



**Culinary Arts Program**  
**Division of Consumer Arts and Sciences**

<https://www.hccs.edu/programs/areas-of-study/public-safety-transportation--consumer-services/culinary-arts/>

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**CHEF 2302: Saucier | Lecture/Lab | #10489**

Summer 2019 | 12 Weeks (5.28.2019-8.18.2019)

In-Person | MAIN BD20 | W 10 a.m.- 6 p.m.

3 Credit Hours | 96 hours per semester

### Instructor Contact Information

Instructor: Christy J. Sykes  
 Office: BD19 (inside Culinary Suite BD13)  
 HCC Email: [christy.sykes@hccs.edu](mailto:christy.sykes@hccs.edu)

Office Phone: 713-718-5998  
 Office Hours: Mon 10a.m.-1pm, by appt.  
 Office Location: 3100 Main Street

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 to discuss course topics.

### Instructor's Preferred Method of Contact

HCC Email is preferred method of contact. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

### What's Exciting About This Course

This Saucier course focuses on the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. We will be starting with a review and reinforcement of classical preparations followed by introduction and practice in many contemporary sauces and techniques popular in today's market. Within the contemporary lessons, we also touch on uses of sauces in different regions of the world and will prepare Latin American as well as sauces and condiments from various regions of Asia.

The information in this course will use the food preparation techniques learned in first semester labs to reinforce and build upon them to develop technical skill.

### My Personal Welcome

Welcome to Saucier —I'm excited that you have chosen this course with me. One of my many passions is to teach my students the skills used in professional kitchens all over the world. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your career.

As you study and work with new ideas and techniques that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. I only ask that you please

email me to make an appointment for in-person meetings, so I am prepared to give you the attention you require. My goal is for you to walk out of the course with a better understanding of professional food preparation and increased technical skill. So, please feel free to contact me whenever you have a question.

## Prerequisites and/or Co-Requisites

### PREREQUISITE(S):

- CHEF 1301
- CHEF 2201
- CHEF 2231

### PRE/CO-REQUISITE:

- CHEF 1205

If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Eagle Online Canvas Learning Management System

This section of CHEF 2302 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class activities.

**Students are responsible for logging in prior to class to review lesson plan and access, print and/or save the lecture for the week's topic.** If you prefer to print, do so with at least two slides per page and in black and white in draft mode. This will save paper and ink! If you are comfortable working with the PowerPoint digitally, simply save the file and feel free to sit at one of the computers in the classroom or bring your own computer or other device to take notes. These lecture notes will be the basis for quizzes and tests for this course. In addition to lectures, many resources are available to you in Eagle Online Canvas including syllabus, weekly activities we will be doing in the lab as well as any reading or announcements that need to be communicated. It is very important that you use this tool often!

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

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

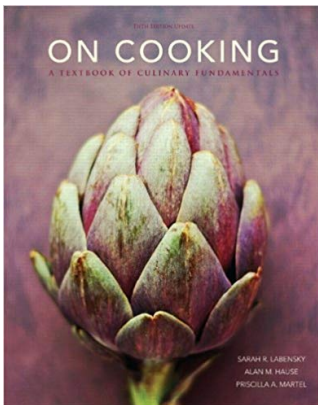
## Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for various resources and other information to assist you in the course.

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

## Instructional Materials

### Textbook Information



The textbook listed below is **suggested** for this course. You may still have it from 1<sup>st</sup> Semester Block Labs.

**“On Cooking”**, Labensky, 5th Ed., Pearson, ISBN 978-0133458558

Reading will be assigned from this text each week. You may either use a hard copy of the book or rent the e-book from Wiley. It is your choice if you would like to bring the textbook to class. I don't require you to bring it with you, but the reading is imperative to your success in this course.

