



**Psychology
Southeast College**

PSYC 2306 – Human Sexuality (3 credit hours)

CRN 55980, 56710 - Fall, 2010

Distance Education | Online

3-Hour Lecture/ 48 hours per semester/ 12 Weeks

INSTRUCTOR: Jane Cirillo, Ed.D.

INSTRUCTOR CONTACT INFORMATION: 713-718-7105

E-MAIL

jane.cirillo@hccs.edu (Only if Blackboard is not working then you may use my HCC address. When using my HCC e-mail, please put your name and class in the subject section of the e-mail. E-mails where this information is not included will not be opened.)

***Please see section titled Contacting the Instructor**

OFFICE LOCATION AND HOURS

Tuesdays from 9:30 am to 1:30 pm. Office hours unless specified, will be provided at Southeast College Eastside Campus in the Angela Morales Building 1st floor, by appointment, only.

INSTRUCTIONAL MATERIALS/TEXTBOOK (REQUIRED)

There are two types of resources needed by everyone in order to succeed in this course. These include the textbook, and the Learning Objectives for Psychology 2306. The Learning Objectives is a review sheet that contains the overall course content in question and key term format, which is needed to prepare you for each of the exams this semester. Only the following resources may be used for this class. Use of an older edition of the text or any textbook other than the one assigned will be at the risk of the student. Additionally, it is the responsibility of the student to purchase the textbook in a timely manner so all coursework can be completed on time. The instructor is not responsible for misplaced textbooks. A copy of the textbook is available at the Eastside Library for library use.

Hock, R. R. (2010). Human Sexuality. 2nd edition. Upper Saddle River, NJ: Pearson Education. ISBN: 0-205-66071-1 (hardcover); 0-205-66077-0 (paperback)

Learning Objectives for Psychology 2306 can be found on the course homepage by clicking on ***Important Documents*** and then on ***“Learning Objectives.”*** Completion of objectives is for student use and do not need to be turned into the instructor.

COURSE DESCRIPTION

PSYC 2306: Human Sexuality is a psychology course designed to provide an understanding of

human sexuality, identity, orientation, behavior, and the variations in these dimensions of this important aspect of human experience. This course includes information on physical, cognitive, and psychosocial changes associated with sexuality. Theory, research methods and applications of research to the facilitation of gender identity development, understanding the human sexual response, providing information on the treatment of sexual dysfunction, and the preventing of sexually transmitted diseases and irresponsible sexual behavior are covered.

COURSE PREREQUISITES

Must be placed into college-level reading courses.

COURSE GOALS

The goals of all psychology courses at Houston Community College are as follows:

Upon completion of this course, students will be prepared to

1. Succeed in advanced psychology courses that include related content and are required for an undergraduate major in psychology
2. Succeed in advanced psychology and psychology-related courses that include related content and are required in non-psychology majors such as nursing and education
3. Understand and evaluate psychological concepts that are covered in this course and are featured in news reports, self-help materials, and as a part of the process of seeking and engaging in psychotherapy

STUDENT LEARNING OUTCOMES

1. Increase comfort level with and ability to study and discuss sensitive topics relating to human sexuality
2. “Unlearn” the many myths and misconceptions about sexuality
3. Increase awareness, tolerance and respect for sexual diversity
4. Enhance skills for evaluating the vast amount of sexual information we all receive both from the media and our social interactions with others
5. Help develop a “personal sexual philosophy”, to allow one to *plan ahead* to make responsible, healthy sexual choices throughout life (i.e., contraception, avoiding STIs, combating sexual violence, accepting differences, etc.)
6. Develop an awareness of, ability to recognize, and the comfort to seek medical attention and treatment for sexual problems or infections, if necessary.
7. Understanding what is “normal” sexuality to help remove personal doubts and insecurities
8. Enhance one’s ability to discuss sexuality accurately and openly with significant others.

LEARNING OBJECTIVES

1. Explain the basic research and evaluation methods used in human sexuality, including the strengths and weaknesses of each method and the specific challenges in sexuality research.
2. Define and identify key concepts in male and female reproductive anatomy and physiology, contraception and pregnancy, including concepts, facts and theoretical perspectives.
3. Demonstrate knowledge of and explain concepts related to major social problems in sexuality: teen pregnancy, STI infection rates, and sexual exploitation.
4. Analyze the effectiveness of different methods of sex education.
5. Apply human sexuality concepts to the solution of current issues and problems including birth control, prevention of infection, and sexual exploitation.
6. Evaluate the significance of relationships in human sexual behavior.

