



**Division of Earth, Life & Natural Sciences  
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

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**Biology 2301: Anatomy & Physiology I | Lecture | CRN 16327**

Fall 2020 | 16 Weeks (9/21/2020-12/13/2020)

Online | MW 0800-0950 a.m.

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Dr. Gideon Adjei	Office Phone:	713-718-6352
Office:	215 San Jacinto Building	Office Hours:	MO. 12:00-1:20 p.m.; TU. 12:30-1:50 p.m.
HCC Email:	Gideon.adjei@hccs.edu	Office Location:	San Jac Buildg. HCC Central

**Instructor's Preferred Method of Contact**

Please feel free to contact me concerning any problems that you may be experiencing in this course. Your performance in my class is very important to me. Since the campus is closed, you can email me from your Canvas Inbox. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

**What's Exciting About This Course**

Anatomy and Physiology are on the opposite sides of the same biological coin.

**Anatomy**, provides a map of how the human body is put together.

**Physiology** on the other hand explains how this miraculous machine works.

**My Personal Welcome**

Welcome to Anatomy and Physiology—I'm delighted that you have chosen this course under my instruction. My goal is to sharpen the students' comprehension of the subject material, expand on their understanding of the relationship of these principles to illnesses and health; help to improve upon creative abilities in teaming relationships with your mates, and the proper application of the scientific principles thus imparted to real life situations.

**This course follows a Synchronous Online Schedule.** That means, students log in online to our learning management system (CANVAS) at the stipulated dates and times in the course syllabus. In this case, we will use Kaltura Live Room, as our platform for instruction. To do this, the student must go to Canvas, and select our class by CRN. On the left Navigation menu, select Media Gallery. A new page with Yellow and Blue stripes will open up. On this page, click on the Start Meeting icon. That will take you to the Kaltura Live Room. You will see yourself and mates there. It is in this Live Room that we will conduct the class and take all our exams. Be sure to keep your cameras ON. If you have any issues, please call HCC IT at 7137188800 in advance.

### Prerequisites and/or Co-Requisites

**Anatomy and Physiology requires** Math 0106 or higher placement by testing, must be placed in college level reading.

**Co-requisites:** None.

The recommendations for this course include College Level Reading as determined by SAT, ACT, TASP or successfully passing ENGL0305 with "C" or better. Biology 1406 (General Biology) is strongly recommended.

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

### Canvas Learning Management System

All Biology sections utilize [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. All communications and submissions to me must be from your Canvas Inbox.

### Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas, if the campus gets opened. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

### HCC Online Information and Policies

As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

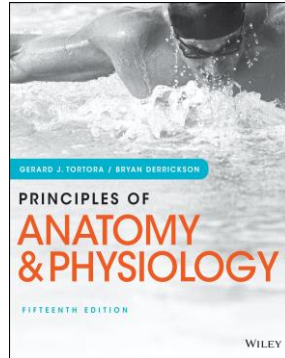
### Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

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

## Instructional Materials

### Required Resources



**Title:** Principles of Anatomy & Physiology 15th Edition

**Print:** Loose Leaf (full title)

**Publishers:** Wiley

**ISBN: 9781119642275**

- *Please note that you do not need to purchase book or access code for this course as you have paid for your course materials including etextbook access during registration. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.*
- *Students have the option to opt out of the program **prior to the Official day of Record**. Students who withdraw prior to the official day of record will have their course materials fee refunded within two day - two weeks after withdrawing.*
- *It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. If you do however choose to opt-out of these materials, you will not have access to the etextbook through Canvas and you will be responsible for purchasing the course materials at the full retail price. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. To Opt out, click on the First Day Inclusive Access LTI Link on your canvas shell, then click on the opt-out button and confirm. The HCC Bursars/Finance Department will credit your account in 2-14 days.*
- *If you withdraw prior to the official day of record, please opt out first so your account will be credited faster.*
- *For more information about the HCC Textbook Savings program, contact our bookstore [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.*

**ELECTRONIC RESOURCES FOR EXAMS:** To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Lockdown Browser with Webcam for all exams**. You need a desktop or a Laptop with webcam for your exams. Smartphones and tablets will not work. If you become aware of any

technical issues with your device, that prevent you from logging into our learning management system, you may contact HCC IT as soon as possible for assistance, if possible. Do this in advance of and not on the day of a scheduled exam.