Order your book here: [HCC Bookstore](#)

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

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

### Supplementary Instruction

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

## Course Overview

CHEF 2302 is a course offering instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

### Core Curriculum Objectives (CCOs)

#### **Demonstrate knowledge of proper stock, glaze and consommé preparation, uses and storage**

Foundation Skills - Thinking -Decision Making

Workplace Competencies - Technology -Applies Technology to Task

#### **Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces**

Foundation Skills - Thinking -Creative

Foundation Skills - Thinking -Knowing How to Learn

#### **Produce relishes, chutneys, marinades, compotes, and vinaigrette**

Foundation Skills - Thinking -Creative

Foundation Skills - Thinking -Knowing How to Learn

#### **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**

Foundation Skills - Personal Qualities -Responsibility

Workplace Competencies - Interpersonal -Participates as Team Member

Workplace Competencies - Systems -Understands Systems

Workplace Competencies - Technology -Applies Technology to Task

## Program Student Learning Outcomes (PSLOs)

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
2. Demonstrate proper sanitation and safety procedures in areas of personal hygiene, proper attire, food handling and storage and chemical and equipment use
3. Analyze food and beverage costs and identify necessary controls to efficiently manage and ensure profitability in a food service establishment
4. Evaluate and select appropriate sustainability principles and practices necessary for responsible management of operations within a community

## Course Student Learning Outcomes (CSLOs) and Learning Objectives

CHEF 2302 satisfies three units in the Culinary Arts Second Semester Requirements for the Associate of Applied Science plan within the Culinary Arts Program.

The HCCS Culinary Arts Program has specified that the course address the following core objectives:

### **Demonstrate knowledge of proper stock, glaze and consommé preparation, uses and storage**

1. Define and describe stocks, glazes and consommés
2. Identify ingredients, seasonings and procedures in stock, glaze and consommé preparation
3. Demonstrate the preparation of stocks including brown, white, chicken, veal, beef, and fish stock
4. Prepare and clarify consommé

### **Demonstrate understanding and skills in preparing grand sauces, emulsions, contemporary sauces, compound butters, dessert sauces, and butter and vegetable sauces**

1. Prepare and demonstrate proficiency in the three methods of preparing cream soups
2. Discuss and prepare butter sauces
3. Discuss and prepare dessert sauces
4. Discuss and prepare cold soups
5. Demonstrate competency of preparing the 5 leading sauces including béchamel, espagnole, hollandaise, tomato, and veloute
6. Prepare other soups including bisque, chowder, and vegetable

### **Produce relishes, chutneys, marinades, compotes, and vinaigrette**

1. Define liaisons and their purpose in transforming sauces
2. Discuss and prepare salsas, relishes, marinades, compotes, vinaigrettes

### **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**

1. Define and use proper methods and techniques when applying all basic fundamental standards of cooking
2. Understand the limitations of written recipes and the importance of using judgment in cooking
3. Demonstrate planning, timing, and preparation of food items with emphasis on commitment to quality and excellence
4. Adhere to industry health and safety standards in food preparation, storage and handling using contemporary guidelines (i.e. HACCP Standards)
5. Practice professional demeanor when communicating with Chef Instructor and students as part of proper kitchen production and protocol
6. Prepare students for externship by maintaining a working atmosphere and professional environment.

## Student Success

Expect to spend at least two hours per week outside of class studying the course content. Successful completion of this course requires a combination of the following:

- Reading any assigned reading
- Attending class in person and/or online
- Participating in class activities

## 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 needed

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

- Attend class in person and online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

### In-Class Activities

Most class times, once attendance is recorded, will begin with a quiz on the topic from the week prior. Be prepared by doing your assigned reading and reviewing your notes. Students can verify a quiz will be given by reviewing the class information in [Eagle Online Canvas](#). Class will proceed with a new lecture followed by the recipes for the day before transferring to the kitchen labs, located on the 1<sup>st</sup> floor of 3100 Main Street.

### Quizzes

Quizzes will be given as scheduled on the topic from the week(s) prior. Students are best prepared for the quizzes by doing the assigned reading and by review of the lecture notes.

Quizzes will be communicated in your class information in Eagle Online Canvas.

If you are absent for an exam, you will be expected to take the exam the next class period you attend.

If you are absent for a class that the quiz is testing on, you will have one week to get the notes from a classmate and prepare. You will be allowed to make up the quiz the following week. Making sure you are prepared for the quiz will be your responsibility.

Your Quiz Average is worth 10% of your Final Course Grade.

### Exams

The **Practical Exam** will be given on Week 11 and will test your technical skills through the planning and execution of various mother sauces paired with food items requiring a variety of cooking methods. Each student will be graded individually on their work. Details about this exam will be given on Week 8.

The Practical Exam is worth 10% of your Final Course Grade.

