



**Division of Liberal Arts, Humanities & Education**  
**Humanities Department**

---

**HUMA 1311: Mexican American Fine Arts Appreciation**  
**Lecture | CRN#18394**

Fall 2020 | 16 Weeks (08.24.2020-12.13.2020)

Eagle Online (Canvas) | <https://www.eagleonline.hccs.edu>

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Prof. Gina Miceli-Hoffman	Office Phone:	713-718-5757
Office:	Room 230	Office Hours:	By Appointment Only
HCC Email:	<a href="mailto:gina.miceli-hoffman@hccs.edu">gina.miceli-hoffman@hccs.edu</a>	Office Location:	Katy Campus Faculty Area

Class Modality: Online Anytime (<https://www.hccs.edu/campaigns/college-your-way/>)

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in the class is very important to me. I am available to hear your concerns and to discuss course topics. If you have a question about an assignment, please contact me well-in-advance of assignment due date so that I can be of assistance, to you, in a timely manner. Note: Offices are currently closed due to Pandemic.

**Instructor's Preferred Method of Contact**

Please contact me with questions or concerns via email at [gina.miceli-hoffman@hccs.edu](mailto:gina.miceli-hoffman@hccs.edu) or at the Canvas Inbox. Professor contact is made through e-mail only. I prefer that you contact me by using the "In-Box" located within Eagle Online Canvas (for course archival purposes). You can also contact me by HCCS "e-mail" ([gina.miceli-hoffman@hccs.edu](mailto:gina.miceli-hoffman@hccs.edu)) when experiencing problems with Canvas, or if you want to submit an "attachment" with your correspondence. I respond to emails within 24 -48 hours, Monday through Thursday; not on weekends or holidays. I reply to weekend messages during the beginning of the following week. Web-Ex sessions can be scheduled (when available & necessary M-TR; not on weekends nor holidays) upon request or initiated by Instructor & announced in the class. Students can also use the public course "chat" session for questions about course content or assignments (note: this is not a private synchronous component).

Students are required to use their HCCS e-mail account when corresponding with HCCS instructors, as well as within the online course. Include the Course Name, Number, CRN (HUMA 1311-18394 and key word (i.e. Mod. #1 Assignment, Mod. #2 DF, Mod. #3 Content ...) within the Subject Line of each e-mail correspondence, along with official first and last name. Due to security issues, messages received from an e-mail address other than that of

HCCS, or missing this pertinent required information, will be deleted - thus not read by your Instructor. Once the course has ended, correspondence should be sent directly to my HCCS e-mail address (not Canvas "In-Box").

## **What's Exciting About This Course**

### **My Personal Welcome**

Welcome to Humanities 1311: Mexican – American Fine Arts -- I'm delighted that you have chosen this course. I will present course information in an exciting way, which includes diverse interactive, independent, and collaborative activities. As you wrestle with new ideas and facts that may challenge you, take advantage of the course "Chat" session, as well as "Ask HCC" Online. The fastest way to reach me is through Eagle Online. I will be checking on your progress, regularly, and try my best to respond to e-mail messages within 24-48 hours (M-TR; not on the weekends or holidays). My goal is for you to leave this course with a better understanding of, and appreciation for, the Mexican-American Fine Arts. Enjoy your "virtual" journey this semester. Welcome to the Course!

### **Prerequisites and/or Co-Requisites**

Must qualify to enroll in INRW 0300/0420 or ESOL 0370/0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Canvas Learning Management System**

This section of HUMA 1311 uses Eagle Online Canvas (<https://eagleonline.hccs.edu>) for access to course content materials, exams, assignments, discussion forums, and activities. You are responsible for accessing the course, regularly, which includes maintaining access to the Internet and access to the required software. HCCS Open Lab locations can be used to access the internet and Eagle Online Canvas. It is recommended that you use FIREFOX OR CHROME as your browser.

### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

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

Look in 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**

### **Textbook Information**

A textbook is not required for this course; materials are featured in the online course environment (OER's, Websites, Instructor Materials...). Students will also perform online research and cite sources to discourage plagiarism.

### **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

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican-American/Chicano(a) experience. Note: This class places emphasis on Visual Arts & Culture.

