



**Course Syllabus**  
**Saucier**  
**CHEF 2302**

**Culinary Arts Program Mission Statement**

*“The Culinary Arts program successfully equips graduates to fulfill their career aspirations through its commitment to teach a standard of skill and professionalism necessary for advancement in the dynamic and diverse culinary field within the communities we serve.”*

<b>Semester with Course Reference Number (CRN)</b>	Fall 2018 ( 6191 ) 08/27/18 – 12/16/2018 CRN 11159
<b>Instructor contact information (phone number and email address)</b>	Chef Charles Rucker  713-718-6007 – Office 713-718-6056 – Fax Charles.rucker@hccs.edu
<b>Office Location and Hours</b>	3100 Main Street – Room BD14 Office Hour 12:00 pm – 2:00 pm Available by appointment. Call or Email
<b>Course Location/Times</b>	Day: Time: 3:00pm – 8:50pm Meet: 3100 Main Street – Room BD20 Lab: 3100 Main Street – Room 1D13 (Culinary Kitchens)
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 3 Lecture Hours: 2 Laboratory Hours: 4 External Hours:
<b>Total Course Contact Hours</b>	84.00

<b>Course Length (number of weeks)</b>	16 weeks
<b>Type of Instruction</b>	Lecture/Lab
<b>Course Description:</b>	Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.
<b>Course Prerequisite(s)</b>	<b>PREREQUISITE(S):</b> <ul style="list-style-type: none"> <li>• CHEF 1301</li> <li>• CHEF 2201</li> <li>• CHEF 2231</li> </ul> <b>CO-REQUISITE(S):</b> <ul style="list-style-type: none"> <li>• CHEF 1205</li> </ul> <b>FREQUENT REQUISITES</b> <ul style="list-style-type: none"> <li>• College Level Reading</li> <li>• College Level Writing</li> <li>• College Level Mathematics</li> </ul>
<b>Academic Discipline/CTE Program Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Apply methods of food and beverage preparation and service that illustrate a high level of skill and professionalism needed for advancement in the dynamic culinary industry</li> <li>2. Demonstrate proper sanitation and safety procedures in areas of personal hygiene, proper attire, food handling and storage and chemical and equipment use</li> <li>3. Analyze food and beverage costs and identify necessary controls to efficiently manage and ensure profitability in a food service establishment</li> <li>4. Evaluate and select appropriate sustainability principles and practices necessary for responsible management of operations within a community</li> </ol>
<b>Course Student Learning Outcomes (SLO): 4 to 7</b>	<ol style="list-style-type: none"> <li>1. Demonstrate knowledge of proper stock, glaze and consomme preparation, uses and storage</li> <li>2. Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces</li> <li>3. Produce relishes, chutneys, marinades, compotes, and vinaigrette</li> <li>4. Demonstrate continued development of effective and sound work practices, including knife skills, personal and kitchen organization skills while reinforcing safe food handling practices using contemporary guidelines</li> </ol>
<b>Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)</b>	<b>Demonstrate knowledge of proper stock, glaze and consomme preparation, uses and storage</b> <ol style="list-style-type: none"> <li>1. Define and describe stocks, glazes and consommés</li> <li>2. Identify ingredients, seasonings and procedures in stock, glaze and consomme preparation</li> <li>3. Demonstrate the preparation of stocks including brown, white, chicken, veal, beef, and fish stock</li> <li>4. Prepare and clarify consommé</li> </ol> <b>Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces</b> <ol style="list-style-type: none"> <li>1. Prepare and demonstrate proficiency in the three methods of preparing cream soups</li> <li>2. Discuss and prepare butter sauces</li> <li>3. Discuss and prepare dessert sauces</li> </ol>

