselves. If you are not sure, it is OK to ask politely and with discretion.

Being a Trans Ally: Things to Consider

General Advice

- You can't tell if a person is trans just by looking
- Respect terminology, names and pronouns
- Don't make assumptions about a person's sexual orientation
- Use gender-inclusive pronouns in oral and written communications
- If you don't know what pronouns to use, listen first
- Don't ask about genitals, surgery, or sex life
- Keep gender history confidential
- Keep birth names confidential; don't ask for someone's "real" name
- There is no right or wrong way to transition

Misgendering and Similar Mistakes

We all make mistakes! If you accidentally misgender someone or use the wrong name, correct yourself as soon as you notice and apologize briefly. Long apologies can inadvertently shift the focus to your guilt rather than to the trans person's comfort.

- **Try this:** "He and I were-- Sorry, I mean she and I were discussing..."
- **Avoid this:** "He and I were-- Oh my goodness, I am so sorry! Wow! How could that have slipped out? So sorry! I meant SHE and I! Sorry!"

Remember to correct misgendering and similar mistakes even if the trans person is not there.

- **Try this:**
    - Colleague: "So I was talking to that guy John today and he—"
    - You: "Actually, Jo uses they/them/their pronouns."

Many people are unfamiliar or less familiar with gender neutral pronouns. They may be confused about the singular usage of traditionally plural words like "they" (used in the they/them/their pronouns) but many organizations, including AIChE (*CEP Magazine*, February 2016), now recognize the use of they/them/their as singular.

Advocating for Gender-Neutral Bathrooms

General Advice

- Advocate for these bathrooms in every building on campus, and especially in every newly built facility!
- Gender-neutral bathrooms should be part of the standard design for new construction. This should be verbalized that to people who are making design decisions, when possible.
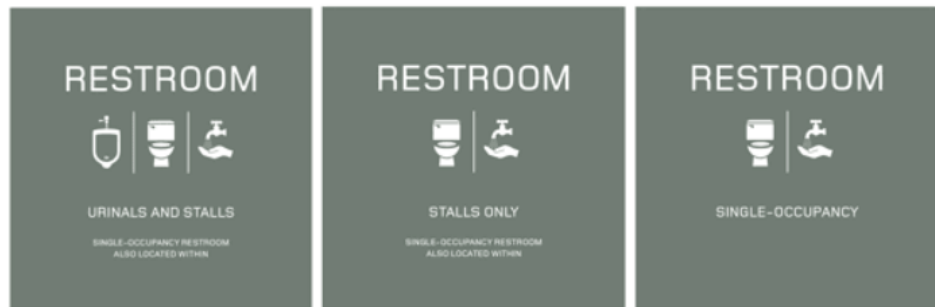
Signage

Suggest signage that moves away from gendered representations of people (see below for examples).

Use this: **Or this:**

Avoid this: **And this:**

More Information and Inspiration

- "Restroom Signage" (Cooper Union): https://cooper.edu/about/bathroom-signage
- "Gender Neutral Bathroom Best Practices" (National Speech and Debate Association): https://www.speechanddebate.org/wp-content/uploads/Caucus-Suggestion_-Best-Practices-Gender-Neutral-Bathroom.pdf
- Good Practices: Inclusive Restrooms and Signage (University of Maryland LGBT Equity Center): https://lgbt.umd.edu/good-practices-inclusive-restrooms-and-signage

Additional Resources

Resources for Understanding Trans Identity Experiences

Online Readings

- Walking While Trans (Mic): https://mic.com/articles/186998/walking-while-trans
- Gender Psychology: http://www.genderpsychology.org/
- "16 Photos Expose the Horrible Microaggressions Trans People Face Everyday" (Mic): https://mic.com/articles/129719/16-photos-expose-the-horrible-microaggressions-trans-people-face-everyday#.aHRpqSMEH

Books

- *The Lives of Transgender People* by Beemyn & Rankin (Research)
- *The Whipping Girl* by Julia Serano (Essays)
- *Trans-Sister Radio* by Chris Bohjalian (Literature)
- *Transgender Rights* by Paisley Currah, et al (Law/Policy)

Videos

- Charlie Rose – Gender Identity: https://charlierose.com/collections/3/clip/21056
- "No Dumb Questions" http://www.nodumbquestions.com
- "Just Call me Kade" https://youtu.be/4pRt9pxmP0s