### Core Curriculum Objectives (CCOs)

HUMA 1311 Satisfies the Creative Arts or Component Area Option of the HCC core. THECB established the following objectives:

**Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking.

**Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.

**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.

**Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/humanities-interdisciplinary-studies/>

### Course Student Learning Outcomes (CSLOs)

Can be found at:

<http://learning.hccs.edu/programs/humanities/course-student-learning-outcomes-and-learning-objectives/huma-1311>

## Student Success

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 course material, 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. Expect to spend at least three hours logged into the class, each week, examining course content. Additional time will be required (dependent upon your knowledge & skill-set) to complete assignments and activities featured within each Module.

Successful completion of this course requires a combination of the following:

- Weekly Attendance (Log-In a minimum of 2x per week; once early during the week)
- Frequently Viewing E-Mail Messages, Course Announcements & Course Calendar
- Be Familiar With "Start Here" Module Contents & Completing "Start Here" Quiz
- Reading Course Module Content, Textbook and/or Online Sources
- Creating, Researching, Writing About, and Discussing the Visual & Performing Arts
- Be familiar with Academic Writing and Research methods, as well as use formal writing to complete assignments, discuss course topics, and to correspond with students or instructor (i.e.: do not use texting language, encryptions, slang, foreign language...)
- Submitting Assignments (in requested format & required location) By Due Dates/Times
- Actively Participating With Discussion Forums
- Using the "Chat" room to seek assistance from peers (if and when necessary)
- Contacting Instructor Well-In-Advance of Scheduled Assignment Due Dates/Times (if and when necessary)
- Monitor Individual Course Progress & Keep Copies Of All Material Related to Course
- Maintain a Good Attitude & Time-Management Skills!

Since this is a project-based course, assignments and discussion forums are designed to facilitate learning and application of course material. You will demonstrate what you have learned by completing assignments, as well as participating with discussion forums. There isn't a short cut for success in this course; it requires reading (as well as researching) course material. You are expected to learn concepts featured in this course so that you can successfully complete assignments, as well as effectively participate with discussion forums.

Good time-management skills are also imperative for successful completion of any course; particularly within an online course format. Due to the nature of this course format, I do not accept late work; instead, an extra-credit opportunity is offered at the beginning of the semester (refer to online course content materials for details).

I also take plagiarism very seriously—submit your own, original ideas, in your own words, or you will receive a zero on projects, discussion forums, and/or possibly even fail the course. I can't tell what you've learned if you use someone else's work. Tip: Never copy and paste information, from online, directly into your document. Take research notes and then use this material to compose a typed document using your own words, thoughts, and ideas, then appropriately cite your sources. Use quotations, sparingly, in order to enhance your

document. Refer to this online course, as well as the following HCCS Library Link, for further details: [http://library.hccs.edu/research\\_writing/plagiarism](http://library.hccs.edu/research_writing/plagiarism)

The HCC Online website at [www.hccs.edu/online](http://www.hccs.edu/online) provides some unique procedures for HCC online students. Online students should thoroughly review the website before each semester for updates and changes. The HCC Online website has specific sections for Advising Services, Counseling Services, Ability Services, Tutoring Services, Proctoring Services, Career Services, Student Support, and Technical Support for Eagle Online (Canvas).

## **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 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 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 course textbook (or supplemental materials)
- 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

Since this is a project-based course, most of the class will be completed through written assignments. You will complete at least 2000 words in a combination of written assignments over the course of the semester. Your grammar and spelling are important therefore obtain assistance from an HCCS tutor if needed.

Additional requirements for Honors students:

Honors students will write an additional 2,000 words. They will complete a project or oral presentation that shows a higher level of analytical thinking and satisfies the requirement of the honors contract

## Exams

Since this course is project-based, only one exam is featured – the “Start Here Quiz”. This required multiple-choice online quiz is featured in the “Start Here” section of the course and due prior to 11:00 pm (Central Time Zone), August 30th, 2020 in order to remain in the course. Refer to details about this quiz within the online course located at Eagle Online Canvas.

Methods of Assessment/Evaluation may include: hands-on art projects; tests and quizzes which may include: definitions, matching, multiple choice, true/false, short answer, essay, lists; writing assignments, discussions and/or critiques; written papers including critiques, essays, analyses, reviews, research, comparing and contrasting art and historical perspectives; formal analysis; presentations; group and/or individual projects; other methods as may be determined by individual instructors.

