



**Division of English and Communications
English Department**

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

ENGL 1302: Freshman Composition II | Lecture | 12774

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

flexCampus | Spring Branch Campus 311 | 10:30 – 11:50 AM TR

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Cecilia Bonnor	Office Phone:	713-718-5022
Office:	PAC 401A, Spring Branch Campus	Office Hours:	9:30 – 10:30 AM on
	Mondays and Tuesdays, via WebEx	Office Hours (accessible through our Canvas Course)	
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

HCC e-mail or Canvas Inbox is the best way to reach me. Please contact me with questions/concerns via HCC e-mail or Canvas Inbox, which will send me an email. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages during the day Monday.

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 1302! This course provides a detailed study of the principles of rhetoric as applied to analyzing and writing argumentative and persuasive essays; principles and methods of research, culminating in writing a substantial research paper. We will approach writing both as a way of thinking and as a way of communicating thought. We will use our drafts to discover what we want to say and how we want to say it; we will use our revisions

to develop our thoughts further and to make sure they are working for our intended audiences.

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713- 718-8271.

Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or satisfactory score on the CLEP exam. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Learning Management System

This section of ENGL 1302 will use [Eagle Online Canvas](#) and/or the Learning Web for all assignments, exams, and activities. In addition, you will use Canvas to keep abreast of changes to the calendar and/ or new announcements concerning the course. On the Learning Web, you will find links to useful resources on various aspects of the course. Example: Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use [FIREFOX](#) or [CHROME](#).

This semester, there are three modalities for English courses: *online Anytime* (WW), *online on A Schedule* (WS), and *flexCampus* (FC).

FC - The course modality of this class is *flexCampus*.

Faculty will hold class as per the assigned schedule, and students will be assigned to attend in person or online each class period utilizing Canvas Eagle Online.

On the days when you are not assigned to be in person, it is expected that you will attend virtually (online).

Attendance will be taken each class period.

WS - The course modality of this class is *online on A Schedule*.

Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.

Attendance will be taken each class period.

WW - The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

This section of ENGL 1302 is *flexCampus* and meets on Tuesdays and Thursdays, from 10:30 – 11:50 AM.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://hccs.instructure.com/courses/148487>

Instructional Materials

Course Reader Information

Krause, Steven D. *The Process of Research Writing*. Version 1.0. 2007.

<http://www.stevendkrause.com/tprw/>

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in online and in-person environments. 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 1302

English 1302 is an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1302 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 1302

Upon successful completion of ENGL 1302, the student will be able to:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

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.

Defining the Issue Essay: The first essay asks you to engage with an inquiry-based approach to analyze salient debates in higher education. 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 from your essay. You will also practice using terms such as purpose and audience, as part of your essay. SLOs 1, 2 and 5

Research Process and Annotated Bibliography: You will generate a question related to a current issue in higher education. Then, you will gather, summarize, and annotated several peer-reviewed sources that address the issue you have selected. To do this, you will attend a library orientation to the HCC Databases. In addition to the annotated bibliography, this assignment will require you to trace and reflect on your research process as well as to generate a tentative thesis. SLOs 1, 2, 4 and 5

Researched Argument Essay: For this assignment, you will build on the work you did in the second essay. In addition to the sources you found for the previous assignment, you will continue refining your research. Most importantly, this assignment asks you to develop an arguable thesis and to enter into a conversation with your sources. SLOs 1, 2, 3, 4, and 5

All of these assignments will be discussed at length in our online class meetings 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 online writing assignments to potentially pass English 1302. All segments of all assignments must be turned in and accepted in order to potentially pass English 1302. 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

This flexCampus class is writing-intensive, which means that you can expect to write during every class. Completion of informal writing will be used to take attendance, 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 read short non-fiction expository essays. You are expected to join our 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

Grade Percentages

Start Here Module Assignments - 15%

Unit One Daily Assignments and Rhetorical Analysis Essay – 25%

Unit Two Daily Assignments and Research Process Essay – 30%

Unit Three Daily Assignments and Researched Argument Essay – 30%

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

Course Calendar

Description	Deadline/ Due Date
Introduction to each other and to the course; Syllabus overview; Familiarize yourself with Canvas	January 19, 2021

