

**Division of English and Communication**

**English Department**

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

**ENGL 1301: Freshman Composition I | Lecture | CRN 11482**

Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)

In-Person | Northline Campus Room 233 | MW 8:00-9:20

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Deborah Adams Office Phone: 713-718-2411

Office: Northline Campus, Room 310 Office Hours: TTR 12:3-2:00

HCC Email: deborah.adams@hccs.edu

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

**Instructor’s Preferred Method of Contact**

Please contact me with questions or concerns via email at [deborah.adams@hccs.edu](mailto:deborah.adams@hccs.edu) or at Canvas Inbox. 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**

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

**Personal Welcome**

ENGL 1301 is designed to help students establish an understanding of the many aspects of the writing process. The ability to read comprehensively and write with clarity of purpose is a skill that will be required throughout college and is fundamental to career success as well. To fulfill these goals, this class will focus on writing in a variety of forms, all of which will require students to discover their own writer’s voice as well as how to read the work of other writers in order to explore their message and purpose from a critical view. Through the use of essay reading and writing, students will be able to understand and practice how writing can be used as an informative and persuasive tool.

**Prerequisites and/or Co-Requisites**

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/district/students/student-handbook/)

**Learning Management System**

This section of ENGL 1301 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) and /or the [Learning Web](https://learning.hccs.edu/) to supplement in-class assignments, exams, and activities. This section of ENGL 1301 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) to supplement in-class assignments, exams, and activities with directions and examples of the assignments. Therefore, all of your assignments as well as supplemental materials will be available to you in Eagle Online Canvas. HCCS Open Lab locations may be used to access Eagle Online Canvas or the Learning Web. When accessing the Internet, it is recommended that you use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html).

**Scoring Rubrics, Sample Assignments, etc.**

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/>

**Instructional Materials**

**Course Reader Information**

**Required**: *Little, Brown Compact Handbook,* 10th Edition, ISBN 978-0-13-466849, Jane E. Aaron & Michael Greer. You may find some used copies in the bookstore, but otherwise you will need to access the text as an electronic resource.

Flash Drive (unless you use Cloud storage), Binder/Folder for handouts, assignments, papers; and notebook or electronic device for notetaking.

Pens, pencils, highlighter, Scantrons (Form 882-E) and any other supplies you might need to actively participate in class.

**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](http://www.hccs.edu/resources-for/current-students/tutoring/) 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](http://library.hccs.edu/).

**Supplemental Instruction**

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

**Course Overview for ENGL 1301**

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

**Core Curriculum Objectives (CCOs) for all ENGL Core Courses**

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

* ***Critical Thinking***: Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
* ***Communication***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
* ***Personal Responsibility***: Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
* ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Program Student Learning Outcomes (PSLOs) for all ENGL courses**

Can be found at:

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

**Course Student Learning Outcomes (CSLOs) for ENGL 1301**

Upon successful completion of ENGL 1301, the student will be able to:

* Demonstrate knowledge of individual and collaborative writing processes.
* Develop ideas with appropriate support and attribution.
* Write in a style appropriate to audience and purpose
* Read, reflect, and respond critically to a variety of texts.
* Use Edited American English in academic essays.

**Student Success in ENGL**

As with any three-hour course, expect to spend ***at least*** ***six hours per week*** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

**Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
* Facilitate an effective learning environment through class activities, discussions, and lectures
* Provide a description of any assignments
* Inform students of policies
* Provide the course outline and class calendar that will include a description of assignments
* Arrange to meet with individual students as required

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

* Attend class and participate in class discussions and activities
* Read and comprehend the texts
* Complete the required assignments
* Ask for help when there is a question or problem
* Keep copies of all documents, including this syllabus, handouts, and all assignments
* Be aware of and comply with academic honesty policies, including plagiarism, in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/)

**Assignments**

**Written Assignments and Essays**

Students will write a minimum of 5,000 words over the course of the semester.

The assignments will be approximately as follows: Essays will consist of both rough draft and final draft and will start out at 750 words increasing to 1000+. The topics of the Reflections will be based on the topic of the current reading and will be a thoughtful response to the topic. This writing will not involve research but will involve thoughtful analysis of the role of the topic in the world as it exists in society. There will be approximately four reflection assignments with word requirements of 200-300 per assignment. We will also practice summary writing as well as outlining. All assignments will be an important part of your grade in this class.

**Exams**

There will be a reading quiz for every assigned reading. They will be brief (approximately 10 questions/10 points each) that may focus on comprehension of readings and the ideas and events they include. These short quizzes will be announced and will take place at the beginning of class. There will be no make-ups for these quizzes, but I will drop the lowest grade to allow for any absence or tardiness that may prevent a student from participating. These quizzes will require a Scantron and a pencil in order to take them. **Students are responsible for bringing all necessary materials**. These assessments will count as 10% of the total grade.