## Class Activities

There are 3 Modules located within this course (not including the “Start Here” section at the beginning of the course). Each Module contains learning objectives, course content, assignment and/or activities (along with instructions & rubrics), as well as discussion forums.

Throughout the Semester you will work independently, as well as collaboratively, to complete assignments and activities.

You are expected to complete Modules sequentially (“Start Here” then Module’s 1,2,3) during assigned weeks of the semester so that you can learn course content and submit assignments by scheduled due dates/times. Since Module One content is necessary to complete assignments for Module Two (and so on and so forth) it is highly suggested that you don’t attempt to “skip” Modules. By doing so, you will have a very hard time completing particular assignments, as well as lose points.

Missed quizzes, assignments, activities, discussions do not receive points. Assignments, quizzes, activities and discussions are not accepted late! Refer to the Course Calendar, as well as online course, for details. For successful time-management, plan on completing and/or submitting assignments prior to designated due dates. If you choose to submit an assignment on a scheduled due date, I highly suggest submitting no later than 9:00 pm. If you are experiencing technical difficulties, it is highly suggested that you contact the HCCS Help Desk well-in-advance of assignment scheduled due dates/times. Due to the nature of this course, accommodations are not granted for human and/or computer

errors, vacation or work schedules, personal issues or illnesses. A student requesting an extension or Incomplete in the course must contact the Dean of Humanities for approval due to certain school regulations and/or official documentation that must be filed.

## Final Exam

Since this course is project-based, there isn't a Final Exam. Instead, students are issued a final project featured in Module 3. Refer to Course Calendar as well as Module 4 online course contents for details.

## Grading Formula

### Instructor Grading Criteria:

Assignments, Activities, Discussions and any additional course activities (added or modified) will be evaluated according to the following criteria:

- Adherence to all specific assignments, rubrics, course guidelines & scheduled deadlines
- Adherence to Netiquette, Writing, and Academic Research Guidelines
- Weekly Active Attendance & Participation (log-in a minimum of 2x weekly, submit assignments, complete quizzes & participate with discussion forums)
- Originality, Creativity, Communication, Collaboration, Critical Thinking, Social Responsibility & Visual Literacy Skills
- Appropriate application of terms, concepts, ideas featured in course
- Comparing/Contrasting Art (Media, Techniques, Themes, Styles, Characteristics, VE's/PD's, Function, Cultures...)
- Academic Writing and Research Skills (formal writing, formal correspondence, credible academic sources, appropriately citing sources, appropriately identifying visual images/art forms within assignments, appropriate use of MLA or APA style...)
- Honesty: Submit your own work, cite sources, and don't plagiarize!

### Grades:

- Grades are digitally (as well as manually) recorded within the HCCS Eagle Online course grade book.
- Some grades are returned automatically generated. Those that are not automatically graded will be manually graded after the section Module due date closes.
- Individual grades are accessible to students, during the term, via the course online grade book. It is a student's responsibility to monitor their course progress throughout the term.
- Each assignment is graded using a rubric with detailed assessment information
- This course is worth a total of 1,000 points. Your final course grade is calculated by dividing the total points earned by the total points possible (1,000).
- Please note that the Canvas Gradebook percentages column is often inaccurate, thus review your point totals, not Canvas derived "percentages".
- Extra Credit:
  - If and when extra credit is offered in this course, I highly suggest that you complete it; you may need the points if you miss an assignment, activity, discussion or score low points on any given item
  - If earned, extra credit is added to your overall number of points in the course
  - Extra credit must be submitted during the module that it is assigned and/or by scheduled due date and designated time frame to earn extra credit points



**The HCC grading scale can be found at:**

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

### **Instructor's Final Grading Legend:**

<b>"Start Here" Quiz</b>	<b>Required &amp; (50 extra-credit pts)</b>
<b>Module #1 Assignment &amp; DF</b>	<b>300 Points</b>
<b>Module #2 Assignment &amp; DF</b>	<b>300 Points</b>
<b>Module #3 Assignment &amp; DF</b>	<b>400 Points</b>
<b>Total</b>	<b>1000 Points</b>