General Resources

- **ASEE LGBTQ+ Advocacy in STEM VCP: https://lgbtq.asee.org**
- Equaldex (collaborative, community-verified LGBT knowledge base): http://www.equaldex.com/
- GLAAD (Gay and Lesbian Alliance Against Defamation): https://www.glaad.org/transgender/resources
- The GLBT National Youth Talk-line (youth serving youth through age 25): https://www.glbthotline.org/talkline.html
  - P: (800) 246-7743
- Lambda Legal (nondiscrimination): www.lambdalegal.org
- LGBT National Help Center and Hotline: https://www.glbthotline.org/
  - P: (888) 843-4564
- MENTORNET: www.mentornet.net
- National Center for Transgender Equality: http://transequality.org
- NOGLSTP (The National Organization of Gay and Lesbian Scientists and Technical Professionals): www.noglstp.org
- o-STEM: www.ostem.org
- Out and Equal (inclusive companies): www.outandequal.org
- PFLAG (Parents and Friends of Lesbians and Gays): https://www.pflag.org/transgender
- The Safe Zone Project: https://thesafezoneproject.com/

- The Trevor Project (suicide hotline): https://www.thetrevorproject.org
  - P: (866) 488-7386
- TSER – (Trans Student Educational Resources): http://www.transstudent.org/

Suggested Readings for Allies

- 4 Steps to Becoming an Ally (Theatre Communications Group): https://www.tcg.org/pdfs/events/fallforum/4_Steps_to_Becoming_an_Ally.pdf
- 49 Ways to Be an Ally (ASEE LGBTQ Advocacy VCP): https://docs.asee.org/public/LGBTQ/Ally49Ways.pdf
- *A Decade of Research into the Workplace Environment for LGBTQ People* (Human Rights Campaign): https://www.hrc.org/resources/the-cost-of-the-closet-and-the-rewards-of-inclusion
- "A Few Pronoun Best [Preferred?] Practices" (It's Pronounced Metrosexual): https://thesafezoneproject.com/pronoun-best-preferred-practices/
- "Creating Inclusive Classrooms" (University of Arizona) – Multiple resources: https://diversity.arizona.edu/creating-inclusive-classrooms
- "A Guide to Non-Binary Pronouns and Why They Matter" (Huffington Post): https://www.huffingtonpost.com/entry/non-binary-pronouns-why-they-matter_us_5a03107be4b0230facb8419a
- "Guide to Being a Straight Ally" (Straight for Equality): https://bolt.straightforequality.org/files/Straight%20for%20Equality%20Publications/3rd-edition-guide-to-being-a-straight-ally.pdf
- "The Need for a Gender-Neutral Pronoun" (Gender Neutral Pronoun Blog): https://genderneutralpronoun.wordpress.com/
- Refinery29 Gender Nation Glossary: https://www.refinery29.com/en-us/lgbtq-definitions-gender-sexuality-terms
- The Safe Zone Project Vocabulary Extravaganza: http://thesafezoneproject.com/wp-content/uploads/2014/09/Vocabulary-Extravaganza-Participant.pdf
- "So You Call Yourself an Ally: 10 Things All 'Allies' Need to Know: (Everyday Feminism): https://everydayfeminism.com/2013/11/things-allies-need-to-know/
- "Speak Up: Responding to Everyday Bigotry" (Southern Poverty Law Center) https://www.splcenter.org/20150126/speak-responding-everyday-bigotry

About Our Project

Background

Despite recent advances in equality for lesbian, gay, bisexual, transgender, and queer (LGBTQ+) individuals in the United States, students and faculty on college campuses still experience harassment, exclusionary behavior and discrimination. Initiatives such as Safe Zone campus ally training are effecting a gradual positive change in climate for LGBTQ+ individuals, but progress in STEM departments has been slower than in other disciplines. This transformative project links diversity research with a faculty development initiative to promote LGBTQ+ equality in STEM.

Safe Zone Workshops

Safe Zone Ally Training workshops are interactive training sessions that seek to raise awareness for LGBTQ+ inclusion in STEM and create a visible network of allies to foster a supportive atmosphere for LGBTQ+ individuals. Our Safe Zone workshops are offered both online and at engineering professional society conferences. To date, we have hosted more than 60 workshops and reached more than 1,000 participants!

Our workshops are intended for an STEM audience and were developed by STEM faculty, with input from STEM students and scholars of engineering culture. Our workshops emphasize issues and behaviors that are likely to be observed and experienced in a STEM environment. They explore resources and best practices that work particularly well in STEM classrooms and environments. Learn more about our Safe Zone workshops at https://lgbtq.asee.org/ally-training/.

LGBTQ+ Advocacy in STEM Virtual Community of Practice

The ASEE LGBTQ+ Advocacy in STEM Virtual Community of Practice (VCP) was first launched in 2015 under NSF grant EEC-1539140. In early 2018, under new NSF grant EEC-1748499, we recruited new members to help expand our network and extend our impact.

Our community members, which include more than 60 STEM faculty, students, and administrative staff, work together to promote LGBTQ+ inclusion at their institutions. Members identify context-specific strategies, share resources, develop and implement action plans, and identify best practices for transforming the climate in STEM. Learn more about our community and how you can become a member at https://lgbtq.asee.org/our-community/.

Learn more and access LGBTQ+ in STEM resources at https://lgbtq.asee.org!