

#### Division of Social and Behavioral Sciences Economics Department

http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/economics/

# ECON 2302: PRINCIPLES OF MICROECONOMICS | Lecture | #12133

Summer I, 2021 | 5 Weeks (6.7.2021-7.10.2021) Online | Online Anytime| 24/7

3 Credit Hours | 48 hours per semester THIS IS A PILOT COURSE AND YOU DON'T HAVE TO BUY A BOOK

# REVISED 26 MAY 2021 (Previous versions void)

#### **Instructor Contact Information**

Instructor:	Charles Newton MBA	Office Phone: 713-718-5462
Office:	Stafford Campus	Virtual Office Hours: MW 9:30-10:30 a.m.(WebEx)
HCC Email:	charles.newton@hccs.edu	Office Location: Scarcella Building N102

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 and discuss course topics. Office hours subject to change if my work responsibilities change as assigned by HCC.

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

#### This class is: Online anytime

#### **Instructor's Preferred Method of Contact**

# Your instructor's preferred method of contact is: CANVAS EMAIL

# And/or Phone: 713-718-5462

Your instructor will respond to emails/calls within <u>24 -48 hours</u> Monday through Friday and will reply to weekend messages on <u>Monday</u>. Messages sent after 6pm will be answered the next business day.

Only email communication from an HCC student email will be answered; please indicate your name, and course CRN.

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#### What's Exciting About This Course

First, Welcome! Economics is inherently concerned with everyday behavior and phenomena. It is an elegant, exciting and infinitely applicable science to everyday life. As a teacher, I strive to challenge you to apply concepts you have learned to real world problems and evaluate various opposing points of view. I want to create an environment where students can explore concepts as they actively participate in their own learning. My goal is for you to be physically doing something more than half of the class time we meet or while you are online. I believe this is how learning occurs.

#### **My Personal Welcome**

As a teacher, one of my responsibilities is to help you find the best way to learn new material. I believe in a student centered approach. Where everything you need is readily available; however I also understand you have multiple demands on your time. Therefore, if you ever feel the class is overwhelming or you do not understand something please reach out to me immediately. You do not need to wait until you score a low grade, let's work on this together! We have an easy fun to read book with videos included and multiple practice problems found at the end of the chapter. There are tons of resources, let's find out what works best for you. If something isn't working then we can switch it up. However, let me also encourage you to be a part of this. This is your education, and you have a part to play - so play it! Again, welcome to the class and please read through the syllabus and post any questions to the discussion board.

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

ECON 2302 requires college-level math, reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed college math and English. The minimum requirements for enrollment in ECON 2301 include placement into college level reading/writing & developmental mathematics (0314 or higher); or placing into developmental mathematics (0314 or higher) with INRW 0300/0420 (or ESOL 0370/0360) as a co-requisite. Please carefully read and consider the repeater policy in the <u>HCCS Student Handbook.</u>

#### Associate of Arts in Multidisciplinary Studies - Major in Economics

Students can now **major in Economics** by taking the following classes within an Associate of Arts in Multidisciplinary Studies: ECON 2301, ECON 2302, MATH 2313 and BUSI 2305 or MATH 1342. More information available on the <u>Economics Program Page</u> at <u>https://learning.hccs.edu/programs/economics/new-major-in-economics-with-an-associate-of-arts-in-</u>multidisciplinary-studies

#### **Canvas Learning Management System**

This section of ECON 2301 will use <u>Canvas</u> (<u>https://eagleonline.hccs.edu</u>) to supplement inclass assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE <u>FIREFOX</u> OR** <u>**CHROME**</u> **AS THE INTERNET BROWSER**.

For online classes, all students are required to complete an online orientation. Students are expected to log in several times a week, check announcements and emails and complete assigned work.

# The "Total" column of the gradebook available in Canvas may not represent an accurate calculation of your final grade in the course as the Total is calculated based only on the work that has been completed and graded, always refer to the grading formula in the syllabus for maximum accuracy (see below.)

Show All Details	
Assignments are weighted by group:	
Group	Weigh
Assignments	15%
Edfinity Assignments	5%
Economic Analysis and Discussions	20%
Exams	60%
Practice Quizzes/Do not count	0%
Total	100%

WARNING: In the gradebook, if you selected the option to 'Calculate grade based only on graded assignments', <u>your final average may</u> <u>not be accurate</u> if some assignments have not been graded yet or if you missed some assignments which have not been assigned a grade of zero yet.

#### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <u>http://www.hccs.edu/online/</u>

#### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <u>https://eagleonline.hccs.edu/login/ldap</u>

# **Instructional Materials**

#### Textbook Information THIS IS A PILOT COURSE; MATERIALS PROVIDED BY PUBLISHER. Instructional Materials –Econ 2301 – Macro

This course is part of a pilot program and there is no charge for your book. **You will have electronic access to all course materials.** You may choose to purchase a paper book, but are not required to do so. **DO NOT BUY A TEXTBOOK BEFORE THE CLASS BEGINS !** 

### Your book is: <u>The Macroeconomy Today by Brad Schiller</u> 16th Edition.

#### **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 <u>HCC Tutoring</u> <u>Services</u> 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 <a href="http://library.hccs.edu">http://library.hccs.edu</a>.

#### **Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peerassisted 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 <u>http://www.hccs.edu/resources-for/current-students/supplemental-instruction/</u>.

# **Course Overview**

ECON 2302 – Principles of Microeconomics presents an analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. This is a core curriculum course.

#### Core Curriculum Objectives (CCOs)

ECON 2302 satisfies the social science requirement in the HCCS core curriculum and addresses the following core objectives which will be evaluated in this course through exams, homework assignments or written work.

1. Critical Thinking Skills (CT): To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Communication Skills (COM): To include effective development, interpretation and expression of ideas through written, oral and visual communication.

3. Empirical and Quantitative Skills (EQS): To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

4. Social Responsibility (SR): To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

Program Student Learning Outcomes (PSLOs)

Can be found at: https://learning.hccs.edu/programs/economics/program-and-student-learning-outcomes

Course Student Learning Outcomes (CSLOs)

Upon completion of ECON 2302, the student will be able to:

1. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.

2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

3. Summarize the law of diminishing marginal utility; describe the process of utility maximization

4. Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.

5. Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production

6. Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.

7. Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis

8. Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods

9. Identify the benefits of free trade using the concept of comparative advantage.

#### Learning Objectives

Learning Objectives for each Course Student Learning Outcome can be found at https://learning.hccs.edu/programs/economics/student-learning-outcomes-and-objectives/studentlearning-outcomes-and-objectives-microeconomics-econ-2302/view

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# **Student Success**

Expect to spend a minimum of 6-8 hours per week outside of class studying the course content. Additional time will be required for projects, written or other 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
- Completing assignments
- Participating in class activities

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 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 make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as applicable

As a student, it is your responsibility to:

- Attend class in person and/or online. For online classes, students login time will be recorded.
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with your instructor
- 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
- Be aware of and comply with academic honesty policies in the <u>HCCS Student Handbook</u> (<u>https://www.hccs.edu/resources-for/current-students/student-handbook</u>/)

# Assignments, Exams, and Activities

#### Written Assignment

Discussion boards will be used. There will be 3 discussion boards. The lowest score will be dropped. The average (after the score is dropped) is 20 % of your cumulative grade.

Tests

#### **Tests description:**

Number of Tests: 3Weight of each test: 20 % (lowest dropped)Type and number of questions: 40 Multiple choice or fill in the blank or calculation<br/>AND (possibly)2 Essay/Short AnswerThe numbers above are approximate<br/>above.and could vary slightly from the<br/>Tests are online:

Number of attempts: 2

Time allowed: 75-90 minutes (this varies depending on the number of questions on the test).

Since the lowest test is dropped the cumulative weight of the tests is 40 % of the course grade. HCC does not provide students with Scantron forms (applies to in-person tests/exams

#### **In-Class Activities**

There are **no in-class activities** in this online-anytime course. In-class activities implies synchronous activity and those activities don't exist in this type of course.

#### Homework

Homework is in the form of CONNECT assignments. For an eight week course or shorter, either only 1 or 2 of the 3 aforementioned will be used. For an 12 or 16 week course 2 of 3 of the aforementioned will be used. All such assignments (cumulatively) will comprise 20 % of the course grade. **This course does require CONNECT**.

#### **Final Exam**

#### Final exams description:

Weight of final exam: 20 % Type and number of questions: 50 Multiple choice or fill in the blank or calculation AND (possibly) 2 Essay/Short Answer The numbers above are approximate and could vary slightly from the above.

For in-person classes only: Students must provide their own Scantron forms (FORM NUMBER 882-E).

Link to academic calendar and final exam calendar: https://www.hccs.edu/student-experience/events-calendar/

**Make up policy for final exam**: If students miss the final exam, it is their responsibility to contact their instructor within 24 hours via email and arrange a make up at the discretion of the instructor. The student must be assigned a course grade by the institutional deadline.