<b>A</b>	<b>900 + Points</b>
<b>B</b>	<b>899-800 Points</b>
<b>C</b>	<b>799-700 Points</b>
<b>D</b>	<b>699-600 Points</b>
<b>F</b>	<b>599 &amp; below</b>

### **Incomplete Policy:**

An "I" (Incomplete) is conditional. In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. A student must contact the Instructor to request an Incomplete, and the request must be approved by the Dean of Visual Arts Department. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation. 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

<b>HCC Calendar: Fall 2020 Semester (16 Week DE Class)</b>	
Classes Begin	➤ Monday, August 24, 2020
Last day for drop/add	➤ July 31, 2020 (prior to 4pm)
Official Date of Record <b>(Automatic withdrawal if student doesn't actively participate with course prior to this date. Note: Start Here Quiz completion is also required)</b>	➤ Sept. 08, 2020
Holidays and Breaks	<ul style="list-style-type: none"> <li>➤ Sept. 07, 2020 (Labor Day)</li> <li>➤ Nov. 26-29, 2020 (Thanksgiving)</li> </ul>
Last day to drop classes with a grade of W	➤ October 30 <sup>th</sup> , 2020 (by 4pm)
Instruction ends	➤ Dec. 06, 2020
Final examination	A final exam is not featured in this course. *All work is due prior to 11:00 pm, TR., Dec. 10th, 2020

<b>*COURSE CALENDAR</b>		<b>HUM 1311-18394 (Fall 2020: 16 WK DE)</b>
<b>Week</b>	<b>Dates</b>	<b>Topic / What's Due (Central Time Zone)</b>
<b>1</b>	08/24-08/30	Course Orientation: "Start Here" Module <b>"Start Here" Quiz Due: 08/30 prior to 11:00 pm (REQUIRED)</b>
<b>2</b>	08/31-09/06	Module #1: Meso-American Arts & Cultural Influences
<b>3</b>	09/07-09/13	Module #1: Meso-American Arts & Cultural Influences <b>Labor Day Holiday (09/07)</b>
<b>4</b>	09/14-09/20	Module #1: Meso-American Arts & Cultural Influences <b>&gt;Assignment Submission Due: 09/20 prior to 11:00 pm</b>
<b>5</b>	09/21-09/27	Module #1: Meso-American Arts & Cultural Influences <b>&gt;Assignment DF Post Due: 09/21 prior to 11:00 pm</b> <b>&gt;DF Due: 09/27 prior to 11:00 pm</b>
<b>6</b>	09/28-10/04	Module #2: Tejano Roots - Missions & Spirituality
<b>7</b>	10/05-10/11	Module #2: Tejano Roots - Missions & Spirituality
<b>8</b>	10/12-10/18	Module #2: Tejano Roots - Missions & Spirituality
<b>9</b>	10/19-10/25	Module #2: Tejano Roots - Missions & Spirituality <b>&gt;Assignment Submission Due: 10/25 prior to 11:00 pm</b>
<b>10</b>	10/26-11/01	Module #2: Tejano Roots - Missions & Spirituality <b>&gt;Assignment DF Post Due: 10/26 prior to 11:00 pm</b> <b>&gt;DF Due: 11/01 prior to 11:00 pm</b>
<b>11</b>	11/02-11/08	Module #3: Modern & Contemporary Art & Culture (The Mexican-American/Chicano(a) Experience)
<b>12</b>	11/09-11/15	Module #3: Modern & Contemporary Art (The Mexican-American/Chicano(a) Experience)
<b>13</b>	11/16-11/22	Module #3: Modern & Contemporary Art & Culture (The Mexican-American/Chicano(a) Experience)
<b>14</b>	11/23-11/29	<b>&gt;"Final Draft" Assignment Submission Due: 11/25 prior to 11:00 pm</b> <b>Thanksgiving Break (11/26-11/29)</b>
<b>15</b>	11/30-12/06	<b>&gt;"Final Draft" Assignment DF Post Due: 11/30 prior to 11:00 pm</b> <b>&gt;DF Due: 12/06 prior to 11:00 pm</b>
<b>16</b>	<b>12/07-12/10 Finals Week</b>	<b>&gt;Final (Edited Version) Assignment Submission Due: 12/10 prior to 11:00 pm</b> <b>*All work due prior to 11:00 pm, central time, TR., Dec. 10, 2020!</b>

\*DF = Discussion Forum

## 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

Late or make-up work is not accepted in this course. It's the student's responsibility to ensure that exams, assignments, activities, and discussion forums are completed and submitted (within designated assignment drop box and/or discussion forum locations) by scheduled due dates & designated times. It's also the student's responsibility to contact instructor, well-in-advance of scheduled due dates, if they don't understand what is expected of them for an exam, assignment, activity, or discussion forum featured in this course. Students who do not submit assignments in appropriate format, designated drop boxes, and/or by scheduled due dates & time will not earn points - which can result in a lower point total, being withdrawn from, or failing the course.

