



**Division of Social and Behavioral Sciences  
Psychology Department**

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

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**PSYC 2301: General Psychology | Lecture | CRN 12028, 12029**

Spring 2019 | 16 Weeks (1.14.2019-5.12.2019)

HCC Online

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Denise R. Boyd, Ed.D.  
Office: FFAC 130B  
HCC Email: denise.boyd@hccs.edu

Office Phone: 713-718-6534  
Office Hours: F 9-2; By appointment  
Office Location: Room 310; Fraga Campus

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 just to discuss course topics.

**Instructor's Preferred Method of Contact**

Please use Canvas email to contact me. Canvas email messages tell me which class you are enrolled in. This information is very helpful to me in determining how best to respond to your message. That's why I strongly prefer that you use Canvas email. It's for you!

I will respond to your email within 24 hours. If you prefer to leave a voicemail, please clearly state (a) your name, (b) what class you are enrolled in, and (c) what you are calling about. I will respond to your message via Canvas email.

Canvas email is also the primary way in which I communicate with students. Please check your messages frequently.

**What's Exciting About This Course**

Do you know how humans learn? How memory works? Why we have different personalities? How health is related to stress? How parents influence children's development? And what about schizophrenia and other psychological disorders? What causes them? The information in this course will enable you to understand the people in your life as well as develop new habits to increase your personal success.

## My Personal Welcome

Welcome! Thanks so much for enrolling in my PSYC 2301 course. One of my passions is to know as much as I can about human behavior, and I get a great deal of satisfaction about passing on that knowledge to students. As you work through the course material, remember that I am available to support you. As I said earlier, the best way to reach me is by Canvas email. If you would like to meet, please request an appointment. My goal is to help you gain a better understanding of yourself and of human behavior.

## Prerequisites and/or Co-Requisites

PSYC 2301 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in PSYC 2301 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). 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 PSYC 2301 is a fully online class that will use [Eagle Online Canvas](#) (<https://eagleonline.hccs.edu>) for all assignments, exams, and activities.

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

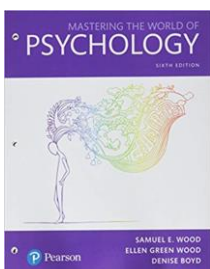
I encourage you to visit the HCC Online information pages. They contain a great deal of useful information about system requirements for using Canvas, HCC Online policies, and support services that are available for students in online classes. Here is the link to HCC Online: <http://www.hccs.edu/online/>.

## Scoring Rubrics, Assignment Instructions, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, assignment instructions, exam instructions, 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. **Mastering the World of Psychology** (6<sup>th</sup> edition) by Wood, Wood, and Boyd (Pearson). ISBN: 9780134761732.

It is included in a package that contains the text as well as an access code that may be purchased at the [HCC Bookstore](#). You

may either use a print copy of the book or rent the e-book from the publisher. Order your book here: [HCC Bookstore](#)

### Temporary Free Access to E-Book

You can get temporary free access to a digital version of the text for a limited period of time through the Pearson Revel link in your Canvas course. **Revel is required in this course.** Do not register for Revel until you can log in to your Canvas course. As soon as classes start, log in, click the "Pearson Revel" link, and follow the instructions. During registration, you will be offered the option to activate free access to Revel for two weeks. If you register with an access code or credit card, you will be offered the option to purchase a print book to be shipped to the address of your choice.

### Other Instructional Resources

#### Revel

Revel assignments make up 20% of your course grade. To be sure that you get registered for the correct Revel course, wait to register until you have access to the Canvas course. As soon as you do, log in, click the "Pearson Revel" link, and follow the instructions.

#### Supplemental Resources

The Supplemental Resources module in your Canvas course includes several resources that will help you be successful in this course. The resources include PowerPoint slides for each textbook chapter.

#### 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

PSYC 2301 is a survey course of the basic principles underlying human behavior. Emphasis is

placed on major areas of study in the field of psychology, such as motivation, development, thought processes, and personality.

### Core Curriculum Objectives (CCOs)

PSYC 2301 satisfies the social science requirement in the HCCS core curriculum. The HCCS Psychology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of PSYC 2301, the student will be able to:

1. Demonstrate knowledge in multiple (8) areas of psychology, including concepts, facts, and theoretical perspectives.
2. Define and identify the basic research and evaluation methods used in psychology, including the strengths and weaknesses of each method.
3. Demonstrate knowledge of and identify concepts related to personal development and the development and behavior of others.
4. Apply psychological concepts to the solution of issues and problems including ethics, coping with stressful events, health and wellness, parenting, learning, memory, and/or evaluation of media presentations.

### Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2301](#)

### Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make ups
- 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 required

As a student, it is your responsibility to:

- Attend class in person and/or 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
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

Please carefully review all of the information in this section, and don't hesitate to ask questions if anything is unclear to you. Be assured that I have thoughtfully designed all of the assignments, exams, and activities in this course to enable you to learn the material and to be successful. By providing due dates, I am helping you stay on track and accomplish your goal of getting the best grade you can in this course.

## **Written Assignment(s)**

Units of Instruction

Unit I	Chapter 1: Introduction to Psychology
	Chapter 2: Biology and Behavior

	Chapter 5: Learning
	Chapter 6: Memory
	Special Topics (Posted in Unit I module in your Canvas course)
Unit II	Chapter 10: Health and Stress
	Chapter 11: Personality Theory and Assessment
	Chapter 12: Psychological Disorders
	Chapter 13: Therapies
	Special Topics (Posted in Unit II module in your Canvas course)

### Documentary Summary and Reflection Assignments

- Links to documentary videos are posted on the Documentary Reflections pages in the Unit I and Unit II modules in your Canvas course.
- Students will submit one Documentary Summary and Reflection for each unit.
- Each Documentary Summary and Reflection counts 100 points for a total of **200 points**.
- Requirements and Grading Rubric:
  - Watch **ONE** of the documentary videos for each unit.
  - Click "Submit Assignment" and use the provided text box to submit:
    - a 400-word summary of the video's main points (35 points) with references to specific video content (35 points)
    - a 100-word statement of your personal reactions and observations (30 points)

## Exams

### Start Here Quiz (6 Points Extra Credit)

Students must attain a score of 100% on the Start Here Quiz by the date shown in the Course Calendar to unlock the course assignments and exams.

### Respondus LockDown Browser

The Unit Practice Tests and Unit Exams will be administered in Respondus LockDown Browser. You can download the browser here:

<https://www.respondus.com/lockdown/download.php?id=355612798>. **Note: LockDown Browser is incompatible with the Chromebook operating system.**

### Unit Practice Tests (2 @ 50 points each; 100 points)

- See the study guides in the Unit I and Unit II modules in your Canvas course for details.
- Open notes. LockDown Browser will prevent you from opening files or websites while taking the exam. The notes you use for the exam must be printed or accessed on a device other than the one you are using to take the exam. (Tip: Use the study guides to make your notes.)
- 50 multiple-choice questions
  - Presented one question at a time
  - No back-tracking allowed to change answers.
- Time limit: 90 minutes.
- One attempt
- Practice test and exam keys not provided
- Students may not review practice tests or exams after submission

**Unit Exams (2 @ 100 points each; 200 points)**

- See the study guides in the Unit I and Unit II modules in your Canvas course for details.
- Open notes. LockDown Browser will prevent you from opening files or websites while taking the exam. The notes you use for the exam must be printed or accessed on a device other than the one you are using to take the exam. (Tip: Use the study guides to make your notes.)
- 100 multiple-choice questions
  - Presented one question at a time
  - No back-tracking allowed to change answers.
- Time limit: 180 minutes.
- One attempt
- Practice test and exam keys not provided
- Students may not review practice tests or exams after submission

**Other Assignments and Activities****Academic Integrity Pledge (20 Points)**

To complete this assignment, open the "Academic Integrity" module, download the pledge, sign it, and upload it along with a copy of your HCC student ID or another form of photo identification.

**Revel Module Quizzes (200)**

- Revel Grade: Percentage of Revel quiz points times two
  - Example: Bob attained 600/800 points on Revel quizzes, or 75%. His Revel Grade in this course is 150 (2 x 75).
- Multiple-Choice items
- No time limits
- Module quizzes: 3 attempts, -1 each attempt

**Extra Credit**

I will post extra credit opportunities throughout the semester. Be sure that your Canvas notification settings enable you to receive alerts when I post announcements.

**Practice Final Exam****Respondus LockDown Browser**

The Practice Final Exam will be administered in Respondus LockDown Browser. You can download the browser here:

<https://www.respondus.com/lockdown/download.php?id=355612798>. **Note: LockDown Browser is incompatible with the Chromebook operating system.**

To help you get ready for the final exam, I will require you to take a practice final exam that has two parts. In Part 1, you will answer 154 multiple-choice questions. Part 1 has no time limits, and two attempts are allowed. Part 1 counts **40 points**. In Part 2, you will answer 100 questions randomly selected from the questions you answered in Part 1. The time limit is 120 minutes, and you are allowed only one attempt. Part 2 counts **40 points**. The Practice Final Exam will count a total of **80 points**.