	<p>4. Discuss and prepare cold soups</p> <p>5. Demonstrate competency of preparing the 5 leading sauces including béchamel, espagnole, hollandaise, tomato, and veloute</p> <p>6. Prepare other soups including bisque, chowder, and vegetable</p> <p><b>Produce relishes, chutneys, marinades, compotes, and vinaigrette</b></p> <p>1. Define liaisons and their purpose in transforming sauces</p> <p>2. Discuss and prepare salsas, relishes, marinades, compotes, vinaigrettes</p> <p><b>Demonstrate continued development of effective and sound work practices, including knife skills, personal and kitchen organization skills while reinforcing safe food handling practices using contemporary guidelines</b></p> <p>1. Define and use proper methods and techniques when applying all basic fundamental standards of cooking</p> <p>2. Understand the limitations of written recipes and the importance of using judgment in cooking</p> <p>3. Demonstrate planning, timing, and preparation of food items with emphasis on commitment to quality and excellence</p> <p>4. Adhere to industry health and safety standards in food preparation, storage and handling using contemporary guidelines (i.e. HACCP Standards)</p> <p>5. Practice professional demeanor when communicating with Chef Instructor and students as part of proper kitchen production and protocol</p> <p>6. Prepare students for externship by maintaining a working atmosphere and professional environment</p>
<p><b>SCANS and/or Core Curriculum Competencies: If applicable</b></p>	<p><b>SCANS</b></p> <p><b>Demonstrate knowledge of proper stock, glaze and consomme preparation, uses and storage</b></p> <p>Foundation Skills - Thinking -Decision Making</p> <p>Workplace Competencies - Technology -Applies Technology to Task</p> <p><b>Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces</b></p> <p>Foundation Skills - Thinking -Creative</p> <p>Foundation Skills - Thinking -Knowing How to Learn</p> <p><b>Produce relishes, chutneys, marinades, compotes, and vinaigrette</b></p> <p>Foundation Skills - Thinking -Creative</p> <p>Foundation Skills - Thinking -Knowing How to Learn</p> <p><b>Demonstrate continued development of effective and sound work practices, including knife skills, personal and kitchen organization skills while reinforcing safe food handling practices using contemporary guidelines</b></p> <p>Foundation Skills - Personal Qualities -Responsibility</p> <p>Workplace Competencies - Interpersonal -Participates as Team Member</p> <p>Workplace Competencies - Systems -Understands Systems</p> <p>Workplace Competencies - Technology -Applies Technology to Task</p>
<p><b>Instructional Methods</b></p>	<p>Face to Face</p>
<p><b>Student Assignments</b></p>	<p><b>Demonstrate knowledge of proper stock, glaze and consomme preparation, uses and storage</b></p> <p>See consolidated list below</p> <p><b>Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces</b></p> <p>See consolidated list below</p> <p><b>Produce relishes, chutneys, marinades, compotes, and vinaigrette</b></p>

	<p>See consolidated list below  <b>Demonstrate continued development of effective and sound work practices, including knife skills, personal and kitchen organization skills while reinforcing safe food handling practices using contemporary guidelines</b>  Discussions  Presentations  Lab Exercises  Homework Exercises  Readings</p>
<b>Student Assessment(s)</b>	<p><b>Demonstrate continued development of effective and sound work practices, including knife skills, personal and kitchen organization skills while reinforcing safe food handling practices using contemporary guidelines</b>  Presentations  In-class discussions  Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay  Group and/or individual projects  *This serves as the consolidated list of Assessment tools used to evaluate CSLO's</p>
<b>Instructor's Requirements</b>	<p>There will be no use of foul or harrasing language allowed in this class.</p>
<b>Program/Discipline Requirements: If applicable</b>	<p><b>ATTENDANCE POLICY</b></p> <ul style="list-style-type: none"> <li>• Students are expected to attend all classes (see college catalog for attendance policy)</li> <li>• Students are responsible for all work missed during an absence.</li> <li>• Students may be dropped from courses for absences that exceed 12.5% of the total semester contact hours</li> </ul> <p><b>TARDINESS</b></p> <ul style="list-style-type: none"> <li>• Tardiness is defined as up to 15 minutes late</li> <li>• Three tardiness equal one absence</li> <li>• More than 15 minutes late, will be recorded as an absence</li> <li>• Leaving before class is formally dismissed by the instructor will be recorded as an absence</li> </ul> <p><b>MAKE-UP POLICY</b></p> <ul style="list-style-type: none"> <li>• Students are responsible for meeting with the instructor to make up any missed work or quizzes.</li> <li>• Students will have one week from the day of absence to complete missed assignments.</li> <li>• Failure to arrange this will result in a zero for the missed work or assignment.</li> <li>• There are no “excused absences” in this class and, therefore, no “make ups” for missed class time.</li> </ul> <p><b>ACADEMIC HONESTY</b>  Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college system officials against a student accused of scholastic dishonesty.  <b>"Scholastic dishonesty"</b> includes, but is not limited to, cheating on a test, plagiarism, and collusion</p>

