



Division of Natural Sciences and Horticulture

Department of Chemistry

<http://learning.hccs.edu/programs/chemistry>

CHEM 1305: Introduction to Chemistry | Lecture | #17853 Spring 2021 | 16 Weeks (1.19.2021 – 5.9.2021)

Distance Education Online

3 hour lecture course | 48 hours per semester

Instructor Contact Information

Instructor: Dr. Grace Zoorob
Office: Central College

Office Phone: 713-718-2501
Office Hours: by Appt

HCC Email: grace.zoorob@hccs.edu

Office Location: LH Bldg, Room 313

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.

This class is **Online Anytime** – Students can take this class online at any time. This is a traditional online class where students never come to campus and do not have a set meeting time.

You may reach me via email. **Please use your student HCCS.edu email for communication. I will only be able to send correspondence from Eagle Online to your student account** so please check it regularly as you are responsible for content of messages. Students may access email via Canvas or student sign-ins. Please allow sufficient time for a response. I try to reply between 24-48 hours. Please do not wait until the last minute to make an important or urgent request.

What's Exciting About This Course

Chemistry is known as the "central science." I hope you will learn what this means and how chemistry impacts our daily lives and the world around us. In time, you will gain an appreciation for how chemistry overlaps with other sciences and share my passion for this subject!

My Personal Welcome

Welcome to the world of Chemistry—I'm delighted that you have chosen this course. I will present the information in the most approachable, organized, and exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to

support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of yourself and of chemistry. So please contact me whenever you have a question.

Prerequisites and/or Co-Requisites

This course requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed Reading 0342, Math 0312 and Writing 0310 / 0349 or Math 0312 with INRW 0420. The Math component may not be an official prerequisite, but it will be very helpful in your success as this course does have very similar math components to chemistry courses (CHEM 1311) that require Math 0312.

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This course will use [Eagle Online Canvas](#) for communication, instruction and assignments, including exams (LockDown Browser/Webcam needed). HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or you may use your own computer. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

Students will be presented with lecture content online, for which they are responsible for studying. The instructor will be available to answer questions and supplement online content upon student request. Course notes, lecture videos and additional course resources are posted on **Eagle Online Canvas** <https://eagleonline.hccs.edu> Log in directions for Eagle Online appear on the page itself. Your username is your "W" number used for registration purposes. For technical issues, please call 713 - 718 - 2000.

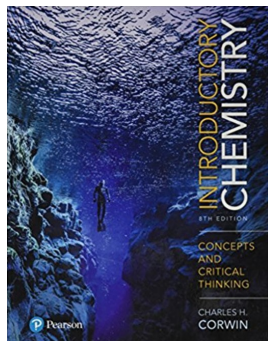
It is the student's responsibility to log onto the Eagle Online Canvas on a regular basis (at least 4x/week) to check for announcements, access course materials, and check email. This is also considered by the College a form of attendance as well as participation in the course. Additionally, students should confirm that their correct email address is linked to Eagle Online so that they may send AND receive correspondence from the instructor.

It is highly recommended to download instructional materials well in advance in the case of technical issues so that you are always prepared for class. You may also contact the instructor for material in the event that your Eagle Online access is intermittently restricted due to technical or enrollment issues.

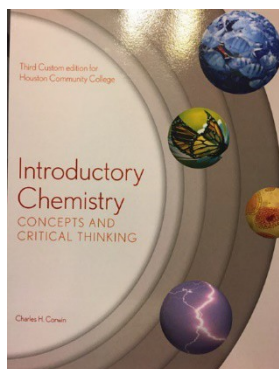
Students who no longer appear on the class roster because they have been dropped (for lack of attendance, non-payment, financial aid issues, Etc.) will not have access to Canvas or be able to complete assignments/earn grades.

Instructional Materials

Textbook and Course Materials Information



OR



The materials listed below are **required** for this course.

1. *Introductory Chemistry Concepts and Critical Thinking 8th* Edition by Charles H Corwin Hardback. Pearson Publishing
ISBN-13: 978-0134421377

OR

Softcover Custom Print with Fewer Chapters needed just for 1305

1. *Introductory Chemistry Concepts and Critical Thinking 3rd* Custom Edition Softback by Charles H Corwin (HCC custom print edition of Corwin 8th edition is 978-1-323-76370 – THE ACCESS CODE IS NOT NEEDED FOR THIS COURSE.)