Student must provide instructor with official documentation from the HCCS Ability Support Service Office for an extension or modification of an assignment or exam (well-in advance of assignment or exam due date). Instructor approval of documentation must be granted prior to issuing or accepting an extension or modification of an assignment. All work must be completed prior to end of term. If you are experiencing a serious issue that inhibits you from actively participating with this course, it's best to discuss your situation with the Dean of the Humanities Department. Dependent upon circumstances, you might be able to obtain either a "W" or Incomplete in the course – but be aware that there are strict rules concerning this chosen course of action, often requiring official documentation and approval by the Dean.

### File Format Requirements:

For all attached documents submitted with assignments, students are expected to adhere to the following requirements:

1. Eagle Online/Canvas accepts only the following file formats:
  - a. .pdf, .rtf, .doc or docx, .ppt or .pptx , .jpeg,
  - b. Documents submitted in an alternate format are not accepted due to program constraints. Students will be notified if, and when, Canvas accepts alternate file formats.
2. If I can't open your assignment document, or it is not the accurate document, you will not earn points! Please review your submissions immediately upon upload.
3. Upload PDF files: You should create pdf documents for uniformity, accessibility and security purposes. Since you can't change pdf files once created, it's best to first create your documents in a text editor (such as Microsoft Office Word), then convert to a .pdf file.
4. Requested File Format for Assignments (Due to Course Record Management Issues):
  - a. HUMA1311-18394\_Last Name, First Name\_Mod.#Assignment.pdf (or rtf, doc, docx, ppt, pptx...)
  - b. Example for Module Assignment: HUMA1311- 18394\_Rivera, J. Mod#1 Assignment.pdf (or rtf, doc, docx, ppt, pptx)
  - c. Example for Module Assignment: HUMA1311-18394\_Jones,S\_ Mod#2 Assignment.pdf (or rtf, doc, docx, ppt, pptx).
  - d. Example for Discussion Forum: Art 1301-18394\_Rivera,J. Mod#1DF.pdf (or rtf, doc, docx, ppt, pptx)

- e. Example for Discussion Forum: Art 1301-18394\_Jones,S.\_Mod#3DF.pdf (or rtf, doc, docx, ppt, pptx)
  - f. Include a Header (Class Number, Your Name, Mod. Number & Assignment Title, Date) and Page Numbers
5. Create typed documents with 10, 11, or 12 Point Times New Roman Font/Font Size & 1" margins max. (College Required)
  6. Use MLA Style parenthetical citations within document and/or MLA Footnote or Endnote format with all assignments (MLA is an easier format and discourages plagiarism). Include MLA Style Bibliography with all assignments - can be placed at the end of your document and should contain academic resource information, along with activated URL addresses, so that you don't plagiarize and everyone can access your research materials! Resource: [http://library.hccs.edu/research\\_writing/plagiarism](http://library.hccs.edu/research_writing/plagiarism)
  7. Include clearly identified visual images for each visual example presented in your document: identify artist/culture, title, date, media, location, and activated URL address where you found each visual image - so you don't plagiarize and everyone can view your examples! If using the Canvas "Flickr" stock images, program allows user to type information under "attributes" when opening chosen image. Even if you find an image in a course textbook, you must include the image within your typed or posted document.
  8. When attaching digital photographs within an Eagle Online Canvas text box, be certain to only attach formats that Canvas allows within its program.
  9. If I can't access an activated (hyperlinked) URL Address and/or visual imagery, you will lose, or not earn, points on an assignment.