## Comprehensive Departmental Final Exam

All students in PSYC 2301 are required to take a comprehensive departmental final exam consisting of 100 multiple-choice questions. All of the information you need to succeed on the exam may be found at <https://learning.hccs.edu/programs/psychology/psyc-2301-departmental-final-exam-preparation-resources>. You will find additional preparation resources in the Comprehensive Departmental Final Exam module in your Canvas course.

### Respondus LockDown Browser

The Comprehensive Departmental Final Exam will be administered in Respondus LockDown Browser. You can download the browser here:

<https://www.respondus.com/lockdown/download.php?id=355612798>. **Note: LockDown Browser is incompatible with the Chromebook operating system.**

The exam will count **200 points**.

The exam will be administered on Canvas with these restrictions:

- a. Available only on the dates listed in the Course Calendar
- b. May not be taken early under any circumstances
- c. Time limit: 120 minutes
- d. Attempts: 1
- e. Questions shown one at a time
- f. After a question has been answered, students cannot return to it.
- g. Viewing of exam questions and submitted answers is not permitted.

**Students must correctly answer at least 50 of the 100 questions on the final exam (50%) to pass the course.**

Students who do not submit the final exam by the deadline in the Course Calendar without discussing the matter with their instructor in advance or within 24 hours afterward may receive a grade of zero on the exam and, as a result, fail the course. "Discuss" means send me an email explaining why you missed the final exam. Please be prepared to provide me with documentation to support your reason.

## Grading Formula

Insert a paragraph describing your grading system, i.e., total points, weighted averages, etc. The psychology department strongly recommends that you adopt a points-based grading system with a maximum 1,000 total points possible. Enter the value or weight of each type of activity in the table below.

Written Assignment(s)	200
Exams	300
Other Assignments and Activities	220
Practice Final Exam (Parts 1 and 2)	80
Comprehensive Departmental Final Exam	200
<b>Total</b>	<b>1000</b>
Maximum Extra Credit	20



Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	<600

### Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

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

## Course Calendar

**Assignments are due by 11:59 p.m. on the last day of the week unless stated otherwise in the calendar.**

**Revel module quizzes will not be counted late until 11:59 p.m. on 5/5.**

Week	Dates	Topic/What's due
1	1/14-1/20	Start Here Quiz: Score 100% to unlock course assignments and exams.  Academic Integrity Pledge  <u>Unit I</u> Reading: Chapter 1 Introduction to Psychology Assignment: Chapter 1 Revel module quizzes
2	1/21-1/27	<b>1/21 Martin Luther King, Jr. Day</b>  <u>Unit I cont.</u>  Reading: Chapter 2 Biology and Behavior Assignment: Chapter 2 Revel module quizzes
3	1/28-2/3	<b>1/28 Census Day</b>  <u>Unit I cont.</u>  Reading: Chapter 5 Learning Assignment: Chapter 2 Revel module quizzes

4	2/4-2/10	<u>Unit I cont.</u> Reading: Unit I Special Topics Assignment: Unit I Practice Test Late Penalty 5 points
5	2/11-2/17	Unit I Exam <b>Opens 12:00 a.m. on 2/15</b> <b>Due 11:59 p.m. on 2/17</b> Late Penalty 10 points  Written Assignment: Unit I Documentary Summary and Reflection Late Penalty 8 points
6	2/18-2/24	<b>2/18 Presidents Day</b>  <u>Unit II</u> Reading: Chapter 8 Lifespan Development Assignment: Chapter 8 Revel module quizzes
7	2/25-3/3	<u>Unit II cont.</u> Reading: Chapter 10 Stress and Health Assignment: Chapter 10 Revel module quizzes
8	3/4-3/10	<u>Unit II cont.</u> Reading: Chapter 11 Personality Theory and Assessment Assignment: Chapter 11 Revel module quizzes
	3/11-3/17	<b>Spring Break</b>
9	3/18-3/24	<u>Unit II cont.</u> Reading: Chapter 12 Psychological Disorders Assignment: Chapter 12 Revel module quizzes
10	3/25-3/31	<u>Unit II cont.</u> Reading: Chapter 13 Therapies Assignment: Chapter 13 Revel module quizzes
11	4/1-4/7	<b>4/1 Last Day to Withdraw</b>  <u>Unit II cont.</u> Reading: Special Topics Assignment: Unit II Practice Test Late Penalty 5 points

