



**Division of English and Communication  
English Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

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**ENGL 1301: Freshman Composition I | Lecture | CRN 12086**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person | Spring Branch Campus Room 307 | TR 11 AM – 12:30 PM

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Cecilia Bonnor	Office Phone:	713-718-5022
Office:	PAC 401A, Spring Branch – 2: 30 PM	Office Hours:	MW 9 – 10:50 AM; TR 12:30
HCC Email:	cecilia.bonnor@hccs.edu		

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 your concerns or just to discuss course topics.

**Instructor's Preferred Method of Contact**

E-mail is the best way to reach me. My preferred e-mail address is [cecilia.bonnor@hccs.edu](mailto:cecilia.bonnor@hccs.edu). During the workweek (beginning on Monday, at 8 AM and ending on Friday, at 5 PM), you can expect a response from me within twenty-four hours. On the weekends, please allow at least forty-eight hours for a response.

**What's Exciting About This Course**

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

**Personal Welcome**

Welcome to English 1301! In this class, we will approach writing both as a way of thinking and as a way of communicating thought. More specifically, we will use invention to discover what it is possible to say; we will use our drafts to discover more precisely what we want to say and how we want to say it; and we will use our revisions to further develop our thoughts and to make sure they are working for our intended audiences, moving back and forth among these activities as we mold and shape our work.

## **Prerequisites and/or Co-Requisites**

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## **Learning Management System**

This section of ENGL 1301 will use [Eagle Online Canvas](#) and / or the [Learning Web](#) to supplement in-class assignments, exams, and activities. You will use Eagle Online Canvas to submit out-of-class assignments, such as journal reflections, discussion posts and drafts of essays. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

## **Scoring Rubrics, Sample Assignments, Other Resources**

Scoring rubrics for assignments and samples of class assignments will be located in our HCC Eagle Online Canvas course. Formal writing assignments and other information to assist you in the course will be located in the Essay Assignments or Course Resources Folders located here: <https://learning.hccs.edu/faculty/cecilia.bonnor/engl1301>

## **Instructional Materials**

### **Course Reader Information**

Kathryn Crowther, et al. Successful College Composition. English Open Textbooks. Book 8. 2016.

<https://oer.galileo.usg.edu/cgi/viewcontent.cgi?article=1007&context=english-textbooks>

## **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](#) 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>.

### Supplemental 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 for ENGL 1301

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- **Communication:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- **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.

### Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

### Course Student Learning Outcomes (CSLOs) for ENGL 1301

Upon successful completion of ENGL 1301, the student will be able to:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

## Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your 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 calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

## **Assignments**

### **Written Assignments and Essays**

Students will write a minimum of 5,000 words over the course of the semester.

Visual Analysis: You will select a professional website related to their field of study, in order to analyze and write about its visual and rhetorical features. To do so, you will engage in small-group activities as well as an out-of-class brainstorming exercise and a more formal writing assignment where you discuss your writing process and provide an excerpt (a paragraph) from your paper. You will also practice using terms such as purpose and audience, as part of your website analysis. SLOs 1, 3 and 5

Response Essay: You will read, annotate and write about an article focusing on a current debate. Your essay will include a summary of the text and a thorough response that reading from your own critical thinking, personal experience, or values. This essay assignment will require incorporation of evidence from your source article and an extended response. SLOs 2, 4 and 5

Analysis/ Synthesis Essay: For this assignment, you will build on the response work you did in the second essay. In addition to the article you responded to in the previous assignment,

you will add a second text to the conversation. In order to do this, you will attend a library orientation to the HCC Databases. After evaluating several articles, you will select one to work with for this essay. Specifically, this assignment asks you to create connections between the two texts, and then synthesize them into a new perspective of your own. SLOs 1, 2, 3, 4 and 5

Reading and Discussion Group Report and In-Class Presentation: Working in small groups, you will practice analyzing three non-fiction expository reading selections. In the written report (to be written collaboratively), you and your group members will provide the following information: the titles of readings; summaries; selected themes or topics from the reading that you want to discuss and rationale; the author's position on any relevant theme or issue; any connections to other current events (explain why/ how these events relate to each reading); and each group member's personal reflections on the readings. Because groups will present their findings to the class, they will need to be selective in their presentations. SLOs 1, 2, 3, 4 and 5

All of these assignments will be discussed at length in class during the semester. Although I will provide handouts that delineate the requirements and grading criteria for these tasks, I expect you to keep up with assigned readings and to take notes while paying attention in class. Work that is off-topic or fails to follow instructions will not be accepted.

You must demonstrate competence in your in-class writing assignments to potentially pass English 1301. All segments of all assignments must be turned in and accepted in order to potentially pass English 1301. The date listed on the assignment sheet is the very last day on which the assignment will be accepted. All out-of-class essays must be submitted to HCC Eagle Online to be considered for credit. Absence is not a valid reason for failure to turn in an assignment on time. All drafts of all out-of-class assignments MUST conform to MLA standards and MUST be typed or word-processed. There is no extra credit, nor is there a curve. You will receive the grade you have earned for the course.