**In-Class Activities**

This class is designed to create a place to practice the writing and thinking skills that are required of students in a college setting. As such, your success in the class will rely on the ability to participate by posing questions and discussions as individuals, but also the ability to share and explore insights through collaboration with other students to achieve a particular academic goal. Assignments in this class may start with collaborative efforts and end with individual results reflecting what you have learned from one another in order to understand and achieve the specific goals set for each assignment. Most in-class assignments will be related with some aspect of composition of essay, outline, summary, or research assignments.

**Grading Formula**

**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

59 and below = F…………………….………….0 points per semester hour

IP (In Progress) ………………………….…….. 0 points per semester hour

I (Incomplete).......................................................0 points per semester hour

W (Withdrawn)………………………….…….. 0 points per semester hour

**A (90-100%) Excellent work** that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

**B (80-89%) Above average work** that shows understanding of the writing topic,

has few serious errors, and provides good communication with a specific audience.

**C (70-79%) Average work** that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

**D (60-69%) Below average work** that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

**F (0-59%) Incomplete work**, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

**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. 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.

**Grading Criteria**

Your instructor will conduct quizzes, exams, and informal assessments that can be used to determine how successful students are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If a student finds that difficulty in mastering the material and skills, he or she will have ample opportunity to discuss those concerns with the instructor.  The instructor will assist students in finding resources on campus that will improve their performance.

Essays 30%

Quizzes 10%

Reflections 20%

Summaries, Outlines 15%

Final Exam Essay 15%

Attendance, Class Participation 10%

Total 100%

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

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

**Course Calendar**

English 1301—Spring 2020

**Week 1** Introduction to the course, review of course syllabus and calendar;

1/21 Gaining an understanding of the goals of the class as well as the types of assignments and other requirements and expectations.

In-class diagnostic essay. Bring college lined paper and something to write with.

**Week 2** Discussion and Review: Mechanics of Essay Writing and Developing Main Ideas

1/27 Main Ideas in Summary Writing – Coherence and Cohesion

Annotating for Understanding; Read and annotate assigned article. Make a list of the ten most important ideas in the article and bring it to class with you.

**Week 3** Writing Focus: Discuss main ideas in article from last week.

2/3 Use those ideas to write a summary. We will establish the length in class and the due date to turn it in. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Read next two articles in Eagle Online.   
  
Reflection writing assignment is 200-300 words. Writing Focus: You will find the topics for the Reflection focus in Eagle Online. Upload electronically through turnitin.com on the due date as assigned.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Library Orientation**—Meet in the Library Classroom **(Tentative Date)**

**February 3 is the official Date of Record. Any drop recorded after this date will receive a W.**

**Week 4** Discussion and Review: How to use quoted material and signal phrases.

2/10 Discussion of readings and Essay One (Simple Analysis) assignment. Outline ideas for rough draft by using the graphic organizer in Eagle Online.

Writing Focus: Bring rough draft to class to review.

Rough Draft Essay One to be turned in by assigned due   
 date.\_\_\_\_\_\_\_\_\_\_\_

**Week 5**  **Monday, February 17: President’s Day Holiday**

2/17 A short library quiz will be administered during the orientation. There will   
 be no makeup.

In-Class assignment: Writing Lab.

**Week 6** Discussion/Review: Revising and Editing

2/24 Continue discussion of Elements of an Essay- Author’s Purpose

Work on final draft, due date to be established; Start Readings for next week--TBA; Reflection: 200-300 words; turn in electronically on assigned date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essay Two (Rhetorical Analysis): Assignment discussion begins:

Writing Focus: Outline discussion/graphic organizers

**Week 7** Rough Draft for Essay Two—in-class work; bring outlines and rough draft

3/2 for review

Discussion and Review: In-text Citations and Works Cited

**Week 8** Discussion of paraphrasing, summarizing, quoting and plagiarism

3/9 Discussion of assigned readings

Turn in rough draft of Essay Two electronically by assigned due date:  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Week 9**  **Spring Break—Return next week on March 23.**

3/16

**Week 10** Discussion and Review of writing an Argument

3/23 Discussion of research and annotated bibliography

Approve Topics and begin research for annotated bibliography

**Week 11** Work on Rough draft of Annotated Bibliography (counts as essay #3)

3/30

Writing Focus: Review rough draft

**Week 12** **Last day to withdraw from class: April 6**  
4/6

Turn in rough draft of Annotated Bibliography on assigned date\_\_\_\_\_\_\_\_\_

Writing Focus: Review rough draft revisions

**Spring Holiday – April 10 and 11**

**Week 13** Work on final draft of Annotated Bibliography and turn in on assigned date

4/13 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Writing Focus: Outline using Graphic Organizer provided in Eagle Online