CORE CURRICULM COMPETENCIES

Credit: 3 (3 lecture)

The HCCS Psychology Discipline Committee has specified competencies that address the

goals of the core curriculum as follows:

- Reading: Students are required to read college-level textbooks.
- Writing: Students are required to complete written assignments.
- Speaking: Students are required to participate in discussions and interview subjects for a research project.
- Listening: Students are required to listen to their peers opinions and thoughts.
- Critical Thinking: Students are required to employ critical thinking in developing their opinions in class discussions and written assignments.
- Computer Literacy: Students are required to use the Internet and submit Assignments online.

COURSE CALENDAR

WEEK	DATES Mon-Sun	TEXT	REMINDERS All due dates are listed in this section
1	9/23-9/24 9/25- 10/3	1	<p>Online Orientation; Print and Read syllabus, objective questions, and schedule.</p> <p>Log on to course site, click on discussion section “Tell Us About You” and introduce yourself to class. Tell us a little something about yourself.</p> <p>Read Chapter One and answer Learning Objective Questions. Begin discussion 1.</p> <p>Begin Answering Discussion Question 1 found in the discussion section of BBV course site. (must be posted in BBV Discussion List by 11:00 p.m. on Friday Oct 15 NO EXCEPTIONS)</p> <p>Begin Answering Extra Credit Discussion found in the discussion section of BBV course site. (must be posted in BBV Discussion List by 11:00 p.m. on Friday Nov 19 NO EXCEPTIONS)</p>
2	10/4 – 10/10	2 & 3	<p>Read Chapter Two and Three and answer Chapter Two and Three Learning Objective Questions. Complete discussion 1. Take quiz.</p> <p>*Quiz One on Chapter 2 Online Only from Monday Oct 4 @ 8:00 a.m. till Friday Oct 8 @ 11:00 p.m.</p> <p>Census Day-Oct 5</p>
3	10/11-10/17	9 & 5	<p>Read Chapter Nine and Five and answer Learning Objective Questions. Complete discussion 1. Begin discussion 2.</p>

			<p>Begin Answering Discussion Question 2 (Due No Later Than Friday Oct 29 must be posted in BBV Discussion List by 11:00 p.m. NO EXCEPTIONS)</p> <p>Reminder: Discussion 1 is due on Oct 15</p>
4	10/18-10/24	4 & 6	<p>Read Chapter Four and Six and answer Learning Objective Questions. Complete discussion two. Take exam.</p> <p>*Exam One (Chpts. 1, 2, 3, 5, & 9) Online Only Monday Oct 18 (8:00 a.m.) till Friday Oct 22 (11:00 p.m.) Grades for exams are provided immediately following completion of the exam on the exam site. Be sure to read your grade upon completion.</p>
5	10/25-10/31	7 & 8	<p>Read Chapter Seven and Eight and answer Learning Objective Questions. Complete discussion 2. Begin discussion 3. Take quiz.</p> <p>*Quiz Two on Chapter 7 Online Only from Monday Oct 25 8:00 a.m. till Friday Oct 29 11:00 p.m.</p> <p>Begin Answering Discussion Question 3 (Due No Later Than Friday Nov 12 must be posted in BBV Discussion List by 11:00 p.m. NO EXCEPTIONS)</p> <p>Reminder: Discussion 2 due on Oct 29</p>
6	11/1-11/7	10	<p>Read Chapter Seven and Eight and answer Learning Objective Questions. Complete discussion 3. Begin discussion 4.</p> <p>Begin Answering Discussion Question 4 found in the discussion section of BBV course site. (Due No Later Than Friday Nov 19 must be posted in BBV Discussion List by 11:00 p.m. NO EXCEPTIONS)</p>
7	11/8-11/14	12	<p>Read Chapter Twelve and answer Learning Objective Questions. Complete discussion 3. Begin answering discussion 4. Take exam.</p> <p>*Exam Two (Chpts. 4, 6, 7, 8, 10) Online Only Monday Nov. 8 (8:00 a.m.) till Friday Nov.12 (11:00 p.m.).</p> <p>Reminder: Discussion 3 due on Nov 12</p>
8	11/15-11/21	11	<p>Read Chapter Eleven and answer Learning</p>