The texts are included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from Pearson. Order your book here: [HCC Bookstore](#)

2. A Nonprogrammable scientific calculator (no graphing calculators permitted in testing)
3. Paper and pencil: no substitute for good old-fashioned practice!
4. **Web-cam and internet enabled computer- chrombook does not work**

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support 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 details.

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>.

Course Overview for CHEM 1305

General introduction to fundamental principles of chemistry includes atomic structure, chemical formulas, molecules, reactions, and elementary thermodynamics. This course is intended to be preparatory to CHEM 1411 (1311/1111) for science majors who have no prior knowledge of chemistry. This course satisfies the Life and Physical Sciences or Component Area Option of the HCC core.

NOTE: This is an online course. Guided studies in the form of modules that link to notes, video lectures, and practice problems are located online in Canvas Eagle Online.

Program Student Learning Outcomes (PSLOs) for all CHEM Courses

Can be found at <http://learning.hccs.edu/programs/chemistry>

Course Student Learning Outcomes (CSLOs) for CHEM 1305

Learning Objectives for CHEM 1305

Learning Objectives for each CSLO can be found at [Learning Objectives for CHEM 1305](#). Specifically, they are:

Course Student Learning Objectives/Outcomes (CSLOs):

SLO 1. Give names and formulas of elements, ions, and ionic and molecular compounds.

- 1.1 Given the name, identify the formula and charge of positive and negative ions, and vice-versa.
- 1.2 Given the name, write the formula of ionic compounds, binary molecular compounds, and acids. Given the formulas of these types of compounds, name them.

SLO 2. Categorize, complete, and balance chemical reactions.

- 2.1 Identify given reactions as combination, decomposition, single displacement, and double displacement.
- 2.2 Starting with the reactants, complete the reaction by writing the reaction products.
- 2.3 Given the reactants and products, balance the reaction.

SLO 3. Classify elements according to their location in the periodic table; identify periodic trends of selected properties of atoms; write the electron configuration of atoms and ions.

- 3.1 Based on their location in the periodic table, classify elements by type.
- 3.2 State the periodic law and identify the periodic trend of atomic size, metallic character, and ionization energy.

3.3 Write electron dot formulas of representative elements; write the electron configuration of atoms and ions.

SLO 4. Do basic chemistry calculations involving reaction stoichiometry.

4.1 Convert amounts in units of mass or volume to moles, and vice-versa.

4.2 Given the amount of one substance in a reaction, calculate the amount of the other substances that react or form.

4.3 Identify the limiting reactant and excess reactant in a reaction where more than one reactant amount is given.

SLO 5. Relate the gas variables using the gas laws and apply Dalton's law of partial pressures to a mixture of gases.

5.1 Relate and calculate the pressure, volume, temperature, or amount of gas using Boyle's law, Charles' law, Gay-Lussac's law, Avogadro's law, the combined gas law, and the ideal gas law.

5.2 Use Dalton's law to perform calculations involving gas mixtures.

5.3 Explain the assumptions of the kinetic-molecular theory of gases.

SLO 6. Depict chemical bonding with dot structures and predict the molecular shape (geometry) of molecules.

6.1 Draw the Lewis dot structure of molecules containing two to four atoms.

6.2 Based on the dot structure of the molecule, determine its geometry and molecular shape based on VSEPR theory.

Student Success in CHEM 1305

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 a schedule to help stay on track and keep up with the course timeline. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending "online" class, completing practice problems, and getting help when you need it. There is no short cut for success in this course; it requires reading, solving problems 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 class activities, discussions, and lectures
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and makeup
- 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

To be successful in this class, it is the student's responsibility to:

- Attend "online" class and participate in class discussions and activities
- Read and comprehend the textbook and instructor notes
- Complete the required assignments and exams
- Practice problems
- Ask for help in a timely manner when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments

- Keep up with your grades which will be posted in the Canvas Gradebook
- Attain a raw score of at least 70% on all assignments
- Take the final exam during the designated testing period
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Academic Integrity

- Copying from another student's work, not using lockdown browser/webcam for exams
- Using unauthorized materials including electronic devices for tests, assignments, and classroom activities, not using Lockdown Browser/Webcam
- Collaborating with another student during a test without authority
- Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test
- Bribing another person to obtain a test that is to be administered
- Unauthorized talking during tests, assignments, and classroom activities
- "Plagiarism" means using another person's words or ideas as one's own without properly citing where and from whom you obtained the original work.
- "Collusion" means the unauthorized collaboration with another person in preparing written work submitted for credit.