**Week 14** Bring Outline to class to work on Rough Draft for Argument in class

4/20

Prepare Rough draft to turn in on assigned date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 **Friday, April 19—Spring Holiday**

**Week 15** Complete final draft of argument

4/27

Writing Focus: Revision of final draft for Argument Essay

**Week 16** Final Argument Essay—to be turned in on assigned due date\_\_\_\_\_\_\_\_

5/4

**NOTE:** There will be short multiple choice ten-question quizzes that will focus on whatever current reading you are assigned. They will be announced in advance—no surprises—and they will be short. If you come late or are absent, there will not be make-ups. The lowest quiz grade will be dropped in order to offset any absence that may make you miss a quiz.

The dates for assignments, readings, or exams as they are stated on this calendar are approximate. As we progress through the course, the dates may change. **I reserve the right to alter any assignment, reading or due date on this calendar.** Therefore, please stay alert to all class announcements concerning quiz dates or any changes concerning dates or assigned readings that are added or deleted from the list. Attendance is very important!

**Course Requirements**

**Writing requirements:** This class has a writing requirement of 5000 words. It will be approximately as follows: Essays will start out at 750 words increasing to 1000+, reflections with be four or more with word requirements of 200-300 per assignment. We will also practice summary writing as well as outlining.

**Instructor Requirements:** Your performance in this class is an important part of your college experience. Please feel free to arrange a time to discuss with me any concerns you have concerning your performance. I will be happy to meet with you in Rm. 310 or after class at a time arranged to fit your schedule. Please do not wait until you have received an unsatisfactory grade before asking for my assistance.

**Assignments:**

**All assignments are due at the BEGINNING of the class period on the day they are due. There are a number of assignments (for example, an outline) that you will begin at home and be asked to bring to use in class. Grades will be attached to those assignments. If you do not do them or bring them to class when required, please do not ask to make it up.**

No late work will be accepted unless prior approval is given. **If you are absent from class, it is your responsibility to find out if assignments were given. Please ask me for information on the assignments you have missed.** If you miss a class day on which an assignment is made, then when you return, I will arrange a time with you to turn it in. **If you miss a day on which an assignment is due to be turned in, then on the day you return you should bring it with you to turn it in.**

The essays and other written work in this class, rough draft and final draft, will be typed and turned in either electronically through turnitin.com or a hard copy to me in class. **There will be an electronic time limit on the assignments. Since access to the internet is always available, then absence is not an excuse to turn in work late. If you do not have a computer or internet access in your home, then you should schedule time for yourself in the computer lab in room 423**. The lab is open and available to those students who need help with computer skills or who need access to computer and internet service. You can obtain a schedule of lab hours as well as tutoring hours at the front desk of the lab, or on the HCC website. **If you miss the deadline for the electronic turn in on turnitin.com, do not e-mail the assignment to me unless I have explicitly asked you to do so.**

If you have special circumstances regarding your participation in any aspect of this class, please discuss them with me instead of trying to work them out by yourself.

**Syllabus Modifications**

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

**Instructor’s Policies**

**Academic Integrity**

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

**Plagiarism** (using another's ideas or words without giving credit), **collusion** (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat will face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. Students will turn in all written work through Turnitin.com which will show if the writing is original or borrowed from other sources.

**Attendance Procedure**

Attendance is extremely important. I will expect you to attend every class day. You cannot expect to be successful in the class or have a productive learning experience if you do not attend. **This class takes place in-person. This means that your attendance is required and your absences are restricted by system rules**. **HCC does not differentiate between excused and unexcused absences. You may use your absences (4) for your personal needs, but when you have used them, there are no more. If you are not in class, you are absent.**

I take roll every day, and there is an official sign-in sheet as well that will be passed around in class. The sign-in sheet is there if there is a question about whether you were in attendance on a particular day. You may not sign for another student or ask anyone to sign for you.

HCC Policy states that **you can miss up to, but not exceeding, 12.5% of class hours, which is equivalent to 6 hours for the entire semester (4 classes).** When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before** **class** and make plans to meet with me after class or in office hours. If you have more than four (4) absences before the **official date of record,** you will be automatically withdrawn from the course.

