



Culinary Arts Program

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

CHEF 2201: Intermediate Food Preparation | Lecture/Lab | #28498

Fall 2020 | 14 Weeks (09.8.2020-12.13.2020)

Lab-Based | C 108 | M-F 9:20 AM – 11:00 AM

2 Credit Hours | 80 hours per semester

This semester, there are three modalities for Culinary Arts courses: Lab Based, Online Anytime, & Online on a Schedule.

To help you understand, here is what each modality looks like:

Lab Based courses are in-person classes for lab hours only and coursework is online.

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.

This section of CHEF 2201 is Lab Based. You will be responsible for completing all online work assigned for the week by Sunday at 11:59pm each week. Once we return to in-person sessions, you must report to class by 9:20 AM to be marked present and on time.

PLEASE NOTE: The Return-to-Campus date is subject to change, so please pay attention to online announcements and communication via CANVAS for updates.

Instructor Contact Information

Instructor: Chef Courtney Ralls
 Office: C108 La Sparta Café
courtney.ralls@hccs.edu
cralls@staffordmsd.org

Office Phone: 832-418-1556
 Office Hours: M-F 7:00 – 7:30 AM HCC Email:
 Office Location: C108

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. 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.

What's Exciting About This Course

Intermediate Food Preparation is a continuation of CHEF 1301 – Basic Food Preparation. You will learn various cooking techniques that expand the knowledge you gained in Basic Food Preparation. These are skills that you will use in the industry as well as in your personal lives.

My Personal Welcome

Welcome to CHEF 2201 – Intermediate Food preparation. I anticipate that this semester will be a fantastic and full of opportunities for each of you to use the skills you learned in Basic Food Prep and now Intermediate Food Prep. Come prepared, come in uniform, and come ready to learn. Please feel free to contact me with any concerns and/or questions you might have about this class and your future in culinary.

Prerequisites and/or Co-Requisites

CO-REQUISITE(S):

- CHEF 1301
- CHEF 2231

FREQUENT REQUISITES

- College Level Reading
- College Level Writing
- College Level Mathematics

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 2201 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class activities. **This section of CHEF 2201 will use a Lab Based modality.** The first four weeks of instruction will be completely online with an estimated return-to-campus TBD. Beginning September 8th, you will log in online each day to complete your course assignments. You will be responsible for completing all online work assigned for the week by Sunday at 11:59pm each week. Once we return to in-person sessions, you must report to class by 9:20 AM to be marked present and on time.

What to expect online this semester: Within Canvas, we will be utilizing the MyLab and Mastering. This robust tool is integrated directly into your Canvas shell. This tool will complement the reading from your text by use of practice questions and videos. For the first six weeks of online course work, MyLab and Mastering as well as reading chapters from the text will be integral to your success. Our topics will be expedited more this semester than in usual semesters due to the online format for first six weeks. It will be very important to have the textbook and access to MyLab and Mastering for the first week of the semester!

Overall, there are many resources available to you in Eagle Online Canvas including syllabus, weekly lesson topics, student success resources, etc. It is very important that you use this tool often! 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/>

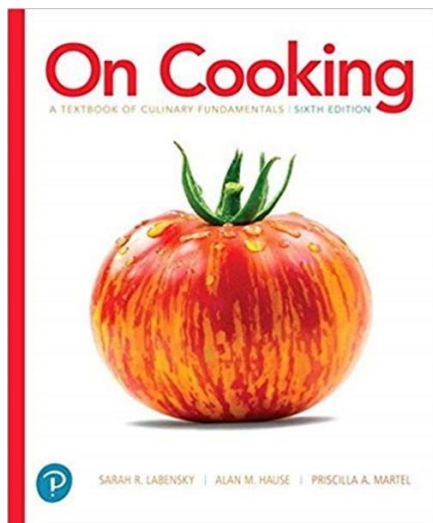
Scoring Rubrics, Sample Assignments, etc.

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 **required** for this course.
On Cooking, 6th ed. Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eText - Access Card Package
ISBN 978-0134872780

Note: This specific ISBN is required.

We will be using the MyLab platform in our online learning. If you purchase the text and access code separately, it will be much more expensive.

Reading will be assigned from the first week. You may either use a hard copy of the book or rent the e-book from Wiley. 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 2201 is a continuation of previous food preparation course. Topics include the concept of precooked food items, as well as scratch preparation. Covers full range of food preparation techniques. This class is part of a three-class block and must be taken concurrently with Basic and Advanced Food Preparation.

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 2201 satisfies two of the credit hour units in the First Semester Requirements for the Level 1 and Level 2 Certificates, as well as the Associate of Applied Science plans within the Culinary Arts Program.