**Cheating** on a test includes:

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

**Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. Consult the **Student Handbook** for more details or visit <http://www.hccs.edu/hccs/current-students/student-handbook>

### **HCC COURSE WITHDRAWAL POLICY**

- The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree.
- To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your instructor with "alert" you and HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any, HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.
- You **MUST** visit with a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to INSERT DATE HERE to receive a "W" on your transcript. After the deadline, you will receive the grade you are making in the class which will more than likely be an "F".
- **Below are the dates for the last day to withdraw for this semester:**
  - **Fall 2018 (Regular 16 weeks) – 11/02/2018**

### **HOW TO DROP**

- If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.
- HCC and/or professors will withdraw students for excessive absences without notification (see Class Attendance below).
- Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine withdrawal deadlines for these classes.
- You **MUST** visit with a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to last day of withdrawal to receive a "W" on your transcript. After the deadline, you will receive the grade you are making in the class which will more than likely be an "F".

### **GRADE APPEAL PROCEDURE**

A student has a right to appeal a grade that the student believes was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error. The DE Department follows the HCC Grade Appeal Procedure.

### **NEW MENINGITIS VACCINATION REQUIREMENT**

New HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years. Otherwise you may be blocked from registration. There are few exemptions. For more information, refer to the HCC Student

Handbook: <http://www.hccs.edu/district/students/student-handbook/>

### **PARKING RULES AND REGULATIONS**

All HCC students are required to have a parking permit displayed on the dashboard of their cars. Students can obtain their parking permits through their Self Service within the Student System on the HCC website. Once in the Student Center, click the link "Parking Access" in the Personal Information section located at the bottom of the page. Fill out the registration form for the parking permit and then hit print. The permit is good for a year.

The student lot for Culinary and Pastry students is located at Travis and Rosalie Streets, behind 3100 Main Street Administrative Building. For more information on Required Parking Permits please call (713) 718-7557

### **UNIFORM POLICY – CULINARY AND PASTRY LABORATORIES**

- Students are required to attend class in complete chef's uniform as described within this policy; admittance into the kitchen labs may be denied to any student not compliant
- A **complete uniform** consists of (1) a white, long-sleeved chef jacket with HCC Logo, (2) black and white checkered chef pants, (3) a white HCC logo skull cap; no toque, (4) black or white apron is strongly suggested, but not mandatory (5) black leather shoes made with safety soles to prevent slipping (6) socks, preferably crew length
- In the event that a student has forgotten a portion of the uniform such as the hat or jacket, one MAY be provided to the student by the instructor at his/her discretion and availability. Repeated instances of unpreparedness, though, will be cause for denial of participation in lab activities and will effect student grade
- Ball caps, scarves, and other hats are not to be worn while in uniform
- Students must provide their own knife set and kitchen tools at all times; Supply list will be reviewed during student orientation and may also be obtained from the Culinary Office or online
- Students with known food allergies must notify their Chef Instructor of their specific food allergy
- In order to provide safe and sanitary learning experience, the ServSafe Personal Hygiene Code is strictly enforced