The **Written Final Exam** will be given on the last class meeting and will cover all topics covered. The final exam questions may consist of multiple-choice, true/false, and/or short answer questions. You will be given a study guide to use in preparation for the Written Final Exam after all quizzes have been given/taken.

The Written Final Exam is worth 10% of your Final Course Grade.

## Instructor's Final Exam Policy for CHEF 2302

Students who have no recorded tardies or absences for the entirety of the semester will be eligible to use their quiz average and be exempt from the Final Written Exam. A student may choose to take the Final Written Exam if they feel they can make a grade that will raise the final grade, but this will be the decision of the student.

## Grading Formula

### **CHEF SYKES' COURSE GRADE BREAKDOWN:**

45% Participation Professionalism, quality of work and effort (discussed on Day 1 of class and posted in [Eagle Online Canvas](#))

30% Quizzes & Exams - Written and Practical

20% Attendance Grade (as described below)

5% Assigned Homework

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

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

## Course Calendar

<b>Saucier - Weekly Breakdown</b>		<b>Saucier - Weekly Breakdown</b>	
<i>(Recipes &amp; Content Subject to Change Based on Availability)</i>		<i>(Recipes &amp; Content Subject to Change Based on Availability)</i>	
Week		Week	
1	5/29/19 - Start at 11:00am Syllabus, Orientation <b>PPT - Review Stocks &amp; Soups</b> WOGs - practice breakdown White Chicken Stock & Broth (2 Gal each) for Week 2	6	<b>Quiz</b> - N/A <b>PPT</b> - N/A <b>Stock</b> - Use Brown Veal from Wk 5 <b>Sauces</b> - Espagnole and Variations (use Wk 7) - Hollandaise & variations
2	<b>Quiz</b> - Stock/Sauce Review <b>PPT</b> - What is a Sauce/History of Sauces <b>Stock</b> - White Vegetable, White Veal (for Wk 4) - Use White Chicken from Wk 1 <b>Sauces</b> - Chicken Veloute - to 1 qrt Supreme - Glace de Volaille <b>Soup</b> - Cream of Chicken (veloute based) - Vegetable Stock for Healthy Cuisine (Thursday)	7	<b>Quiz</b> - N/A <b>PPT</b> - Contemporary Sauces <b>Stock</b> - Use Brown Veal from Wk 5 <b>Sauces</b> - Use Espagnole from Wk 7 <i>Demi-Glace, Jus de Lie, Gastrique, Soubise, Foam, Redux</i>
3	<b>Quiz</b> - What is a Sauce/History of Sauces <b>PPT</b> - N/A <b>Stock</b> - Fish <b>Sauces</b> - Fish Veloute/Variations & Tomato/Variations <b>Soup</b> - Chilled Tomato Basil Soup	8	<b>Reminder: Homework Duel</b> <b>Quiz</b> - Contemporary Sauces <b>PPT</b> - N/A <b>Sauces</b> - Contemporary Sauces, cont. <i>Vinaigrette, Marinade, Coulis, Essence, Compote, Tapenade</i>
4	<b>Quiz</b> - N/A <b>PPT</b> - Sciences of Sauces <b>Stock</b> - Use White Veal from Week 2 <b>Sauces</b> - Allemande & Variations (liasons) <b>Soup</b> - White Veal Consomme	9	<b>Quiz</b> - N/A <i>Sauces Around the World Discussion from Homework</i> <b>Sauces</b> - Latin American Sauces <i>Salsa, Pico de Gallo, Chimichurri, Mole, Romesco, Sofrito</i> <b>(Go Over Practical)</b>
5	<b>Quiz</b> - Sciences of Sauces <b>PPT</b> - N/A <b>Stock</b> - Brown Veal (for Wk 6 & 7) <b>Sauces</b> - Bechamel - Mac & Cheeses <b>Soup</b> - Cream of Mushroom (Bechamel Based) - Crawfish Chowder	10	<b>Quiz</b> - N/A <i>Sauces Around the World Discussion from Homework</i> <b>Sauces</b> - Asian Sauces (E & SE/S & W) <i>Chutney, Harissa, Soy/Fish Based Sauces</i>
	<b>Homework Assigned - Due Week 8</b>	11	<b>Practical Exams</b>
		12	<b>Final Exam</b>

## Syllabus Modifications

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

## Instructor's Practices and Procedures

### Missed Assignments

- Students are responsible for meeting with the instructor to make up any missed work or quizzes.
- Students will have one week from the day of absence to complete missed assignments.
- Failure to arrange this will result in a zero for the missed work or assignment.
- There are no "excused absences" in this class and, therefore, no "make ups" for missed class time.