Review concepts from English 1301, including Plagiarism; Overview of the rhetorical situation	January 21, 2021
Discuss "Critical Thinking in College Writing," by Gita DasBender (WS); Review grammar topics Finish the Start Here Module assignments by 11:59 PM. Begin looking through Unit #1 on HCC Eagle Online.	January 26, 2021
Continue discussing "Critical Thinking in College Writing," by DasBender (WS); complete small-group activity	January 28, 2021
Official Date of Record for Regular 16-week Semester	February 1, 2021
Unit 1: Defining Issues Regarding Higher Education	
Begin discussing essay assignment #1; discuss the rhetorical situation; complete breakout group activity	February 2, 2021
Continue discussing essay assignment #1; continue discussing the rhetorical situation Complete a discussion post on essay assignment #1, due by 11:59 PM on Canvas. 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.	February 4, 2021
Complete exercise on the writing situation, including purpose and audience; complete breakout group work	February 9, 2021
Discuss sample essays; set aside time for individual writing Submit Tentative Thesis, Summary Paragraph, and Works Cited Entry Assignment by 11:59 PM, to HCC Eagle Online	February 11, 2021
Discuss "Chapter Three: Quoting, Paraphrasing, and Avoiding Plagiarism"; continue reviewing sample essays; set aside time for individual writing assignment	February 16, 2021
Continue discussing "Chapter Three: Quoting, Paraphrasing, and Avoiding Plagiarism"; set aside time for individual writing assignment	February 18, 2021
Continue discussing essay assignment #1. Upload Legible Draft of Essay #1 for a virtual tutoring session via Microsoft TEAMS which is accessible when you log into your HCC email (Microsoft 365). From you Eagle Landing Page, click on Mail and log in with your student email credentials	February 23, 2021

<p>Call HCC IT technical support if you encounter log-in issues (713) 718-8800.</p> <p>Complete a virtual tutoring session assignment by 11:59 PM, on February 25, 2021</p>	
<p>Upload the final draft of the first essay to HCC Eagle Online, by 11:59 PM. Also, submit a reflection on your writing process for the first essay by 11:59 PM, on February 25, 2021</p>	February 25, 2021
<p>Unit 2: Using an inquiry-based approach to research a topic; gathering and working with sources; summarizing texts: Set aside time to discuss essay #2</p>	March 2, 2021
<p>Discuss "Googlepedia," McClure (WS); set aside time for guided research assignment.</p> <p>Upload Your Guided Research Assignment by 11:59 PM, on March 4, 2021</p>	March 4, 2021
<p>Work on developing critical information processing skills; Discuss "Chapter One: Thinking Critically About Research" (RW);</p> <p>Complete graded HCC Library Tutorial, Begin Research: http://library.hccs.edu/brtutorial, (Links to an external site.) by 11:59 PM, March 9, 2021</p>	March 9, 2021
<p>Focus on gathering sources for Essay Assignment #2; Virtual Library Orientation Session (detailed information to follow)</p>	March 11, 2021
<p><i>HCC Closed for Spring Break</i></p>	<i>March 15 - March 21, 2021</i>
<p>Continue gathering sources; complete small-group research activity on Unit #2 Research Process and Annotated Bibliography assignment.</p>	March 23, 2021
<p>Set aside time to work on annotated bibliography practice assignment; Submit examples by 11:59 PM, on March 30, 2021.</p>	March 25, 2021
<p>Discuss examples of previous Research Process and Annotated Bibliography Assignments; practice writing annotated bibliographies and avoiding plagiarism</p>	March 30, 2021

<p>Continue discussing the Research Process Assignment. Upload Legible Draft of Essay #2 for a virtual tutoring session via Microsoft TEAMS which is accessible when you log into your HCC email (Microsoft 365).</p> <p>From you Eagle Landing Page, click on Mail and log in with your student email credentials</p> <p>Call HCC IT technical support if you encounter log-in issues (713) 718-8800.</p> <p>Complete a virtual tutoring session assignment by 11:59 PM, on April 7, 2021</p>	April 1, 2021
<p>Set aside time to work on the research process and annotated bibliography assignment.</p> <p><i>Research Process and Annotated Bibliography Essay #2 Final Draft and Reflection Due by 11:59 PM, to HCC Eagle Online.</i></p>	April 6, 2021
<p>Last Day to Withdraw from Regular 16-Week Semester Classes</p>	April 6, 2021
<p>Begin discussing MLK, Jr.'s "Letter from Birmingham Jail"; Set aside time for breakout group meetings</p>	April 8, 2021
<p>Continue discussing MLK, Jr.'s "Letter from Birmingham Jail"; Set aside time for breakout group meetings</p>	April 13, 2021
<p>Continue discussing "Letter"; Discuss Unit Three Researched Argument Essay Assignment; complete breakout group assignment</p>	April 15, 2021
<p>Unit Three: Entering the Debate Regarding Higher Education</p>	
<p>Continue discussing Unit Three Researched Argument Essay Assignment; complete breakout group assignment</p> <p>In Unit 3, Complete an outlining assignment on Eagle Online, by 11:59 PM. Note: 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>	April 20, 2021
<p>Discuss "Petition to Waive the University Mathematics Requirement," Adams; Discuss sample researched argument essays</p>	April 22, 2021

