

Division of Earth, Life & Natural Sciences

Biology Department

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

# BIOL 2416: Genetics | Lecture | #19262

Fall, 2020 | 16 Weeks (1.19.2021-5.16.2021)

Hybrid in Canvas and WHI 316: M/W 3 – 5:50pm

4 Credit Hours | 48 hours per semester

\*\***Note:** Science lab classes including all sections of Genetics or BIOL 2416 offered at HCC (and other workforce classes) MAY return to campus after SPRING BREAK for face-to-face lab instruction.

## Instructor Contact Information

Instructor: Brian C. Mahon, Ph.D. Office Phone: 713-718-6423 (Jabber)

Office: Virtual in Cisco Webex Office Hours: MW 1 -2 pm, TR 9:30-10:30 am

HCC Email: [brian.mahon@hccs.edu](mailto:brian.mahon@hccs.edu) Office Location: Canvas Virtual via in

Or use Canvas Message Cisco Webex

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

**HCC Email or Canvas messages are preferred.** I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages no later than the start of the following week.

## Course Modalities

**Online on a schedule** (Lecture portion of course) – My instructor WebEx videoconference sessions will be held on Monday and/or Wednesday at 3 PM unless some sessions are pre-recorded. Attendance will be taken, but virtual labs/lectures will be recorded. This class is not a WW or online anytime class.

**Lab-Based Courses** (Lab portion of course) – All labs will be virtual and fully 100% online until Spring break. We may return to campuses for face-to-face labs, but this decision to return will be announced by HCC administration on February 22, 2021.

## What’s Exciting About This Course

You will learn how your genetics and interactions with the environment controls so much about your life and the living things around you. This course has a high degree of Active Learning and requires participation in both Lecture and Laboratory activities.

In addition to lecture topics in transmission and molecular genetics as well as population and medical genetics, we will develop our math and statistical skills for analyizing genetic data. We will have online virtual laboratory experiments with fruit flies, extracting DNA from organisms, using microscopes to view chromosomes and other lab techniques. We will utilize the Polymerase Chain Reaction technique to either detect Genetic Modifications in food products (GMO) or for Forensic Crime Scene analysis, we will also genetically modify bacteria and other fascinating activities in the virtual Lab. The information in this course will enable you to better understand people in your life as well as develop a better understanding the role heredity has in all living thing’s lives.

## My Personal Welcome

Welcome to Genetics—I’m delighted that you have chosen this course! One of my passions is to know as much as I can about heredity and how our genetic material is passed on and shapes all living things in concert with the environment. I can hardly wait to pass on what I have learned. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email or Canvas Messages. The best way to really discuss issues is in person and I’m available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of all life on earth. So please visit me or contact me by email/message whenever you have a question.

## Prerequisites and/or Co-Requisites

**BIOL 2416** requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. Students must have completed one of the following with a grade of C or higher: BIOL 1306 (or 1406), 1311 (or 1411), 1313 (or 1413), 2301 (or 2401), 2302 (or 2402), 2320 (or 2420), or 2321 (or 2421). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so.

## Canvas Learning Management System

HCC uses the Canvas learning management system (LMS), called *Eagle Online*. To access *Eagle Online*, you will need a PC (Windows 7 sp1 or better), or Mac (OS X 10.8 or better) with a broadband connection to the Internet. Use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html) as the internet browser.

All biology sections utilize Canvas (<https://eagleonline.hccs.edu>) to supplement in class assignments, exams, and activities. The Biology Department requires a computer or iPad with the ability to download the Respondus Lockdown Browser (LDB) software and a webcam for online assessments. Chromebooks and smartphones cannot be used for graded assessments for which the instructor requires LDB and webcam monitoring.

Minimum Recommended:

* PC Users Windows Vista Windows 10 (10 S mode is not supported)
* Mac Users OS X 10.5 or higher OS X 10.13 High Sierra
* Webcam 640×480 resolution 1280×720 resolution
* Internet Download Speed .768 Mbps 1.5 Mbps

Canvas Browser Requirements:

* Canvas recommends the use of the latest version of any web browser. It’s important to update your web browser regularly.
* Pop-ups must be enabled. Disable your pop-up blockers.
* Javascript must be enabled.
* Cookies must be enabled.
* Install the most commonly used internet plugins and keep them updated.