**Student Conduct**

It is the responsibility of the instructor and each member of the classroom to maintain a learning environment appropriate to serious study. Any disruptive behavior, confrontational behavior, or threatening behavior will be dealt with by dismissal from the class. Please observe the following rules in order to preserve a learning atmosphere.

**Please observe civility and professionalism as a daily part of this class and between all members of this class. Anything less than that disrupts the academic process of the learning experience.**

**Although from time to time, I will offer you opportunities to earn an extra grade, they will be limited. There will be no other opportunities for extra credit. Please do not ask for it.**

**Silence your cell phone. Please do not repeatedly disrupt the class with ringing phones.**

**Do not answer your telephone in class or make a call in the classroom. If you want to talk on the phone, step outside.**

**Persistent texting is unacceptable as a class time activity. If you wish to talk on the phone or text message someone, please leave the classroom. At the end of the semester this behavior will be considered as class participation.**

**Please do not use headphones while in class. Even if you are not listening to music please remove your headphones. To leave them in is unnecessary and impolite. If we are participating in individual writing in the lab, then headphones are permitted.**

**Please do not participate in any behavior that disrupts the classroom atmosphere of serious study, including excessive talking or sleeping at your desk. If you are sleeping through class, you will be counted absent.**

**Please restrict the use of your laptop in the classroom to the back and outside rows.** **Use of a tablet is acceptable in any seat.**

**Please sign the attendance sheet in class every day. In addition, I will call roll. If we ever have a difference of opinion as to whether you have attended class, I will refer to the attendance sheet which you have signed. Telling me that you didn’t know that you were supposed to sign does not excuse you. Do not ask anyone to sign for you, and do not sign for anyone else.**

**Please address me and your other professors with their proper titles unless otherwise requested by your professor. Proper titles will be Dr. (last name), Professor (last name), Mr. (last name), or Ms. (last name).**

**If you need to have a personal conversation with me please do so before class or after class. Do not come to my desk while I am lecturing and ask me if you can talk to me for a minute. As an adult, you can make the decision to leave class. You can make the arrangement beforehand, or put a note on my desk or send me an e-mail either before or after. If you miss the majority of class, you will be marked absent.**

**Please do not ask for special favors “just for you.” The same rules apply to everyone. If you have a problem that is serious enough to warrant special treatment, then you will need to explain it to me in a conference and see if we can resolve your problem. Sometimes the only answer may be to drop the class and take it at a later time. An example of this would be if you had a permanent conflict in your schedule (for example, your job) and our class hours.**

**Please do not send e-mails to me with pictures of you or your loved one’s injury, illness or accident.**

**It is unacceptable to leave class early every day or come to class late every day for your job. This is a face-to-face class, so you must attend all required hours.**

**Please do not ask to leave the room during an examination. If you must leave the room during an exam you will be asked to repeat the exam at another time.**

**Cell phones must be silenced and put away during examinations.**

**Any cheating or attempts at cheating on tests or assignments may result in your dismissal from the class as well as a grade of F.**

**Use of recording devices, including the camera on your phone, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.**

**Do not bring your children to class hoping that I’ll say that it is okay for him or her to stay. When I tell you that your child may not stay, it makes the child feel as though he or she has done something wrong. Please do not put me, other students or your child in that painful position. Your child should come first. If you have children, save your absences to accommodate their needs.**

**College policy concerning children:** HCC policy prohibits children in the classroom. If you have a childcare conflict for any reason, please do not bring your child or children to class with you. In addition, for their safety, you may not leave your children in the hallway or the lobby while you attend class. You may need to use your excused absences on these occasions to take care of your children. Please discuss your childcare needs with your advisor.

**Instructor’s Course-Specific Information for Make-up Assignments**

All assignments will be due at the beginning of class. No late work will be accepted. If you are present on the day an assignment is made but do not bring the assignment with you to class on the due date, there will be no makeup for that assignment. If you are not present on the day an assignment is made, then on your next attendance day, you will meet with me either after class or in office hours to discuss the assignment and the due date for you. This policy only applies to the day following your absence. If you do not take care of it promptly, the opportunity to make up the assignment will no longer be available.

Your performance in this class is an important part of your college experience. Please feel free to arrange a time to discuss with me any concerns you have concerning your performance. I will be happy to meet with you in Rm. 310 or after class at a time arranged to fit your schedule. Please do not wait until you have received an unsatisfactory grade before asking for my assistance.

**HCC Policies**

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

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

**EGLS3**

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

**HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

**Office of Institutional Equity**

<http://www.hccs.edu/departments/institutional-equity/>

**disAbility Services**

<http://www.hccs.edu/support-services/disability-services/>

**Title IX**

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

**Office of the Dean of Students**

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

**Department Chair Contact Information**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591