### **Hair**

- Hair must be neatly maintained, cleaned and properly restrained at all times
- Long hair should be put into a low bun, allowing for wearing of hat (HCC

logo skull cap)

- In the instance of hair that cannot be restrained by hat or bun, a hair net will be required in addition to the skull cap
- Male students are encouraged to be clean-shaven
- Beards and mustaches are permitted but must be clean and neatly trimmed and restrained by wearing a beard guard at all times while working in the kitchen lab

#### **Hands**

- Fingernails must be clean, free of polish and cut short at all times
- No artificial nails are allowed
- Hands must always be washed at the beginning of each class and as needed during the day

#### **Jewelry**

- All jewelries, except a plain wedding band, are not to be worn on campus or at worksites while in uniform
- Female students may wear earrings that do not hang lower than ½” from bottom of earlobe
- If wearing a watch, attach it to your coat at the top button as gone over in first class meeting

#### **Behavior**

- Sound hygienic practices must be demonstrated at all times. Failure to do so will result in a student being barred from class participation and possibly dropped from the program
- Aprons and side towels must not be worn in the following situations: when going to the restroom, discarding garbage, entering or leaving the academic building, and while eating meals
- For sanitary reasons, students can only take notes on a pocket size notebook in class

#### **Cell Phone/Electronic Devices**

- Cell phones and other electronic devices must be either turned off or put on silent mode while in the culinary classroom or kitchens
- If a student must take a phone call, excuse yourself from the classroom to do so and be prompt with the call
- Phone calls shall not be made or received while in classroom setting

**Commentary:** The Culinary and Baking & Pastry Arts Program’s uniform policy is supported by our accrediting agency, American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC), The Office of Institutional Equity of Houston Community College, and the Texas Department of State Health Services. The programs will strictly implement these policies to ensure sanitation and safety practices, accreditation, and industry compliance.

*“The programs must continually remind students of uniform policy and not allow students into the lab when they are not in full compliance of the uniform policy. This is necessary to ensure safety and sanitation procedures are met.”*

– American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC),

*“Nothing “trumps” the need to observe safe practices... s/he has a decision to make as to whether they want to stay in the field of Culinary Arts. This is not just an HCC*

*practice, it is an industry regulation!"* – HCC Office of Institutional Equity

*"food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed food..."*

– Texas Department of State Health Services, Division for Regulatory Services, Environmental and Consumer Safety Section

### **LIBRARY RESOURCES**

The HCC library system consists of 11 libraries and 2 electronic resource centers (ERCs). Librarians are available to show you how to use the library and help you locate the resources you need. The System maintains a large database of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials covering a wide variety of subjects. A complete description of the resources and library services is found in the online HCC Student Handbook. <http://www.hccs.edu/district/students/student-handbook/>

The library system's online catalog is available in all campus libraries and ERCs and is accessible from many remote sites, including your home computers. Use your HCC I.D. or get an HCC library card to checkout materials from any HCC library or to access electronic resources from your home computer. Your HCC I.D. will allow you to check out materials at any HCC Library. To access HCC's catalog, visit: <http://librus.hccs.edu/>

### **TUTORING RESOURCES**

Houston Community College offers free face-to-face and online tutoring to our students. Face-to-face tutoring takes place at tutoring resource centers, which can be found at our campuses. Faculty tutors, peer tutors and lab aides are available to help with English, Math, Biology, Physics, Chemistry, Accounting, Spanish, ESOL and much more. The Tutoring Center helps students stay on track with their coursework, understand assignments, and improve study skills. No appointment is necessary.

To find a tutor at one of our campuses, please click the following link: [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor)

To access our Online Tutors 24 hours a day, seven days a week, please click the following link: <http://hccs.askonline.net/>

### **ABILITY SERVICES**

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week)



must be allotted for the Instructor to implement the accommodations.