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

Show proficiency in dry moist and combination heat cooking methods

1. Demonstrate the following cooking techniques: braising, stewing, poaching, sautéing, grilling, griddling, broiling, steaming, stir-frying, roasting, frying, and boiling.
2. Prepare and apply proper cooking techniques for various cuts of meat, poultry, fish, and seafood
3. Prepare and apply proper cooking techniques for vegetables, fruits, starches, and farinaceous products

Demonstrate competence in preparation of poultry items

1. Demonstrate and explain proper storage techniques of poultry and explain why this is critical with chicken and turkey
2. Label the structure and composition of poultry
3. Describe the difference between light and dark meat in poultry and how these differences affect cooking
4. Fabricate poultry into eight (8) pieces while practicing knife skills and utilizing proper sanitation techniques
5. Describe and demonstrate four techniques that help keep poultry moist while cooking

Identify the basic preparation and cooking techniques for meats and other game

1. Describe the composition and structure of meat and demonstrate how this relates to cooking method chosen

2. Identify the primal, sub-primal, and fabricated cuts of meat
3. Explain the use of federal inspection and grading of meat
4. Determine the correct temperatures of meat and cook products to various degrees of doneness

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. Demonstrate planning, timing, and preparation of food items with emphasis on commitment to quality and excellence
3. Adhere to industry health and safety standards in food preparation, storage and handling using contemporary guidelines (i.e. HACCP Standards)
4. Understand the limitations of written recipes and the importance of using judgment in cooking
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 the textbook
- 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 Lab Activities – Beginning TBD

Most class times, once attendance is recorded, class will proceed with a review of the recipes for the day before checking requisitions and recipes and collecting any remaining items from the storeroom. There may be some changes to this format, depending on the week. But, students are always kept aware of what we do each day by logging into Eagle Online Canvas.

Your participation in class activities, preparedness, quality of work, effort and professionalism is calculated in a **Daily Grade, worth 30% of our Final Course Grade.**

More details about this grade is covered in course Orientation on Day 1.

Homework/Assignments

For Fall 2020, graded assignments will be completed within MyLab and Mastering, an integrated program in Canvas using the On Cooking textbook. For each of the 18 chapters assigned, you must complete the **Chapter Warm-Up** assignment.

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

Quizzes

Within the MyLab and Mastering platform, each assigned chapter will have **Chapter Review Exercises.**

These assignments will count toward your Quiz Average. Students are best prepared for the Review Questions/quizzes by doing the assigned reading and completing the Warm Up activities in MyLab and Mastering.

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

Tests/Exams

Each chapter will have a **Chapter Test** in MyLab and Mastering. Students will be assigned 14 Tests.

The Test Average is worth 15% of your Final Course Grade.

The **Practical Exam** will be given after all labs are complete and will test your technical skills through the planning and execution of a properly composed entrée, sides and sauce. Each student will be graded individually on their work. Details about this exam will be given by Week 14. **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 introduced this semester. There are 100 questions that may consist of multiple-choice and/or short answer questions. You will be given a study guide to use in preparation for the Written Final Exam. **The Written Final Exam is worth 10% of your Final Course Grade.**

Instructor's Final Exam Policy for CHEF 2201

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 Ralls Course Grade Breakdown:

15% Attendance for all classes

10% Graded Assignments/Homework

45% Quizzes, Tests, & Exams, as described above

30% Daily Grade - Participation, Professionalism, Quality of Work and Effort in Labs

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

Course Calendar

FALL '20 **Day to Day Schedule of Lecture & Lab - FOOD PREP**

Four Weeks Online, Followed by Ten Weeks Labs

Subject to Change

Course Calendar will be distributed day 2 of class

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

Fall 2020 will begin with a minimum of 4 weeks of online learning. During this time, students will be required to read the assigned chapters in the textbook and complete all online course work. As defined in the course calendar, students will read and complete work for between 2 and 5 chapters per week.

The online work can be completed at your own pace, with the exception of your scheduled attendance check-in activities. The week's content will open each Monday at 7am and close each Sunday at 11:59pm. Once the week is closed, all assignments will be closed and a grade of zero will be recorded for assignments that were not completed.

Once we begin meeting in person, students are expected to attend all lab classes, on time, and prepared as described in the daily grade rubric.

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/studentprocedures/>

Attendance Procedures

ATTENDANCE FOR ONLINE CLASS

Online attendance for CHEF 2201 will require logging in and completing your assignment for the day.

ATTENDANCE FOR IN-PERSON LAB MEETINGS

At the start of class, 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. Each Tardy deducts 1pt. from the Attendance Grade; Three tardies equal one absence. I will begin to record tardies when we return to campus.

Absence: More than 15 minutes late (after 9:35AM) will be recorded as an absence.

For each absence, 3% will be deducted from your attendance grade up to 9 equated absences.

More than 9 equated absences will result in an attendance grade of 50%.

After 9 Absences, more points are deducted as listed in chart below.