12	4/8-4/14	Unit II Exam <b>Opens 12:00 a.m. on 4/12</b> <b>Due 11:59 p.m. on 4/14</b> Late Penalty 10 points  Written Assignment: Unit II Documentary Summary and Reflection Late penalty 10 points
13	4/15-4/21	<b>4/19-4/21 Spring Holiday</b>  Review for Comprehensive Departmental Final Exam
14	4/22-4/28	Practice Final Exam <b>Opens at 12:00 a.m. on 4/26</b> <b>Due by 11:59 p.m. on 4/28</b> Late Penalty 8 points
15	4/29-5/5	Catch-up Week  All Revel module quizzes must be submitted by 11:59 p.m. on 5/5 to avoid a 20-point late penalty.  Unit Exams, Documentary Summary and Reflection Assignments, Practice Final Exam must be completed by 11:59 p.m. on 5/5 to avoid receiving a grade of zero.
16	5/6-5/12	<b>5/11 Graduation</b>  Final Exam <b>Opens at 12:00 a.m. 5/6</b> <b>Due by 11:59 p.m. on 5/8</b> Late Penalty 20 points

### Syllabus and Calendar Modifications

The instructor reserves the right to modify the syllabus and/or course calendar 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

#### Comprehensive Departmental Final Exam

If you know you are going to miss the final exam, please inform me in advance. Remember, as stated earlier, the exam cannot be taken early. If you miss the exam, you must contact me by email or phone within 24 hours. Be prepared to provide documentation of your reason for missing the exam. I make decisions about final exam makeup tests on a case-by-case basis.

### Revel

The purpose of the Revel due dates in the Course Calendar is to help you stay on track. I strongly urge you to follow them as closely as possible. There are no late penalties for individual Revel assignments. Instead, I will deduct 20 points from your Revel total if all assignments have not been submitted by the deadline in the Course Calendar.

### **All Other Exams, Assignments, and Activities**

I accept late work. A penalty equal to 10% of the point value will be applied to each late submission. All late work must be submitted by the "Late Work Due Date" in the Course Calendar. Click "Grading Formula" in Canvas for more detailed information.

### **Academic Integrity**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxiant system. Possible punishments for scholastic dishonesty include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

One of the assignments in this course is an Academic Integrity Pledge. You will be required to download the pledge, sign it, and upload it along with a copy of your HCC student ID or another form of photo identification. I will hold you to your pledge by applying the following penalties for violations:

**First Offense:** Grade of 0 on the assignment

**Second Offense:** Grade of 0 on the assignment and a total points penalty of 100 points

**Third Offense:** Grade of 0 on the assignment, total points penalty of 100 points, and referral to the Dean of Students for disciplinary action

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 Policy**

The law requires HCC to submit an official class roll on a fixed date that varies by term (see "Census Day" in the Course Calendar). To avoid being reported as "Never Attended," you must log in to the course and complete the Get Started assignments and activities by the due date in the Course Calendar. If you decide that withdrawing from the course is your best option, you need to do so by the "Last Date to Withdraw" date in the Course Calendar. If you simply stop logging in and completing work, you will receive a grade of FX at the end of the semester.

### **Student Conduct**

I expect students to behave in a courteous and professional manner in all interactions with each other and with me.

## Instructor's Course-Specific Information

Please practice professional courtesy by addressing me as "Dr. Boyd" in emails and other messages. Much of the work in this course will be automatically graded, so you should have no difficulty keeping track of your performance. For assignments that require manual grading (Revel points, Documentary Summary and Reflection Assignments), please allow one week before expecting feedback.

## Psychology Program Information

### Majoring in Psychology

Visit the [Psychology Program Pages](#) on the Learning Web for information about our faculty and courses. You will also find information about majoring in psychology.

### Student Organizations

#### **Psi Kappa**

All students are invited to join Psi Kappa, an organization that can help students learn about psychology outside the classroom, serve the community, meet students in other PSYC classes, interact with PSYC faculty, and learn leadership skills. For more information, visit the [Psi Kappa page](#) on the HCC Learning Web, the [Psi Kappa blog](#), and the [Psi Kappa Facebook](#) page.

#### **Psi Beta**

HCC has an active chapter of Psi Beta: National Honor Society in Psychology for Community and Junior Colleges. To learn more about this organization visit the [Psi Beta](#) website. For information about the HCC chapter, visit the [Psi Beta page](#) on the HCC Learning Web.

### HCC Foundation: Psychology Achievers Scholarship

To be eligible for the \$125 per semester Psychology Achievers Scholarship, a student must (1) meet all HCC Foundation criteria for scholarship eligibility, and (2) make an A in either PSYC 2301 or PSYC 2314.

## 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/>

### **Department Chair Contact Information**

Dr. Karen Saenz  
[Karen.Saenz@hccs.edu](mailto:Karen.Saenz@hccs.edu)  
713-718-7034