### **Suggested Resources**

There are several resources available on the internet such as power points, videos and etc. students may access to supplement information provided 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](#) 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

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

### Core Curriculum Objectives (CCOs)

BIOL. 2101 satisfies the Life science requirement in the HCCS core curriculum. The HCCS Biology 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 that pertain to Course Student Learning Outcome #2 below.
- **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 that pertain to Course Student Learning Outcome #4 below.

### Program Student Learning Outcomes (PSLOs)

#### Program Student Learning Outcomes (PSLOs) for the Biology Discipline

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

## **Course Student Learning Outcomes (CSLOs)**

Completion of the specific course Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

- Use anatomical terminology to identify and describe locations of major organs of each system covered.
- Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
- Describe the interdependency and interactions of the systems.
- Explain contributions of organs and systems to the maintenance of homeostasis.
- Identify causes and effects of homeostatic imbalances.
- Describe modern technology and tools used to study anatomy and physiology.

### **Learning Objectives**

- Use anatomical terminology to identify and describe locations of major organs of each system covered.
- Explain interrelationships among molecular, cellular, tissue, and organ functions in each system. Describe the interdependency and interactions of the systems.
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## Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course 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
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

**There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a 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 and maintain 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 making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during my stipulated office hours 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Written Assignment

**There will be four (4) online written assignments.** These are identified as GROUP ASSIGNMENTS. The written assignment(s) will be clearly linked to the course student learning outcomes and learning objectives. Written assignment(s) will comprise 15% of students' course grades.

### Exams

**Lecture exams (60% of the total Grade):** There will be no makeup exams given in this course. I will administer a total of four lecture exams worth 100 points each. The questions will be primarily objective (multiple choice, true or false, fill in the blank, and picture identification). I will drop your lowest test score except the final exam, in lieu of giving a makeup.

**Homework Assignments.** There will be Homework Assignments for each chapter at the publisher's website. This will comprise 15% of your final grade. These assignments are time sensitive. That means they will have specific due dates that will not be modified. If you miss the due date then you will receive a zero for that assignment. It is the students' responsibility to keep track of the assignment and exam due dates.

**Final Exam.** All students will be required to take a comprehensive departmental final exam. The final exam will comprise 10% of your final grade. It will cover all chapters discussed in the class.

Students must provide their own Scantron forms (FORM NUMBER 882-E-LOVAS). All the information students need to prepare for the exam is in the [Final Exam Handbook](#). You will earn an automatic grade of zero if you fail to take the final or any other exam exam.

All exams will be taken online in the Kaltura Live Room in Canvas at the specified dates and times. The exams will have at least 50 questions and a 60 minute time limit. Your cameras must be on while taking the exam so that I can see you while taking the exam. I will not reschedule an exam date, period. For those of you who work, it will be your responsibility to work out an arrangement with your supervisor to take the exam at the scheduled dates, or agree with someone to trade shifts with you so that you can take the exam. I am giving you this information on the very first day of class so that you can begin taking care of these arrangements in advance. You will receive a zero for a missed exam.

### In-Class Activities

I may not assign any In Class activities for this course for additional credit.