			<p>Objective Questions. Complete discussion 4. Complete Extra Credit. Take quiz.</p> <p>*Quiz Three on Chapter 11 Online Only from Monday Nov 15 8:00 a.m. till Friday Nov 19 11:00 p.m.</p> <p>Reminder: Discussion 4 and Extra Credit due on Nov 19</p>
9	11/22-11/28	13 & 14	<p>Read Chapter Thirteen and Fourteen and answer Learning Objective Questions. Take quiz.</p> <p>*Quiz Four on Chapter 13 Online Only from Monday Nov 22 8:00 a.m. till Friday Nov 26 11:00 p.m</p> <p>Last Day to Drop a Course – Nov. 23 at 4:30 pm</p> <p><i>Thanksgiving Holiday-Nov 25-28 College Closed</i></p>
10	11/29-12/5	15	<p>Read Chapter Fifteen and answer Learning Objective Questions. Prepare for last exam.</p>
11	12/6-12/12		<p>Study for exam three. Take exam.</p> <p>Exam Three (Chpts. 11, 12, 13, 14, 15) Online Only Monday Dec 6 (8:00 a.m.) till Saturday Dec 11 (11:00 p.m.)</p>
12	12/13-12/19		<p>CONGRATULATIONS YOU COMPLETED PSYC 2306. Please see your HCCS transcript after Dec 14 for class grade.</p>

*For each week on the class schedule there are two dates listed under the heading dates. One date designates the beginning of the week, for our class purposes we begin on Mondays, and the second designates the last day of the week which for our class purpose will be Sunday. These dates are to keep the class on track, but DO NOT INDICATE due dates. For dues dates, please see the section titled reminders on the class schedule. Be sure to read the information in the reminders column because there are important dates listed under each assignment which designate start dates and final due dates which may be somewhat different from the dates listed in the date column.

*There may be times when the technicians work on BBV, these dates and times will be posted on the BBV login page or DE homepage. If one chooses to work online during these times it will be at the risk of the student. Be sure to begin all coursework early, rather than wait until the last day or so to avoid complications and loss of grades.

INSTRUCTIONAL METHODS

Discussions, exams, readings, answering of learning objectives, and writing assignments.

STUDENT ASSIGNMENTS

Exams

All three exams will consist of multiple-choice items. They are given ONLINE and need to be taken within the time frame designated in the class schedule. Please note access to a computer

and the Internet is key to completing this requirement. Be sure to review the **class schedule reminders section** for dates and times the exams are offered. The questions will be selected from material covered in the text and will focus on the information covered in the **Learning Objectives**. All exams are open book meaning the class may refer to the textbook or lecture notes when taking the exams. These are the only resources the class may use. Use of the internet or any other resource besides the textbook or lecture notes are not permitted. If a student does access resources other than those permitted and finds conflicting answers to questions on the exam, points will not be earned.

Quizzes

All four quizzes will consist of multiple-choice items. They are given ONLINE and need to be taken within the time frame designated in the class schedule. Please note access to a computer and the Internet is key to completing this requirement. Be sure to review the **class schedule reminders section** for dates and times the quizzes are offered. The questions will be selected from material covered in the text and will focus on the information covered in the **Learning Objectives**.

Written Work/Class Discussion Postings

As with an on-campus class, interaction and exchange of ideas is beneficial and enriches our learning environment. The class may earn up to 70 points per discussion by participating in the Blackboard discussion section of this class. This is considered the writing requirement for our course. Most of the topics are directly relevant to the section of the course we are covering at that time, Others may be related to recent news in the media or just thought provoking. It is required that everyone answer at least

Make-ups

I believe everyone needs a break from time to time, so there are no make-up exams for this class. Instead everyone gets to drop one exam, one quiz, and miss one discussion. In addition, if life does get in the way (as it seems to for all of us) I provided the class with a generous time frame to complete the exams, quizzes, and discussions. As a result, it may be best to complete all work at the earliest time provided in the schedule. Knowing this, if you choose to wait until the last day for completing any requirement and have a challenge with completion or are ill, have a family situation, etc..., this will be the grade I will drop.