#### Ability Service Contact Information

<b>Central College</b> 713.718.6164	<b>Coleman College</b> 713-718-7376	<b>Northeast College</b> 713-718-8322
<b>Northwest College</b> 713-718-5422 713-718-5408	<b>Southeast College</b> 713-718-7144	<b>Southwest College</b> 713-718-5910
<b>Adaptive Equipment/Assistive Technology</b> 713-718-6629 713-718-5604	<b>Interpreting and CART Services</b> 713-718-6333	-nothing more follows-

#### DISTANCE EDUCATION

Distance Education (DE) courses offer one to four semester hours of credit and are equivalent to on-campus courses in terms of transferability (no distinction is made on college transcripts). Prospective students are encouraged to visit the DE homepage at [de.hccs.edu](http://de.hccs.edu) to review basic computer literacy requirements and to take a self-test to determine if you are a good candidate for on-line instruction through distance education. Students taking distance education courses are required to complete a **MANDATORY ONLINE ORIENTATION** and to be familiar with unique DE policies and procedures via the DE website: <http://www.hccs.edu/online/>

#### OFFICE OF INTERNATIONAL STUDENT SERVICES

Contact the International Student Office if you have questions about your visa status. Only one (1) online class can be counted towards the full time course load requirement. Physical location: 3200 Main Street, Houston, TX 77002, T 713.718.8520, website: <http://www.hccs.edu/district/students/international/>

#### VETERAN AFFAIRS

The mission of the District Office of Veterans Affairs is to support our veterans and reservist students in their pursuit of higher education. The office is committed to facilitating communication among the campus offices serving veterans and reservists. Contact the Veterans Office at 713.718.8522. Physical location: 3220A Main Street, Houston, TX 77002, website: <http://www.hccs.edu/district/students/va/>

#### GRIEVANCE PROCEDURE

Any student who has a grievance concerning the interpretation, application or claimed violation of his or her rights as an HCC student or feels he or she has been discriminated against or harassed on the basis of, race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek resolution of such grievance. The grievance procedure is accessible to students through the HCC website: <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

#### TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies

and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

**For more information on academic policies and student services, refer to the HCC STUDENT HANDBOOK**  
<http://www.hccs.edu/district/students/student-handbook/>

**HCC Grading Scale:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.*

<b>Instructor Grading Criteria</b>	To be completed by instructor
<b>Instructional Materials</b>	On Cooking, Labensky, 5th 15., Pearson, ISBN 978-0133458558
<b>HCC Policy Statement:</b>	
<b>Access Student Services Policies on their Web site:</b>	<a href="http://hccs.edu/student-rights">http://hccs.edu/student-rights</a>
<b>EGLS3 -- Evaluation for Greater Learning Student Survey System</b>	At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.
<b>Distance Education and/or Continuing Education Policies</b>	
<b>Access DE Policies on their Web site:</b>	<a href="http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf">http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf</a>
<b>Access CE Policies on their Web site:</b>	<a href="http://hccs.edu/CE-student-guidelines">http://hccs.edu/CE-student-guidelines</a>
<b>Title IX statement:</b>	<p>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:</p> <p>David Cross  Director EEO/Compliance  Office of Institutional Equity &amp; Diversity  3100 Main  (713) 718-8271  Houston, TX 77266-7517 or Houston, TX 77266-7517 or  Institutional.Equity@hccs.edu</p>
<b>Abilities Services:</b>	HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a

	<p>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/district/students/disability-services/">http://www.hccs.edu/district/students/disability-services/</a></p>
<b>Campus Carry</b>	<p>At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <a href="http://www.hccs.edu/district/departments/police/campus-carry/">http://www.hccs.edu/district/departments/police/campus-carry/</a></p>
<b>Hurricane Harvey Assistance</b>	<p>Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.</p>

**Basic Needs:**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.