Other actions may constitute scholastic dishonesty. This is not an exhaustive list.

Academic dishonesty, as listed above, which includes but is not limited to collusion, plagiarism, copying any part of any assignment or exam, sharing exam information or communicating (verbal or otherwise) during an exam, or utilization/manipulation of unauthorized electronic devices during exams/assignments or exam reviews, will not be tolerated. Penalties can include a grade of "0" or "F" on the particular assignment, failure of the course, and/or disciplinary action as determined by the Student Code of Conduct and Discipline Procedures. If you are caught cheating, any of the above actions may be taken for ALL students involved.

"Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion. There is a **Zero tolerance** for any type of academic dishonesty.

Exams and Assignments

Exams and Make Up Policy:

The material covers ten chapters in this course over 4 exams. In the course, there are four non-cumulative regular multiple choice exams taken **ONLINE** in Canvas, using Lockdown Browser/Webcam with approximately 25-35 questions each. Additionally, there is a mandatory comprehensive final (more information below) with about 45 questions. Make-up exams will NOT be given, so please make every reasonable effort to take the exams on their scheduled dates.

Regular exams are timed at 90 minutes. Final exam is set to two hours.

The lowest regular exam grade (or missed exam as a zero) will be dropped. The final exam cannot be dropped. Exam coverage and dates for testing windows are below. The exams open at 8:00am on Saturday and close at 8:00pm on Monday. The final exam is mandatory and is only given Monday and Tuesday.

Tentative Online Testing Periods and Exam Coverage:

Week #	Chapters To Study	Exam to Take	Dates of Testing Window
1-3	Chapters 1-3, PPS HW Module 1,2,3 due	Exam 1	2/6 8am -2/8 8pm
4-6	Chapters 4, 5, 12 HW Module 4,5,6 due	Exam 2	2/27 8am -3/1 8pm
7-10	Chapters 6, 7, 8.1- 8.4 HW Module 7,8,9 due	Exam 3	4/3 8am -4/5 8pm
11-14	Chapters 8.7-8.9, 9-10 HW Module 10,11,12 due	Exam 4	5/1 8am - 5/3 pm
16	Chapters 1-10, Modules 1-12	Mandatory Final Exam	5/10 8am -5/11 8pm ONLY

It is the Program's hope that providing nontraditional modes of instruction by removing barriers and increasing access to academic resources such as online testing creates more opportunity for students to complete courses and work towards achieving their academic goals. However, some safeguards are needed to ensure that the rigor and academic integrity of the courses are also maintained for the benefit of all students and instructors.

Therefore, for ALL exams taken online, students are asked to download the Respondus Lockdown Browser from Canvas and install it onto their web-cam enabled computer prior to the first testing period. Students should also print the periodic table and equation sheet provided on Canvas to use during the exam. A non-graphing calculator may also be used. Students will only be able to access exams via the Respondus browser and no other applications should be open or utilized. The program then uses the webcam of the device on which the exam is being taken to inspect the testing environment. It is only for purposes of maintaining academic integrity so please find a quiet space where you will not be disturbed to take your exam. Put away any material or personal effects you do not wish to be seen in the immediate area. This also includes any course-related material or other electronic devices. The program is enabled to detect unusual activity and flag it so that the instructor may review video of testing, such as the presence of additional devices, leaving the

testing area, etc. I would like to foster an environment of mutual trust and respect but we must also maintain the integrity of the course as well and they are mutually exclusive, which is why the College has this system in place. I want everyone to do well and am here to support each of you! Your learning and success is a priority, and I want everyone to have an equal opportunity at that. Essentially treat this time as you would expect any traditional testing environment.