Extra Credit

Up to 10 points of extra credit can be earned by responding to an additional discussion question. The extra credit question is listed in the section of the Discussion section course titled Extra Credit. To find the extra credit question, click on **Discussions**, then scroll down to **Extra Credit** and click on **Extra Credit**. Read the question and then when ready to write a response click **REPLY**, and **type your message into the box. After typing be sure to click post. Please see Discussion Writing Guidelines in this syllabus for guidelines to responding to the extra credit question.**

ASSESSMENTS

Students will be assessed for their ability to successfully complete the assignments mentioned above according to the grading criteria mentioned below.

GRADING

The final course grade will be calculated by averaging the following grades (add best 2/3 exams, best 3/4 quizzes, 3/4 discussion grades, extra credit, and divide by 5):

- *Best 2 out of 3 Exams @ 100 pts each 200 pts.
- Best 3 out of 4 quizzes @ 34 pts each 102 pts.
- 3/4 Writing Assignments @ 70 points 210 pts.
- **Extra Credit 10 pts.

Please calculate only points not percentages when reviewing exam and quiz grades as BBV provides both.

***Student’s lowest test grade will be dropped provided only one exam is missed. If only 1 exam is completed the lowest grade will be a “0” for the exam missed and that will be considered the lowest grade. Same rule applies for quizzes and discussions.**

****The class will be provided an opportunity to earn up to 10 extra credit points by answering an additional discussion question.**

The final amount of points from the average of the above components will be converted into a letter grade according to the following HCCS scale (rounding rules do not apply)

HCC GRADING SCALE

- A= 90 – above average
- B= 80 - 89 average
- C= 70 - 79 average
- D= 60 – 69 average
- F= below 59 average

HOUSTON COMMUNITY COLLEGE POLICY STATEMENTS

Disability Services/Notification

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#).

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:

- District ADA Coordinator – Donna Price – 713.718.5165
- Central ADA Counselors – Jaime Torres & Martha Scribner – 713.718.6164
- Northeast ADA Counselor- Kim Ingram – 713.718.8420
- Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422
- Southeast ADA Counselor – Jette Lott - 713.718.7218
- Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910
- Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to

DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. Any student who is academically dishonest will receive a grade of "0" on the assignment in which this has occurred and will be provided an opportunity to complete only one additional assignment of its kind if the due date has not passed. For example, if a student plagiarizes a written assignment, they will be permitted to complete only one additional assignment. If two assignments are plagiarized then they forfeit the opportunity to complete the third assignment. If the last exam or written assignment is the where the academic dishonesty occurs the student will earn a "0" for that assignment as well as forfeit a grade on a prior exam or written assignment that was completed. Same policy is in place for exams.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. Papers purchased and used to complete a requirement, use of another student's assignment from a previous semester, if taking the class over and the student uses an assignment that was written during a prior semester is also considered plagiarism.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Student Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Blackboard class or they will be counted as absent. Just like an on-campus class, your regular participation is required. If you begin this course, later than the starting date of the course stated in the HCCS schedule, you are still responsible for ALL information and assignments missed. If an assignment was due and you missed the deadline, you will be assigned a grade of "0." There are no exceptions to this policy.

**Policy Regarding “W,” “F,” “I,” and Student Course Reinstatement
Withdrawal from a Course (“W”)**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. As a result, it is the student’s responsibility to officially withdraw from a class and prevent an “F” from appearing on your transcript. The instructor will not withdraw students from the course. If you decide to stop participating in the course at any point in the semester and do not drop prior to the final drop date, the instructor will assign the grade earned. When considering withdrawal from a course, remember the following information:

- If you withdraw before Census Day, no grade is given and your transcript reflects no record of the course.
- A “W” (indicating withdrawal) appears on your transcript if you withdraw from a course after Census Day and before the final deadline.
- College policy requires instructors to write “never attended” on the official roll sheet next to the names of those students who do not attend class by Census Day. If you do not attend class before Census Day, the college may automatically drop you from the course.
- To “attend class” in online distance education classes, you must log onto the course in Blackboard Vista before the Census Day. If you do not do so, “never attended” will be marked on the official roll sheet. The college may automatically drop you from the course, and you will be denied access to your course in Blackboard Vista.
- A “W” (withdrawal) may negatively impact your ability to receive financial aid or your visa status if you are an international student.