### **In-Class Activities**

As this is a writing-intensive class, you can expect to write during every class. Because you cannot "make up" in-class writing that you miss due to absences, it is absolutely critical that you regularly attend class. Completion of in-class writing will be graded every day, and you will adapt, revise, and build on these pieces of writing for your four major writing assignments. Therefore, your grade will be based on your regular attendance.

Throughout the semester, you will also read short non-fiction expository essays. You are expected to come to class having carefully read in an analytical manner the assigned texts. Your ability to participate thoughtfully in large and small group discussions will affect your participation grade. You should be prepared for quizzes on the days essay readings are due. Quizzes will be short (10-15 minutes) and may either be short answer or brief in-class writings. Frequently, you will respond to specific prompts or complete reading logs out of class. You will submit these assignments through HCC Eagle Online.

### **Grading Formula**

15% Essay #1: Visual Analysis  
 20% Essay #2: Response Essay  
 25% Essay #3: Synthesis Essay  
 15% Professionalism/Attendance/Informal Writing Assignments

15% Reading and Discussion Group Report and In-Class Presentation  
 10% In-Class Final Exam Presentation

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic / Assignments Due
1	08/27/2019; 08/29/2019	<p><b>In Class:</b> Introduction to each other and to the course; Present proof of registration; Begin discussing syllabus</p> <p><b>In Class:</b> Continue discussing syllabus and course requirements; Complete Diagnostic</p>
2	09/03/2019; 09/05/2019	<p><b>Unit 1: Writing a Visual Analysis</b></p> <p><b>In-Class:</b> Discuss Carol Dweck's article (LW); discuss critical thinking strategies</p> <p><b>At Home:</b> Finish the Start Here Unit by 11:59 PM, on Tuesday, September 3, 2019. Begin looking through Unit 1 on Eagle Online.</p> <p><b>In Class:</b> Discuss Anne Lamott's article (LW); begin discussing Essay Assignment #1; set aside time for in-class individual and group work</p>
3	09/10/2019; 09/12/2019	<p><b>Monday, September 9, 2019 is the official record date for regular sixteen-week classes</b></p> <p><b>In Class:</b> Discuss 1.1, 1.2 and 2.1 (SCC): Continue discussing Essay Assignment #1</p> <p><b>At Home:</b> Complete Discussion Post #1, due by 11:59 PM on Canvas. Note: This assignment is for your own benefit, and it is ungraded. By doing this assignment, you will have an opportunity to check your understanding and to receive feedback from me.</p> <p><b>In Class:</b> Discuss SCC 1.6; Discuss thesis statements, paragraph development, and works cited entry in preparation for essay #1.</p>
4	09/17/2019; 09/19/2019	<p><b>In Class:</b> Continue discussing thesis statements and paragraph development</p> <p><b>At Home:</b> Complete thesis, paragraph, and works cited entry in preparation for writing a draft of essay #1.</p> <p><b>In Class:</b> Discuss sample essays; MLA Formatting, Editing &amp; Revising; Discuss SCC Chapter 1.4</p>

Week	Dates	Topic / Assignments Due
5	09/24/2019; 09/26/2019	<p><b>In Class:</b> Continue discussing sample essays as well as Formatting, Editing &amp; Revising strategies; set aside time for in-class writing.</p> <p><b>In Class:</b> Upload Legible Draft of Essay #1 for peer analysis to HCC Eagle Online. Bring one copy to share with your peers. If you do not have a hard or digital copy of your rough draft, you will not be able to participate and you will receive a zero for the day; set aside time for individual conferences.</p>
6	10/01/2019; 10/03/2019	<p><b>Unit 2: Summarizing and Responding to an Expository Essay</b></p> <p><b>In Class:</b> Submit all creating activities/notes related to essay #1; Begin discussing Essay Assignment #2; Discuss Handout on Reading Critically</p> <p><b>NOTE: The final draft of essay #1 is due by 11:59 PM to HCC Eagle Online. Begin looking through Module #2.</b></p> <p><b>In Class:</b> Discuss SCC 3.1 and 3.2, on Narration and Description and Classification; set aside time for in-class group work</p>
7	10/08/2019; 10/10/2019	<p><b>In Class:</b> Discuss SCC 3.3 and 3.4, on Classification and Process of Analysis; set aside time for in-class group work</p> <p><b>In Class:</b> Discuss SCC 3.5 and 3.6, on Definition and Comparison and Contrast; set aside time for in-class individual and group work</p> <p><b>At Home:</b> Complete brainstorming exercise, due by 11:59 PM on Canvas. Note: This assignment is for your own benefit, and it is ungraded. By doing this assignment, you will have an opportunity to check your understanding and to receive feedback from your fellow classmates as well as from me.</p>
8	10/15/2019; 10/17/2019	<p><b>In Class:</b> Discuss SCC 3.7 and 3.8, on Cause and Effect and Persuasion; practice annotating an article</p> <p><b>In Class:</b> Discuss strategies for integrating sources; discuss types of plagiarism; discuss SCC 1.3, on source integration</p> <p><b>At Home:</b> Complete HCC Eagle Online assignment based on your essay; and submit this assignment by 11:59 PM.</p>
9	10/22/2019; 10/24/2019	<p><b>In Class:</b> Introduce Reading Group Project; discuss sample report; and set aside time for small groups to meet.</p>