### Grading Formula



All grades will be entered into the Gradebook in Canvas. Below are the average grade ranges with their corresponding letter grades:

**Grading Scale**

**90+ = A**

**80-89 = B**

**70-79 = C**

**60-69 = D**

**Less than 60 = F**

**Incomplete Policy:**

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up with the course material, and passing by the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. An "I Contract" must be completed and signed by both Instructor and student. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all of the following conditions are met:

- ✓ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- ✓ You can provide verifiable documentation such as actual confinement to a hospital, giving birth to a baby to support why you should earn an incomplete.
- ✓ 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

Week	Chapters	Topics to be Covered
1. 9/21	1	Overview of Syllabus; Science of Anatomy and Physiology
2. 9/28	2, 3	Atoms, Ions, and Molecules; Energy, Chemical Reactions and Cellular Respiration
3. 10/5	4, 5	Biology of the Cell; Tissue Level of Organization
4. <b>10/12</b>		<b>Wiley Online Adaptive Practice Assignments &amp; Group Discussions 1 due</b> <b>Exam 1: Chapters 1-5. From 8-9 a.m. You must be in the Kaltura Live Room to take the exam. Lockdown browser and webcam req.</b>
5. 10/14	6, 7	Integumentary System; Bone Structure and Function
6. 10/19	8,9	Axial & App Skeleton;; Joints
6. 10/26	10, 11	<b>Muscle Tissue; Axial &amp; App. Muscles. Wiley Adaptive Practice Assignments &amp; Group Discussions 2 Due</b>
7. 11/2		<b>Exam 2: Chapters 6-9. From 8-9 a.m. Must be in Kaltura Live Room Lockdown Browser &amp; Webcam required.</b>
8. 11/9	12, 13	Nervous Tissue; Spinal Cord 7 Spinal Nerves
9. 11/16	14	<b>Wiley Adaptive Practice and Group Discussions 3 Due. Brain &amp; Cranial Nerves</b>
10. 11/23		<b>Exam 3: Chapters 10-13. From 8-9 a.m. You must be in the Kaltura Live Room to take the exam. Webcam and Lockdown browser Required.</b>
11. 11/30	15, 16, 17	Autonomic Nervous System; Sensory, Motor, and Integrative Systems; The Special senses
12. 12/7		<b>Exam 4: Chapters 14-17. From 8-9 a.m. You must be in the Kaltura Live Room to take the exam with your cameras on.</b>
<b>12/9</b>		<b>Departmental Comprehensive FINAL EXAM. 8 a.m. You must be in the Kaltura Live Room to take the exam. Webcam and Lockdown Browser Req.</b>

### Syllabus Modifications

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

## Instructor's Practices and Procedures

### Missed Assignments

There will be no makeups in this class. Your lowest test score will be dropped in lieu of a makeup. I will not extend or modify test or assignment dates, period. Therefore it is important that you keep up with them. For those students who work, as previously stated, it is your responsibility to make arrangements with your supervisor or coworker so that you can take the designated tests indicated. An automatic grade of zero will be assigned for missing tests or assignments. Electronic devices such as cell phones, pagers, beepers, etc. must be turned off or put on vibrate while in class or during exams.

## **Academic Integrity**

### **HCC Policy Statement: Academic Honesty**

**All exams must be taken independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the exam or F for the course.**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The professor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the professor has teaching, grading, and enforcement roles. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

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

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

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

### **HCC Policy Statements**

***Class Attendance – This being online course, it is important that you log into Eagle online on January 14<sup>th</sup> and then 2-3 times each week to stay organized and finish lab exercises in time!*** Your activity and participation will be tracked in CANVAS. Participating regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Class attendance is checked, tracked, and reported to the business office. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

### **HCC Course Withdrawal Policy**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Beginning in Fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** complete an online form **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **\*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the final grade based on your scores that you are making in the class.

### **Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **Classroom Behavior**

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone....even in this online course. Your professor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your professor achieve this critical goal.

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

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

### **Attendance Procedures**

#### **Student Conduct**

Class attendance is mandatory. No disruptive behavior will be tolerated. I will maintain a learning requirement at all times when class is in session. For additional details see Student Handbook.

### **Biology Program Information**

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/grams/areas-of-study/science-technology-engineering--math/biology/>

### **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

### **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 long and short term

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

### **Title IX**

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

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

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

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

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

### **Department Chair Contact Information**

Dr. DaeJan Grigsby  
 Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)  
 Phone: 713-718-7775

### **Some Important Dates**

Nov 26	Thanksgiving Break
Dec 9	Final Exams (will double check since it was not available at the time of preparing this syllabus)