Canvas help and information will be found in the “Start Here” module of your canvas course shell.

## Open Lab Locations

[HCCS Open Computer Lab locations](https://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement--development/open-lab-schedule/) may be used to access the Internet and Canvas.

ALL ARE CLOSED due to COVID-19 at this time.

**USE Chrome, Firefox AS THE Preferred INTERNET BROWSER**.

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

## Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

## Required Resources

You have already paid for the course materials. Please go to **Macmillan Learning** tab in the upper left hand corner of your Canvas Genetics course and **then click on Sapling Plus at the top of the page to activate your online homework. Perhaps, the First Day (Inclusive Access) Course Material tab may give you access to electronic textbook.**

Another way to access your *ebook* textbook is by clicking on the book cover at the right hand of the page after you have opened Sapling Plus.

First Day includes access to **both** the Genetics *e-book* and your online homework materials through Sapling Plus.

You do **NOT** need to purchase a paper textbook, buy an access code, or purchase a lab manual. You have already paid for everything. All lab manual exercises will be available online in Canvas or printed as paper handouts if we return to the campus labs after Spring Break.

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***Genetics: A Conceptual Approach, 7th ed.*** LL + Sapling Plusby Pierce (W.H. Freeman) ISBN: 9781319050962I

## D:\Genetics textbook.jpgS

All other course resources (powerpoint slides, handouts, lecture videos, explanatory videos, and links to the study pages referenced above have been posted in Eagle Online Canvas: <https://eagleonline.hccs.edu/login/ldap>

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

BIOL 2416 Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. Core curriculum course.

## [Core Curriculum Objectives (CCOs)](https://www.hccs.edu/programs/catalog/academic-information/)

BIOL 2416 satisfies the Life and Physical Sciences requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

* ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
* ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
* ***Empirical and Quantitative Skills***: Students will demonstrate manipulation and analysis of numerical data or observable facts resulting in informed conclusions by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.
* ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

## Course Student Learning Outcomes (CSLOs)

Upon completion of BIOL 2416, the student will be able to:

1. Deduce information about genes, alleles, and gene functions from analysis of genetic crosses and patterns of inheritance.
2. Describe the molecular anatomy of genes and genomes.
3. Describe the mechanisms by which an organism’s genome is passed on to the next generation.
4. Describe the phenomenon of linkage and how it affects assortment of alleles during meiosis.
5. Describe the processes that can affect the frequency of phenotypes in a population over time.
6. Compare different types of mutations and describe how each can affect genes and the corresponding mRNAs and proteins.
7. Apply the results of molecular genetic studies in model organisms to understanding aspects of human genetics and genetic diseases.
8. Interpret results from molecular analyses to determine the inheritance patterns and identities of human genes that can mutate to cause disease.
9. Describe the molecular basis of replication, transcription and translation in Eukaryotes and Prokaryotes.

## Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for BIOL 2416](http://learning.hccs.edu/programs/biology)

**NOTICE OF SCHEDULING**

**Due to the coronavirus pandemic, all course material will be virtual 100% online until March 15th at a minimum,** so we will not be meeting face-to-face at the Central campus until March.  If we return to face-to-face classes on March 22th, then you will be assigned to a physical lab session on either Tuesday or Thursday (not both days).  I will take a CANVAS poll to mark your preference.

All science lab classes including all sections of Genetics or BIOL 2416 offered at HCC (and other workforce classes) MAY return to campus after SPRING BREAK for face-to-face lab instruction.   The HCC administration will decide on February 22, 2021 whether HCC lab classes will return to campus for face-to-face lab activities.   All HCC lab instructors, including myself, will not be allowed to continue with 100% virtual online labs if the HCC administration determines that students must return to campus on March 22, 2020.

# Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Timely completion of assignments
* Participating in class activities
* Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

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 learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain a raw score of at least 50% on the departmental final exam
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

## Exams

There will be 4 Unit Exams which will be conducted online in Canvas in the lockdown browser with web cam monitoring, consisting of 50-70 multiple-choice questions worth 50% of the Grades and fur Unit Writtens consisting of free-response, calculation, essay type of problems worth 5% of the Grades.

## Activities

Student should expect in addition to lectures a number of other activities, such as quizzes, participation in activities during class, workshops, homework, etc. These will occur often so attendance is important.

**Individual Learning Assignment**

Students will Design, Create, and Utilize aIndividual Learning Tool during the semester.

This project is a major component of the course involving a selected topic from the course and designing a teaching tool and activity that will allow other students to better understand the process or concept being illustrated. More details will be given shortly on the project and the IdeaStudio use. Project is worth up to 15% of grade. This component is being revised due to COVID-19 requirements. This will be replaced with an Digital Project to be discussed a little later in the Semester.

## Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 50 multiple- choice questions. It will be conducted online in Canvas in the lockdown browser with web cam monitoring,. The final counts 10% of the Final Grade.

## Grading Formula

**Grading Information**

|  |  |
| --- | --- |
| 4 major exams (lowest dropped) | 50 pts |
| 4 unit Writtens | 5 pts |
| Genetics Video Presentation | 15 pts |
| Workshops | 10 pts |
| 1 Final exam | 10 pts |
| Online/live lab modules | 10 pts |
| Total Points: | 100pts |
|  |  |

**You can expect grades to be posted within 36-48 hours after the due date.**  
  
Begin with the first several modules of the course. I will open other modules and assignments and make them available to you as we move along. That way, you can keep a couple of days ahead if you choose. Feel free to email me through the Inbox contained within this online course, which is located in the lower left-hand corner of your Eagle Online page.

**Participation Recommendations**

One important component of successfully completing this course consists of logging in to the course a minimum of twice a week to get your assignments, reading announcements, and posting discussions. Logging in daily is recommended.

Read the assigned chapters for each module. Complete the assignments and participate in the discussions for each module. Take the tests by the due dates on the Course Schedule.

*I strongly recommend that you access the course daily to read any messages or announcements.*

| **Grade** | **Total Points** |
| --- | --- |
| A | 89.5+ |
| B | 79.5-89.49 |
| C | 69.5-79.49 |
| D | 59.5-69.49 |
| F | <59.494 |

### Incomplete Policy:

In this course, the purposes of the “I” (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an “F.” An incomplete “I” grade will be given only if all of the following conditions are met:

* You have earned at least 85% of the available points by the date that the “I” grade is requested.
* You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
* You must be passing with a grade of “C” or better.
* You must request the incomplete in writing (email) **BEFORE** **Day of the Final**
* In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

### HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

**Tentative Instructional Outline: \*Note: Subject to Change\***

**Lecture (topics by chapter/unit)**

(Unit 1)

1. Introduction to Genetics

2. Chromosomes and Cellular Reproduction

3. Basic Principles of Heredity

4. Sex Determination and Sex-Linked Characteristics

5. Extensions and Modifications of Basic Principles

6. Pedigree Analysis, Human Applications, and Genetic Testing

**(Exam 1) Week of Feb 8**

(Unit 2)

10. DNA: The Chemical Nature of the Gene

9. Bacterial and Viral Genetic Systems

11. Chromosome Structure and Organelle DNA

8. Chromosome Variation

12. DNA Replication and Recombination

7. Linkage, Recombination, and Eukaryotic Gene Mapping

**(Exam 2) week of March 8**

(Unit 3)

13. Transcription

14. RNA Molecules and RNA Processing

15. The Genetic Code and Translation

16. Control of Gene Expression in Prokaryotes

17. Control of Gene Expression in Eukaryotes

19. Molecular Genetic Analysis and Biotechnology

**(Exam 3) week of April 5**

**Last day for Withdrawal is April 6, 2021**

(Unit 4)

18. Gene Mutations and DNA Repair

20. Genomics and Proteomics

21. Epigenetics

22. Developmental Genetics and Immunogenetics (+ HHMI lecture on Developmental Genetics)

23. Cancer Genetics (+ HHMI lecture on Cancer)

**(Exam 4) week of May 3**

**Cumulative Final Exam** conducted in Classroom or Canvas in the lockdown browser with web cam monitoring,

**Week of May 10**

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

We drop your lowest of the 4 assessments lecture exams. A missed exam due to illness is your dropped exam. No extensions for Sapling online homework assignments unless there are extenuating circumstances such as a prolonged and protracted emergency.