Week	Dates	Topic / Assignments Due
		<p><b>In Class:</b> Upload Legible Draft of Essay #2 for peer analysis to HCC Eagle Online. Bring one copy to share with your peers. If you do not have a hard or digital copy of your rough draft, you will not be able to participate and you will receive a zero for the day; set aside time for individual conferences.</p>
10	10/29/2019; 10/31/2019	<p><b>In Class:</b> Bring all creating activities/notes related to essay #2 with you to class; continue discussing reading group assignments</p> <p><b>NOTE: The final draft of essay #2 is due to HCC Eagle Online, by 11:59 PM.</b></p> <p><b>In Class:</b> Meet with fellow group members to Work on Group Presentation Assignment.</p> <p><b>November 1, 2019 is the last day to withdraw from regular sixteen-week classes.</b></p>
11	11/05/2019; 11/07/2019	<p><b>Unit 3: Evaluating and Synthesizing Sources</b></p> <p><b>In Class:</b> Reading Group Presentations Due. Have one group member submit the collective report to HCC Eagle Online. Also, each group member is responsible for submitting an Individual and Group Evaluation Form (this form is located in Canvas)</p> <p><b>In Class:</b> Begin discussing Essay Assignment #3; discuss SCC 4.1</p> <p><b>At Home:</b> Begin looking through Unit 3 on Eagle Online.</p>
12	11/12/2019; 11/14/2019	<p><b>In Class:</b> Continue discussing essay assignment #3; discuss SCC 4.2; develop research topics and potential synthesis questions.</p> <p><b>In Class:</b> Discuss SCC 4.4; Library Orientation (TBD)</p>
13	11/19/2019; 11/21/2019	<p><b>In Class:</b> Discuss SCC 4.5 and 4.6; individually work on comparing and evaluating your sources</p> <p><b>In Class:</b> Review strategies for integrating sources and ways to avoid plagiarism (SCC 4.8); Work on developing a thesis and an outline of your essay</p>
14	11/26/2019	<p><b>In Class:</b> Discuss sample essays; and set aside time to begin drafting essay #3; discuss SCC 4.9</p>



Week	Dates	Topic / Assignments Due
		<b>HCC will be closed in observance of Thanksgiving Holiday on November 28, 2019.</b>
15	12/03/2019; 12/05/2019	<b>In Class:</b> Upload Legible Draft of Essay #3 for peer analysis to HCC Eagle Online. Bring one copy to share with your peers. If you do not have a hard or digital copy of your rough draft, you will not be able to participate and you will receive a zero for the day; set aside time for individual conferences.  <b>In Class:</b> Last day of Instruction and final exam prep. Submit Final Draft of Essay #3
16	12/10/2019	<b>In Class, from 11 AM – 1 PM:</b> Take the comprehensive final exam over all the information covered this semester.  <b>December 15, 2019 is the last day of regular sixteen-week classes.</b>

### 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 Policies

#### Academic Integrity

Academic dishonesty includes cheating on a test, plagiarism, and collusion and is punishable by a grade of 0 or F on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College. A recommendation for suspension or expulsion will be referred to the Dean of Students.

For the purposes of this course, plagiarism includes using another person's words or ideas as your own and/or incorporating them into your own work without quotation marks (if using exact phrasing) or appropriate acknowledgment.

Collusion includes any "unauthorized collaboration with your classmates or any other students—present or past—in the completion of work that you claim as your own. Plagiarism and collusion will result, at a minimum, in a grade of zero for the assignment. I reserve the right not to allow revisions or rewrites of plagiarized work or work that demonstrates collusion.

Plagiarism can also include the use of a student's prior work in another course and/or school to qualify as an assignment in part for this course. In order to use any pre-existing work, a student **MUST** receive permission from the instructor in order to resubmit the assignment for this course. Failure to do so will be the equivalent of plagiarism. In other words, all assignments should be original; do not use a paper written in another class for this one.