HCC Course Withdrawal Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”. It is the responsibility of the student to withdraw from the class.

Withdrawal Deadline/How To Drop

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [HCC Student Center](#).**
- **HCC and/or professors may withdraw students for excessive absences without notification**
- **Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines. The final withdrawal date for this class is September 23 @ 4:30 pm.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Final Withdrawal Deadline:

- **First Five Week: September 23, 2010 by 4:30pm**
- **Second Five Week Session: October 28, 2010 by 4:30pm**
- **Third Five Week Session: December 2, 2010 by 4:30pm**
- **Twelve Week Session (Sept 25- Dec. 19): November 23**

Classes of other duration (mini-term, flex-entry, 16-weeks, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Failure of a Course ("F")

You will receive an "F" in this class if your grade is less than 60%. Receiving an "F" (failure) may negatively impact your ability to receive financial aid. It is YOUR responsibility to submit college-level quality work in a timely fashion or to withdraw yourself from the course by the deadline if you cannot complete your work satisfactorily.

Incomplete ("I")

You will receive an "I" (incomplete) **only** in the event of a documented emergency situation that prevents you from completing the last assignment, such as the last exam. You must speak with your instructor as soon as possible in the event of such an emergency to arrange a course completion schedule. If you receive an "I," you must arrange with the instructor to complete the course work before the end of the next long semester. After that deadline, the "I" becomes an "I/F." All "I" designations must be changed to grades prior to graduation. The changed grade will appear on your record as "I/Grade" (ex: "I/B").

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

International Students

International Students are restricted to ONLY ONE online/distance education class per semester. Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to another grade because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

Student Course Reinstatement Policy

To "attend class" in online distance education classes, you must log onto the course in Blackboard before the Official Date of Record. If you do not do so, "never attended" will be marked on the official roll sheet. The college may automatically drop you from the course, and you will be denied access to your course in Blackboard. Students who are dropped from their courses for non-payment of tuition and fees, who request reinstatement after the official date of record (OE date), can be reinstated by making payment in full and paying an additional \$75 per

course reinstatement fee. A student requesting reinstatement should present the registrar with a completed Enrollment Authorization Form with the signature of the instructor, the department chair, or the dean, who should verify that the student has been regularly attending class. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements and assignments

INSTRUCTOR REQUIREMENTS

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

To be successful in this class, it is the student's responsibility to:

- Log onto course at least 4 times per week and check announcements and e-mails.
- Read and follow the instructions in this syllabus.
- Participate in class discussions and activities
- Read and comprehend the textbook
- Complete all questions and define key terms located in the ***Learning Objectives***
- Complete the required assignments, quizzes, and exams
- Complete all coursework on time
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Respond to e-mails within 24 hours and read announcements regularly
- If you begin this course, later than the starting date of the course stated in the HCCS schedule, you are still responsible for ALL information and assignments missed. If an assignment was due and you missed the deadline, you will be assigned a grade of "0." There are no exceptions to this policy.

Attendance

See section titled Student Attendance

Make-Ups

See section titled Make-ups under the Student Assignments.

Cheating and Plagerism

See section titled Academic Honesty under HCC Policy Statements.

Dropping Students

See section titled Student Attendance.

PROGRAM/DISCIPLINE REQUIREMENTS

The psychology discipline committee has approved the following requirements for all sections of PSYC 2301:

- All students must take the department final exam.
- All instructors must require at least one written assignment.

- All instructors must include assignments, exams, or activities in their syllabi that address all of the HCCS core curriculum standards (see above).

STUDENT SERVICES AND OTHER POLICIES

Use of Cameras and Recording Devices

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Sexual Harassment

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

Distance Education Advising And Counseling Services

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

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ASKDECOUNSELING Form

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

Early Alert

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

Library Resources

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

Online Tutoring

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC [AskOnline](#) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

Social Networking

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

Virtual Classroom Conduct

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

****The instructor reserves the right to modify this syllabus and will notify the class of any changes in a timely manner.***