Lab reports are due the next week except for the formal lab report which will be due as assigned later in the semester. Missed assignments may not be possible to make up. Most Labs can’t be made up due to their nature.

## Academic Integrity

students are responsible for academic honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project. Cheating includes merely looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person complete a project or assignment, using unauthorized notes, texts, smart watches, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Beware cell phones and smart watches are NOT allowed on or near your person during

proctored exams, nor may you take a bathroom break during an exam. Please remember to

keep your eyes on your own test or on the ceiling. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

**Cheating** on a test includes:

* **Talking or suspicious eye movement in the Respondus monitor as I review video footage of students taking exams with Respondus monitor.**
* 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.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

You MUST come to class and actively participate, or you will not do well. Roll will be taken

and attendance does affect your grade, as missed assignments may not be possible to make up.

Withdrawal from the course after the **official day of record** of **2/1/2021** will result in a final grade of “W” on the student transcript and no credit will be awarded. It is the student’s responsibility to initiate and complete a request for withdrawal from any course. Students will be required to formally request a withdrawal prior to the administrative **withdrawal date deadline** of **4/6/2021**. Abandoning the course or failing to formally drop or withdraw will result in a grade being given based on the work completed for the entire course (including missed exams).

## Student Conduct

All official HCC policies, student services and student responsibilities are clearly stated in the

HCC Student Handbook, including academic honesty, support, withdrawal, repeating courses,

grade of FX and international students, FERPA and privacy, the HCC grading scale, campus

carry and safety, transfer planning, complaints, student services, rights and responsibilities

etc.: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

Those engaged in disruptive behavior will be warned. If the behavior persists, the student

will be asked to leave the class session and the incident will be reported in Maxient.

Recurring disruptive behavior will be referred to the Chair and/or Dean for disciplinary action.

## Instructor’s Course-Specific Information

Exam/Assignment Grades will be entered into the Canvas Gradebook. They will not be given by email or phone. Written portions of Exams and uploaded assignments will take a few days to grade.

## Electronic Devices

No electronic devices (smartphones, tables, computers, smartwatches etc.) are allowed in

use during class, unless requested by the instructor. If you wish to use an electronic device

during class, you may step outside to do so. All personal electronic devices must be turned

off and placed in closed bags for exams.

**MINIMUM TECHNOLOGY to take our ONLINE BIOLOGY QUIZZES.**

To take our multiple test exams in the Biology Department, you must have a laptop, tablet, or desktop computer with a front facing webcam.   **You cannot take exams with only a cellular phone or a Chromebook.**

HCC online proctoring is maintained by the Respondus lockdown browser/monitor.

**Respondus software is free to students and is used to preserve exam security, since none of our exams are proctored face-to-face until October 5th.**

At the end of the Start Here Module in Canvas shell, you will be required to take a**Practice Respondus browser/monitor quiz** to ensure that you have downloaded the lockdown browser to your computer and confirm that your webcam is working properly to take our exams.

Instructions on Respondus lockdown browser/monitor software are provided by the link below that leads to an HCC EduTube 5 minute video explaining the purpose of Respondus lockdown browser/monitor software.

<https://edutube.hccs.edu/media/Respondus+Lockdown+Browser+and+Monitor+with+Installation+Instructions/0_ov3on0rq>

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course.

* **Wi-Fi signal troubles**

Even if your computer crashes, you are still responsible for meeting the course deadlines. Please do not wait until an hour before a deadline closes.   A spotty Wi-Fi signal is**not** an excuse for late assignments or missing a testing deadline.

# [Biology Program Information](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775