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

Culinary Arts Department Attendance and Participation Policy:

1 Equated Absence – Attendance Grade: 97	8 Equated Absences – Attendance Grade: 76
2 Equated Absences – Attendance Grade: 94	9 Equated Absences – Attendance Grade: 73
3 Equated Absences – Attendance Grade: 91	10 Equated Absences – Attendance Grade: 50
4 Equated Absences – Attendance Grade: 88	11 Equated Absences – Attendance Grade: 40
5 Equated Absences – Attendance Grade: 85	12 Equated Absences – Attendance Grade: 20
6 Equated Absences – Attendance Grade: 82	>12 Equated Absences – Attendance Grade: 0
7 Equated Absences – Attendance Grade: 79	

Your attendance grade makes up 15% 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. 30% 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 complete the work and prepare for class.

Culinary Arts Program-Specific Information

Uniform Policy – All Kitchen Laboratories in La Sparta Cave *Effective Fall 2020*

Students are required to attend in-person class in complete chef’s uniform as described within this policy. Any student not fully compliant upon arriving to class will receive a zero for their daily grade and, if problem persists, will be denied participation in lab activities until they are in full compliance.

- A complete uniform consists of:
 - (1) Culinary Shirt assigned color per grade level
 - (2) Long pants, NO RIPS, NO sweat Pants, NO Stretch pants of any kind, NO shorts, NO dresses
 - (3) Your Chef cap/hat or hair net
 - (4) Black shoes made with safety soles to prevent slipping ○ Shoes must be durable, close-toed, and be able to hold a shine
 - (5) Socks
 - preferably white, crew length
 - (6) Black or white apron is strongly suggested, but not mandatory
 - No other color apron allowed.

- In the event that a student has forgotten a portion of the uniform such as a jacket, one may be provided to the student by the instructor at his/her discretion and availability. A repeated instance of unpreparedness will be cause for denial of participation in lab activities and will affect student grade.
- Any non-religious head coverings, including but not limited to hats, caps, and jacket hoods, are not to be worn while in instructional spaces.
- In order to provide safe and sanitary learning environment, Personal Hygiene Code is strictly enforced:

Hair - Hair must be neatly maintained, clean, and properly restrained while in the lab classroom. Long hair must be contained in a manner appropriate for wearing of paper toque, and off the collar of your uniform jacket. In the instance of hair that cannot be fully restrained by hat or bun, a hair net will be required in addition to the paper toque.

Male students are encouraged to be clean-shaven. Beards and mustaches are permitted, but must be clean and neatly trimmed, and properly 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 – No jewelries, except a plain wedding band, are to be worn in instructional areas while in uniform. Female students may wear earrings that do not hang lower than 1/2” 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 - 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 while working in the lab classroom.

Student Conduct Policy – All Instructional Spaces in the La Sparta Cafe Effective Fall 2020

As a student enrolled in the Culinary Arts and Pastry Arts programs, you are an ambassador for your program. As such, your conduct must reflect our high standard of professionalism, integrity, & commitment. To this end, students will be held to the following while in instructional spaces in the Culinary Arts Building:

- Student must be in full uniform, show a willingness to learn, and project a positive attitude. Detailed expectations will be discussed on first day of class as part of course orientation.
- No headphones, earbuds of any kind, nor any other device playing music or other audio to be worn nor played while in the instructional spaces.
- Sunglasses may not be worn in instructional spaces in the Culinary Arts Building.
- 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 must not be made nor 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.
- Students with known food allergies must notify their Chef Instructor of their specific food allergy
- 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.

Parking Rules and Regulations - DOES NOT APPLY TO STAFFORD DUAL CREDIT

Every member of the HCC family (Students, Faculty and Staff) and Contractors and Visitors need to display an HCC issued parking permit on their dashboard or hanging on their center mirror when on HCC property. If you do not have a permit today, you may submit a request for a parking permit by following the instructions at the parking website: hccs.edu/parking.

Why do we need parking permits? HCC is vested in the safety and security of our property and resources. To ensure that parking is available to the HCC Family and those visitors and/or contractors who are conducting business with HCC, a new parking permit system is being launched.

Will tickets be issued to violators? On February 1, and thereafter, if you do not have the permit displayed, official HCC parking tickets will be issued. Vehicles parked on HCC Property and that do not display an HCC Parking Permit will be ticketed and may be booted or towed, at the discretion of HCC.

Please be sure to only park in lots marked for your permit (students in student lots, faculty and staff in faculty and staff lots). Parking in unauthorized spaces will result in enforcement by the police.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/currentstudents/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

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints. <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
<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/studentcomplaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Andrea Bonner, Division Chair, Consumer Arts & Sciences Division andrea.bonner2@hccs.edu
• 713-718-6158

Angela Mealy, Division Secretary angela.mealy@hccs.edu
• 713-718-6152