### **Additional Course Requirements:**

1. Digital or Cell Phone Camera: Students are responsible for electronically uploading digital images and/or original photographs (inserted into requested format file documents (pdf, rtf, doc, docx, ppt, pptx...) or attached as jpeg files within assignment drop box. Students may need access to an electronic scanner, program, or service to scan imagery and convert images into a digital format for this course - often available at HCCS computer or library labs.
2. PDF File Reader: Instructor files (as well as student postings) are in the .pdf format; therefore, students will need access to a .pdf file reader (such as Adobe Acrobat Reader).
3. File Compression Program: Extremely large files, 501 MB+, are not accepted in this course. Students may need access to a digital file compression/decompression program (such as WinZip) at the beginning of the Semester, if creating a file that is too large to be uploaded in Eagle Online. Note: Canvas only accepts certain file formats, therefore, please participate with the HCCS Canvas tutorials for further information.
4. Internet Browser: This course utilizes online materials, accessible only with access to an Internet Browser. For HCCS "Canvas" we highly recommend using Firefox or Google Chrome as your browser.
5. Microsoft Office Software: Currently, HCCS campuses (as well as instructor) are installed with Microsoft Office Software. You will need access to Microsoft Office Software and a PC or convert your MAC files to an accessible PC format. Note: pdf and .rtf files are the most accessible file formats.

6. Google Docs & Microsoft Office 365 are both available to HCCS students for "free"
7. Review HCCS Eagle Online (Canvas) Tutorials & Resources for additional information about computer technology requirements.

**Course Disclaimer:** Due to the nature of course content some controversial themes, as well as nudity, may be featured in this class. If you feel uncomfortable with the course subject matter it's your responsibility to withdrawal from the course. Guests and/or children are not allowed in the online classroom environment unless approved by instructor.

If you are experiencing a serious issue that inhibits you from actively participating with this course, it's best to discuss your situation with the Dean of the Visual Arts Department. Dependent upon circumstances, you might be able to obtain either a "W" or Incomplete in the course – but be aware that there are strict rules concerning this chosen course of action, often requiring official documentation and approval by the Dean.

### **Academic Integrity**

Students are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. 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 student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, 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 means the unauthorized collaboration with another person in preparing written work offered for credit.

**Violations:** Possible punishments for academic dishonesty may include a grade of "0" or "F" on the assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

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**

Log in a minimum of two times, per week. I highly suggest doing so at the beginning of the week in order to review Course Announcements, as well as course Module content – including assignment, quiz, and discussion forum directions. This way, if you have a question about the material or expectations, you'll have ample time to contact your instructor for clarification if necessary – prior to schedule due dates/times.

Although it's your responsibility to drop a course for non-attendance, the instructor has the authority to drop you for excessive lengths of time without attendance and/or participation and/or missing quizzes, assignments, activities, or discussion forums. Any student who does not complete the "Start Here Quiz" (featured within the course & due prior to the end of the first week of the term) will automatically be withdrawn from the course. Any student who is not actively pursuing the course, and/or doesn't submit assignments by scheduled due date/times, and/or doesn't complete assignments in their entirety, and/or doesn't submit assignments within appropriately designated drop boxes, and/or doesn't participate with discussion forums can be withdrawn from, receive a low grade, or fail the course. Instructor reserves the right to contact an Academic Advisor if, and when, a student is not meeting expectations set for the course.

### **Student Conduct**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. This includes maintaining a professional demeanor while communicating and working with both your fellow students and instructor – on all assignments, discussions, and correspondence. Students are expected to adhere to Netiquette, Academic Writing, and Research guidelines featured in this Eagle Online version of the course - for all assignments and correspondence with instructor, as well as peers enrolled in the course. Failure to maintain a professional demeanor can result in receiving zero points on an assignment or withdrawal from the course.

### **Electronic Devices and Legal Policy**

All materials located within this HCCS DE Online Course are subject to copyright and trademark laws. All HCCS online course contents are permanently recorded, archived for future reference by instructor and/or HCCS Administration, and remain the legal property of HCCS and the instructor of the course. Any student who intentionally or unintentionally copies, distributes, posts, plagiarizes, trades, publishes or sells any course material (including electronically or digitally), will be withdrawn from and/or fail the course, and can be formally prosecuted in a court of law.

### **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/epls3-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. Helen Graham, [helen.graham@hccs.edu](mailto:helen.graham@hccs.edu), 713-718-7258