### Academic Integrity

When Houston Community College awards a credential, it is avowing that the work is of quality and integrity. A credential is meaningless if it is not honestly earned; therefore, HCC expects all students to conduct themselves with honor and integrity. Proceedings may be initiated by instructors, department chairs, and/or instructional deans against a student accused of a violation of academic integrity. "Scholastic Dishonesty" includes, but is not limited to cheating, plagiarism, and collusion.

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

At the start of class, 10:00am, I will take attendance. I will record a student present as long as they are in the classroom, ready for the day's activities. I am a believer in the importance of being on time. Punctuality displays a person's respect for people and time. I am understanding, though, that there are times when extenuating circumstances may cause a student to be late. I simply ask that you make your best attempt to be on time to ensure you are receiving all the course information. This will not only increase the likelihood of success in the course, but also develop a habit for timeliness when you are working in the field.

Tardy is defined as up to 15 minutes late. (10:01am - 10:15am); Three tardies equal one absence.

More than 15 minutes late (after 10:15am) will be recorded as an absence.

Leaving before class is formally dismissed by the instructor will be recorded as an absence.

### **Culinary Arts Department Attendance and Participation Policy (Summer 12wk Semester) :**

0 Absence or Tardy.....	100 Attendance Grade
1 Equated Absence.....	90 Attendance Grade
2 Equated Absences.....	50 Attendance Grade
3 Equated Absences.....	25 Attendance Grade
Over 3 Equated Absences.....	0 Attendance Grade

Your attendance grade makes up 20% of your final grade.

As an added motivating factor, I have my own policy on perfect attendance:



Students who have no recorded tardies or absences for the entirety of the semester will be eligible to use their quiz average and be exempt from the Final Written Exam. A student may choose to take the Final Written Exam if they feel they can make a grade that will raise their final grade, but this will be the decision of the student.

### **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 the deadline 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”.

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. Please note that HCC will not disperse financial aid funding for students who have never attended class.

## **Student Conduct**

- High standard of professionalism, integrity, & commitment. 45% of grade based on quality of work and effort displayed in the classroom and lab work environment. Detailed information on this grade will be presented on Week 1 and will always be available within your class information in Eagle Online Canvas.
- Full uniform, willingness to learn and positive attitude necessary. Detailed expectations will also be discussed on first day of class as part of course orientation.
- Resources and Weekly Lectures will be available in online Canvas LMS. Students are responsible for logging in regularly to print/save lecture for class.
- The Culinary Arts classroom labs are a unique environment where safety and security of our students is of utmost importance and will be protected by all faculty and staff of HCC. Behavior that puts anyone in danger or compromises the learning experience of another student will not be allowed and will be handled appropriately on a case-by-case basis.

## **Culinary Arts Program-Specific Information**

### **Uniform Policy – Culinary Laboratories**

- Students are required to attend class in complete chef’s uniform as described within this policy; admittance into the kitchen labs will 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 shoes made with safety soles to prevent slipping and (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 affect 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, clean, and properly restrained while in the lab classroom. 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 in Lab Setting** - Sound hygienic practices must be demonstrated at all times. Failure to do so will result in a student being barred from lab participation. 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 should only take notes on a pocket size notebook in the lab classroom.

### **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. Students are not allowed to park in the parking garage located on Elgin Street.

### **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.

Computers or other devices brought in for taking notes are welcomed, so long as their use is kept to tasks associated with the class lecture. Students will be asked to log off of any device they are found to be using for other tasks while class is in session.

Students may take photos of their own work for use in their career portfolio or however they would like. A student may not take photos of others or of others’ work without the expressed consent of that classmate or instructor. This is to protect the integrity and privacy of others. Most often, asking your instructor or classmate if you can take a picture will be okay, but it is always better to ask first.

Please refer to student code of conduct in reference to all other HCC policies regarding cameras and other electronic devices.

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

<http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

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

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

## Office of Institutional Equity

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

### **disAbility Services**

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

### **Title IX**

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

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

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

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

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

### **Department Chair Contact Information**

**Shasta Beveridge**, Consumer Arts & Sciences Division Chair  
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