Work with Rogerian and Classical Argument Models; set aside time for in-class group work	April 27, 2021
Continue working with Rogerian and Classical Argument Models; set aside time for in-class group work	April 29, 2021
Discuss "Annoying Ways People Use Sources" Upload Legible Draft of Essay #3 for a virtual tutoring session via Microsoft TEAMS which is accessible when you log into your HCC email (Microsoft 365). From your Eagle Landing Page, click on Mail and log in with your student email credentials Call HCC IT technical support if you encounter log-in issues (713-718-8800) Upload Your Rough Draft, by 11:59, on Thursday, May 6, 2021	May 4, 2021
Last Day of Instruction; set aside time for individual discussions on essay #3.	May 6, 2021
Submit your final draft of the researched argument essay by 11:59 PM to HCC Eagle Online, on Thursday, May 13, 2021.	May 13, 2021
Regular 16-Week Semester Ends	May 16, 2021

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

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/>

Academic dishonesty will not be tolerated. A student who is academically dishonest 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 enforcing roles.

Pleading ignorance of the rules, including improper documentation (MLA, APA, etc....) is no justification for academic dishonesty.

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.

Students who plagiarize, collude, or cheat will not have an opportunity to resubmit their work and they will receive a grade of 0 for the first assignment, an F in the course for a second assignment, and a report in our Maxient system, which could lead to dismissal from the college.

NOTE: 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. All students are responsible for following the rules and guidelines related to student conduct as outlined in the HCC Student Handbook.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link above for details.

Attendance Procedure

As this is a class which meets on Tuesdays and Thursdays, from 10:30 to 11:50 AM, you are expected to attend class/ log into Canvas regularly. I am not going to assign an attendance grade; there are no points available simply for showing up, and likewise, I assume that if you miss a class day/ login, you have a good reason. I will tell you that students who do not regularly attend class/log in rarely pass the course. This isn't because I penalize them, but rather because the information in the class is necessary for success in the class. Please also note that part of your Professionalism grade comes from participating in class activities and discussion, so you cannot earn those points if you are not regularly present on Canvas.

When you miss class/ logins, you are still responsible for listening to the recorded class lectures, assignments due that day, announcements I made in Canvas, and information from lectures and class activities. You should view the recorded class meetings, read discussions and announcements to catch up, and contact another student in the course to confirm what you missed. Contact this student before you contact me; I will fill in gaps if you have questions after you have made the initial effort to catch up but can't re-teach the whole class via email to every student who has been absent.

All absences "count," and you need to find a way to get assignments turned in whether you are present or not. However, if you have a serious, documented emergency, such as having an immediate family member hospitalized or being hospitalized yourself, I will work with you

on making up missed work. The opportunity to make up missed work is available on a case-by-case basis and only at my discretion.

Please be aware that lack of active participation in an online class before the Official Day of Record (February 1, 2021) will result in the PeopleSoft student system automatically dropping you from the course. I don't have any control over this system, and your only recourse is to see your advisor.

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 Tuesday, April 6, 2021. 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

Your course grade is based on the degree to which you model professional behavior in my course. What does that mean? The following factors affect your course grade:

- **Class discussion:** participating with relevant contributions in all or most online classroom discussions helps your professionalism grade. Your participations should be on topic and show your familiarity with the readings/lecture material, and your responses to other students should show that you paid close attention to what they wrote.
- **Respect for others:** respect for people of all identities and all reasonable viewpoints will help your professionalism grade. Specifically, please be sure to use respectful language that is not perceived as racist, sexist, ableist, homophobic, transphobic, or disparaging toward the appearance, bodies, body size/shape, gender, gender identity/presentation, or sexual orientation of any person, whether or not they are in the online classroom.
- **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.
- **English 1302 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.
- **Avoiding disruptions:** making sure that you respect the online learning environment will help your professionalism grade, as will avoiding personal arguments with me or other classmates in online discussions and any other facet of the class. Remember to keep interactions respectful to everyone, and to focus on course materials. Private concerns about personality conflicts with others should be addressed away from official class discussions so they do not disrupt everyone's learning.
- **Respectfulness beyond the classroom:** Please remember your professionalism is still being assessed in email and in office hours. If we are engaged in class-related communications, the expectations for professional behavior and language apply.

Required Materials

This course requires Internet access to complete course assignments and access materials. If your internet access goes down at home, remember that you have access to the public library.

Basic Assignment Requirements

All assignments should be typed and spellchecked, at minimum, and come to me in a readable format (no JPGs or other image files for text).

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.

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

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.

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
- Ability 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](#)) 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.

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/>

Ability Services

<https://www.hccs.edu/support-services/ability-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, 713.718.7591