#### **Grading Formula**

The economics department strongly recommends that <u>exams (including the final exam) count</u> for 50% or more of the course grade, that written assignments be included, that instructors use resources and assignments in addition to the publisher's content.

Assignments	Points	Percentage
Tests (3 total @ 20 % each, lowest dropped)	400	40%
Final Exam	200	20%
Homework (about 30, lowest 6 dropped)	200	20 %
Discussion Boards	200	20 %
Total	1000	100%

HCC Grading Scale:

A = 100 - 90;	
B = 89 - 80:	
C = 79 - 70:2 points per semester hour	
D = 69 - 60:1 point per semester hour	
59 and below = F0 points per semester hour	
W(Withdrawn)0 points per semester hour	
I (Incomplete)	
FX (Stopped Participating)	
To compute grade point average (GPA), divide the total grade points by the total number of seme	ester
hours attempted.	

#### **Incomplete Policy:**

Assignments of Incompletes are at the discretion of faculty and are typically reserved for special circumstances and cases where the percentage of the coursework that has to be completed is small.

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

#### Course Calendar

NOTE: THIS IS SHORTENED TERM, ONLINE ANYTIME CLASS... ASSIGNMENTS MAY BE DUE ON <u>ANY</u> DAY OF THE WEEK INCLUDING FRIDAY, SATURDAY AND SUNDAY. THE CHAPTER IN THE ASSIGNMENTS SECTION REFERS TO THE CONNECT (AND/OR HOMEWORK QUIZ IF ASSIGNED). CHECK INSIDE CANVAS FOR CONCEPT CHECK OR HW DUE DATES. NOTE: NO HW ASSIGNMENTS OF ANY TYPE ACCEPTED AFTER 11:59 PM ON July 8, 2021. CH denotes chapter. HW denotes homework. SLO denotes Student Learning Objective. Numbers in parenthesis indicate chapters in split book (from bookstore); NOTE: ALL CHAPTERS WILL HAVE AN CONNECT ASSIGNMENT.

	Date(s)	Topics	Assignment(s)	SLO
1	7-Jun	Intro	Familiarize yourself with Connect	-
1	8-Jun	Ch 1 Economics: the Core Issues	Ch 1 & Ch 1 Connect	1
1	9-Jun	Ch 2 The US Economy: A Global View	Ch 2 & Ch 2 Connect	1
1	10-Jun	Ch 3 Supply and Demand	Ch 3	2, 5
1	11-Jun	Ch 3 Supply and Demand	Ch 3 & Ch 3 Connect	2, 5
1	12-Jun	Ch 21 (35) : International Trade Test 1	Ch 21 & Ch 21 Connect Test 1 (two attempts, check Canvas for due date and time) International Trade chapter: Ch 19 (35)	1,2,5
1	13-Jun	Test 1	Test 1	1,2,5
2	14-Jun	Outside reading;	Book or online reading or video for discussions (Discussion 1 -check Canvas for due date)	
2	15-Jun	Ch 19 (5) and appendix-Consumer Choice	Ch 19 (5) & Connect	3
2	16-Jun	Ch 20 (6) - Elasticity	Ch 20 (6) & Connect	4
2	17-Jun	Instructor Review Materials for Test 2		
2	18-Jun	Test 2	Test 2 over Ch 19-20 (5 & 6) (check Canvas for due date and time)	3,4
2	19-Jun	Ch 7 (21)- Costs	Ch 7 HW and Connect	1, 6
2	20-Jun	Ch 8 (22) – The Competitive Firm	Ch 8 & Connect	1,6
3	21-Jun	Instructor Material over costs		
3	22-Jun	Ch 9 (23) Competitive Markets	Ch 9 & Connect	1,6
3	23-Jun	Outside reading or video (or both) Test 3	Book or online reading or video for discussion 2; Test 3	
3	24-Jun	Test 3		
3	25-Jun	Ch 10 (24)- Monopoly	Ch 10 & Ch 10 Connect	1,6
3	26-Jun	Ch 11 (25) - Oligopoly	Ch 11 & Ch 11 Connect	1,6
3	27-Jun	Ch 12 (26) – Monopolistic Competition	Ch 12 & Connect	1,6