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 Procedure

Regular attendance is required at Houston Community College. If you arrive up to fifteen minutes late to class, you are considered tardy. After that, you are considered absent. Leaving early from class counts as a tardy as well. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped. If you have missed more than 12.5% of the class, by Monday, September 9, 2019, you may be automatically withdrawn from the course.

After five (5) unexcused absences, your Professionalism grade drops to a zero.

When you miss class, you are still responsible for what happens in class.

- ❖ Any work due the day you miss class is still due if you are not there.
- ❖ Any announcements (including changes in assignments or the syllabus) still apply to you if you are not there. You will be expected to know anything announced or done in class whether you are there or not.
- ❖ You should contact another student in your section to find out what you missed, and copy his or her notes. I am glad to meet with you during office hours to answer questions about anything that happened in class, but I won't email a summary of the class to you or re-teach that day's class in my office hours.

NOTE: Absences are excused for religious holidays and documented, unavoidable emergencies. These are also the only circumstances in which classwork and homework can be made up after an absence. To be eligible for a make-up of classwork/homework due to a religious holiday absence, you must tell me in writing two weeks in advance that you will be missing class for the religious holiday.

Withdrawal Policy: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is Friday, November 1, 2019. Please remember that it is your responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

## Student Conduct

In many ways, this class will mimic a "real-world" working environment, and you will be expected to participate professionally—be on time, stay the entire class period, be prepared to discuss assigned material, meet deadlines, collaborate, and work fairly and honestly. For strong professionalism grades, you will regularly attend class, willingly participate in all facets of the classroom, and demonstrate a sincere effort to engage with the course materials as well as that of your fellow classmates.

Your attendance is absolutely necessary to complete the course successfully. NOTE: If you believe that regular attendance will be a problem for you, then you should enroll in another course that is more conducive to your schedule.

Not being present at the beginning of the class meeting time will count as being tardy. Missing more than 15 minutes of class equates to one absence. Three tardies equate to one absence. Coming in late and leaving early counts toward your allotted absences. Excessive tardies will not be tolerated. Excessive is defined as more than two tardies.

You are expected to do your own work. If you represent work that is not your own as if it were, that constitutes plagiarism. (See above.)

Use constructive criticism: We will examine writing samples from people in this class during every class; please speak about others' writing as you would hope others would speak about your own writing.

Do not keep earbuds on your body during class time. Earbuds and similar must be stored in backpacks or under desks.

Disruptive behavior/activities which interfere with teaching and/or learning will not be tolerated, and may result in an administrative withdrawal without refund. This includes not obeying the posted electronics policy in the classroom.

English 1301 is a gateway course in an institution of higher learning. Among us will be the fact of difference, of geographical region, socioeconomic status, sexual orientation, physical ability, age, ethnicity and gender, among other forms. Given these conditions, I ask you not only to tolerate difference but also to seek out opportunities to understand members of our class who identify in diverse ways.

### **Instructor's Course-Specific Information**

Email Policy: HCCS policy requires instructors and students to communicate only through the HCCS email system. If you have not activated your HCCS student email account, you can do so here: <https://myeagle.hccs.edu/>

Note Concerning E-mail Etiquette: I will not reply to e-mail messages that do not contain the following elements: a salutation; a description of your request or concern; and signature.

Please note the following points regarding grades. 1) Grades will not be discussed in class. 2) Before you and I discuss any questions or comments you have regarding a grade on an assignment, you must read all of the comments and then schedule an appointment. 3) I look primarily at content, organization, and development. Style, grammar, and mechanics are secondary. However, if style and grammar are such that the point is unintelligible, your grade will be affected. 4) Do not ask me at the end of the semester what your grade is. Wait for grade posting at semester's end.

Unless otherwise announced in class, two weeks is the standard length of turnover for grading major assignments.

### **Late and/ or Missing Assignments**

Late papers will be penalized ten points for each day they are late. Absences, technical difficulties, job challenges, and other responsibilities may be reasons for not completing major assignments on time, but they are not excuses. There are no makeups on daily

assignments, except for religious holiday observance.

## Electronic Devices

As a student active in our learning community, it is your responsibility to be respectful of our learning atmosphere. To show respect to your fellow students and instructor, you will not keep earbuds on your body during class time. Earbuds and similar must be stored in backpacks or under desks. Also, you will turn off your phone and other electronic devices and will not use these devices in the classroom, unless you receive explicit permission. If such a device sounds or is used during class, it will be considered a disruption of the educational process (such as other forms of inappropriate behavior) and will be treated as such. If a student expects an emergency call, he or she must speak to the instructor to receive an exception to this policy.

“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” (Official HCCS statement).

## 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

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) 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. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

### **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](#) and activate it now. You may also use Canvas Inbox to communicate.

## **Office of Institutional Equity**

<http://www.hccs.edu/departments/institutional-equity/>

### **disAbility Services**

<http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

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

### **Office of the Dean of Students**

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

### **Department Chair Contact Information**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591