Online exams are to be taken by the student himself/herself without any collaboration with another individual or reference, written, electronic, or online. No communication, verbal, non-verbal, or electronic may be made. All cell phones and communication devices are prohibited. Ensure you have a quiet space to test, without disruption, have used bathroom facilities, and have a dependable internet connection so that you do not have any issues in testing or get flagged. Additionally, exams are timed so you want to ensure you manage it properly.

In fairness to other students and because generous windows are given for assignment completion, no late assignments or exam extensions are accepted.

Written Assignment

Homework: Homework is not an assigned grade in this course since it is both online and electronic access codes from the textbook may require an additional cost to the student. However, it is highly recommended that with an analytical subject as chemistry, you put into practice what you have learned. The best method of doing that is by answering theoretical questions and solving calculation-based problems.

Bonus assignments may be offered throughout the term. Email notifications will be sent out with assignment details and due date. Submissions will occur via Canvas.

Grading Formula

The overall course average is determined as follows:

The overall course average is determined as follows:

Four regular exams (lowest dropped)	75%
Comprehensive Final Exam**	25%
Total:	100%

Point ranges for the sum of 4 exams (each 100 points) taken is below and will determine final course grades.

Grade	Total Points
A	360+
B	320-359
C	280-319
D	240-279
F	<240

Or $(E1 + E2 + E3 + FE) / 4 = \text{Final Course Grade}$

Letter grade determination is based on the 10-point grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
<60	F, FX*

HCC Grading Scale can be found on this site under HCC Grading System:

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

Grades are posted in Canvas gradebook in a timely manner such that you can follow your standing in the course. Grades are NOT released via telephone or email or to classmates. Grades are discussed and distributed only in compliance with the Federal Education Rights and Policy Act (FERPA) policy in class or during office hours.

Course Calendar

Below is a guide to help keep you on track as you make your way through each module. You will be conducting self-guided studies with lots of resources online and my support. My best advice is "time and effort."

Give yourself enough time to cover and digest the material and spend enough time practicing it. Read through the notes and watch the lecture videos and/or read the textbook as well if you wish and if time allows (see what works for you). Practice as many problems as you can

from the notes and textbook. Take the practice exam which will help you prepare for the exam and final. Ask for help when you need it.

Tentative Class Outline:

Week	Due Date	Schedule
1	Mon 1/25	Online Syllabus/Safety Homework Review (Due)
	Mon 1/25	Module 01: Introduction to Chemistry; Prerequisite Science Skill Online Homework Review 01 (Due)
2	Mon 2/1	Module 02: The Metric System; Online Homework Review 2 (Due)
3	Mon 2/8	Module 03: Matter and Energy Online Homework Review 3 (Due)
	2/6-2/8	Exam 1 (Modules 1-3) (Due)
4	Tue 2/16	Module 04: Models of the A Online Homework Review 4 (Due)
5	Mon 2/22	Module 05: The Periodic Table Online Homework Review 5 (Due)
6	Mon 3/1	Module 06: Language of Chemistry Online Homework Review 6 (Due)
	2/27-3/1	Exam 2 (Modules 4-6) (Due)
7	Mon 3/8	Module 07: Chemical Reactions Online Homework Review 7 (Due)
8	Sun 3/14	Module 08: The Mole Concept Online Homework Review 8 (Due)
9	Mon 3/29	Module 09: Chemical Equation Calculations Online Homework Review 8 (Due)
10	4/3-4/5	Exam 3 (Modules 7-9) (Due)
11	Mon 4/12	Module 10: Gases; Online Homework Review 10 (Due)
12	Mon 4/19	Module 11: Liquids and Solids Online Homework Review 11 (Due)
13	Mon 4/26	Module 12: Chemical Bonding Online Homework Review 12 (Due)
14	5/1 - 5/3	Exam 4 (Modules 10, 11,12)
15	Mon 5/3	Final Exam Review
16	Mon/Tue 5/10-5/11	Final Exam Comprehensive Mandatory
		Feb 15: President's Day March 15 Spring Break Feb 1: Date of Record April 6: Last Day to Drop

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

Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignment, samples of class assignments, and other information to assist you in the course.