4	28-Jun	Review over Theory of the Firm (Ch 7-12)	Review over Theory of the Firm (Ch 7-12)	1,6
4	29-Jun	Ch 13 (27) – Natural Monopoly	Ch 13	1,6
4	30-Jun	Ch 13 (27) – Natural Monopoly	Ch 13 Connect	1,6, 8
4	1-Jul	Ch 16 (30)- Labor Market	Ch 16 and Ch 16 Connect	7,8
4	2-Jul	Ch 32 (18) – Financial Markets		9
4	3-Jul	Financial Market Instructor Problems		
4	4-Jul	Independence Day	None	
5	5-Jul	Ch 20 (33)- Transfer Payments and Social Security		Depart mental
5	6-Jul	Read Article for Discussion 3		
5	7-Jul	Discussion 3	Discussion 3	
5	8-Jul	Review for Final Exam (Comprehensive but unbalanced ; there will be many more questions over chapters that haven't been previously tested over)		1-9
5	9-Jul	COMPREHENSIVE FINAL EXAM - Dates and time TBA* Look in Canvas for date/time ; CHECK CANVAS FOR FINAL EXAM REVIEW		All
5	10-Jul	COMPREHENSIVE FINAL EXAM - Dates and time TBA* Look in Canvas for date/time ; CHECK CANVAS FOR FINAL EXAM REVIEW		All
		GNMENTS THE DATES ABOVE ARE	E APPROXIMATE. CHECK IN	- -
_		Online to confirm due dates.		
Holidays: Consult the HCC academic calendar: http://www.hccs.edu/student-experience/events- calendar/academic-calendar/				
NOTE: Tests normally open 48 hours before they are due and NOT earlier. Homework assignments are open from the beginning of the course until the day/time they are due, then access to them closes. Follow the "pace" of the course it is OK to be <u>a little</u> ahead, it is NOT OK to fall behind.				

# The above course calendar is tentative and may be modified as needed.

#### **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**

Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor.

**Make-up policy** for course work other than the departmental final exam:

(There are no makeups for missed tests since I drop the lowest test. A make-up exam is not a retake. That is, make-up exams would be only for missed exams, BUT this course does not have make-ups.)

#### Academic Integrity

#### **Violation of Academic Scholastic Dishonesty and Grievance**

Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, and/or failure in the course, and/or referral to the Dean of Student Services for further disciplinary action.

Academic dishonesty includes but is not limited to cheating, plagiarism and colluding. See the link below for details.

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**

If a student does not attend class by the Official Day of Record, they will be dropped automatically for non attendance.

For online students, participation (as defined by your instructor) is necessary to show attendance. <u>Participation is logging into the course AND completing at least one HW</u> assignment BEFORE the official day of record.

Class attendance is monitored daily. Although it is your responsibility to drop a course, the instructor has the authority to drop students for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example: For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. Administrative drops are at the discretion of the instructor.

Failure to withdraw officially can result in a grade of "F" (or "FX" if you stop attending classes or logging in and completing assigned work for online classes) in the course.

If a student is dropped for non-attendance in the first 2 weeks (for a 16 week course) of the semester, your instructor will not reinstate the student.

#### **Student Conduct**

**Description of expectations for student conduct:** Students will be required to participate in discussion activities and interact with fellow classmates in class and/or in an online setting. Any and all communication among class participants must be civil and respectful. HCC Economics Department faculty are required to document any violations of student conduct by completing a Maxient report. An HCC counselor will contact the student named in the Maxient report to discuss and resolve the issue it identifies.

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

**Additional information:** There is no additional course-specific information but if this changes any changes will appear in the Canvas course.

#### **Electronic Devices**

#### Description of expectations regarding electronic devices:

For an in-person class, all devices (electronic and mechanical) need to be off during the entire class period. If you must receive calls on an emergency basis, set your phone to vibrate. There are certain days when these devices will be used DURING class and will need to be on so do plan to bring your phone to class (and/or laptop).

# **Economics Program Information**

https://learning.hccs.edu/programs/economics/economics

# **HCC Policies**

Here's the link to the HCC Student Handbook <u>http://www.hccs.edu/resources-for/current-students/student-handbook/</u> 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. 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: <u>http://www.hccs.edu/departments/police/ca</u> <u>mpus-carry/</u>

#### **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.

#### 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 (<u>http://www.hccs.edu/departments/institutional-equity/</u>)

#### 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 <a href="http://www.hccs.edu/support-services/disability-services/">http://www.hccs.edu/support-services/disability-services/</a>

#### 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 <u>Institutional.Equity@hccs.edu</u> http://www.hccs.edu/departments/institutional-equity/title-ixknow-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/

#### Information

#### **Department Chair Contact**

Department Chair: Sophie Haci

Email: <a href="mailto:sophie.haci@hccs.edu">sophie.haci@hccs.edu</a>

Phone: 713-718-5819

Administrative Assistant: M. Conchita Olivares

Email: <u>maria.olivares@hccs.edu</u> Phone: 713-718-6698