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

Policy Regarding Making Up Missed Assignments

Please see both exam and lab sections for information about make-ups.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

Academic Integrity

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.

“Cheating” includes but is not limited to:

- Copying from another student’s work
- Using unauthorized materials including electronic devices for tests, assignments, and classroom activities
- Collaborating with another student during a test without authority

- Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test
- Bribing another person to obtain a test that is to be administered
- Unauthorized talking during tests, assignments, and classroom activities
- “Plagiarism” means using another person's words or ideas as one’s own without properly citing where and from whom you obtained the original work.
- “Collusion” means the unauthorized collaboration with another person in preparing written work submitted for credit.
- Other actions may constitute scholastic dishonesty. This is not an exhaustive list.

Academic dishonesty, as listed above, which includes but is not limited to not using lockdown browser/webcam, collusion, plagiarism, copying any part of any assignment or exam, sharing exam information or communicating (verbal or otherwise) during an exam, or utilization/manipulation of unauthorized electronic devices during exams/assignments or exam reviews, will not be tolerated. **Penalties can include a grade of "0" or "F" on the particular assignment, failure of the course, and/or disciplinary action as determined by the Student Code of Conduct and Discipline Procedures. If you are caught cheating, any of the above actions may be taken for ALL students involved.**

“Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion. There is a **Zero tolerance** for any type of academic dishonesty.

Attendance

The instructor observes the HCC Attendance Policy in the Student Handbook. Attendance is noted and submitted to the College every class period or monitored online. Students who miss more than 12.5% of the course may be subject to drop. Regular attendance is highly encouraged not only because each class provides valuable information in chemistry and “house-keeping” information about the course, for which the student is responsible, but can impact grades as well.

Students may elect to drop the class themselves. The last day for dropping the course according to the academic calendar is **April 6**. It is the student’s responsibility to drop if he/she wishes to do so. Drop dates and times should be confirmed by the student for various terms and forms of dropping (in person on campus or online). Students should also reference the Academic Calendar on the www.hccs.edu for other important dates.

Student Conduct

Students are expected to maintain cordial and professional conduct as would be expected of an academic environment and as laid out in the Student Handbook. Please be considerate in your correspondence with the instructor and/or any classmates as well as in any in-person interaction.

Please arrive and leave class on time so as to cause little disruption and avoid missing important class information and/or assignments.

Academic integrity is also considered to be a part of appropriate conduct.

Every student as well as the professor has the right to work in a healthy learning environment based on mutual respect and adherence to rules. Conduct unbecoming of such an environment will not be tolerated.

Electronic Device

- **Use of Electronic Devices**

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited. If an instructor perceives such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the dean of student services...**Per the HCCS**

Cell phone or electronic device use in class is NOT PERMITTED, particularly during testing/labs. It is understandable that a need arises to tend to personal or urgent matters, but that should not be habitual nor disruptive. A student may excuse themselves from class to tend to a pressing matter. However, cell phone use is otherwise not permitted in class.

No communication or photographs may be taken during class either, of persons or course material (ie exams, keys, quizzes, etc.) using a device and no testing material may be removed from the class at any time.

If students choose to use laptops or tablets (or other electronic device with wifi, cellular or communication capabilities including cell phones and watches), they should be for classroom-related purposes only and during times permitted.

No video or audio recording is to take place..**Recording devices of any kind are not permitted in class unless specified by an ADA accommodation.** Students must obtain consent from an instructor in order to audio or video record any portion of classroom time. If a student is receiving an accommodation for a disability, the student may be required to sign a statement assuring that the recording is only for personal use and cannot be distributed.

No graphing calculators are permitted on exams/quizzes. Cell phones are not calculators and will not be permitted to be used as use in the lab (for safety) or exams.

Please visit the restroom prior to exams, as no breaks are permitted during testing, unless there is an ADA accommodation.

Chemistry Program Information

Please visit the chemistry program page for more about our degree offering, requirements, employment prospects and more. <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/chemistry/>

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

EGLS³

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

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

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

Title IX

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

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

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

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

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

If you have questions or concerns about the course, please see your instructor. Should you wish to contact the department chair, below is his information: **Dr. Emmanuel Ewane**, emmanuel.ewane@hccs.edu; 713-718-5414

