



HOUSTON COMMUNITY COLLEGE

Division of Natural Sciences and Geology

Department of Chemistry

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

CHEM 1311: General Chemistry I | Lecture | # 28308

Fall 2020 | 16 Weeks (8/24/20-12/5/20) Online Course

3-hour lecture course | 48 hours per semester

Instructor Contact Information

Instructor: Dr Grace Zoorob
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HCC Email: grace.zoorob@hccs.edu

Office Phone: 713-718-2501
Office Hours: By appointment
Office Location: Central College

Please feel free to contact me by email 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. My preferred method of contact is email. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

This is a Synchronous Online Class (on line on a schedule). Students will meet with the instructor during class time online (Canvas Media Gallery in Kaltura Live Lounge/WebEx) for lecture, lab, discussion, and testing. Further instructions available in the Canvas Course Shell

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 visit me or 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 completed. 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. For this course, additional prerequisites are completion of one year of high school chemistry or CHEM 1305 (Introduction to Chemistry) and MATH 1314 (College Algebra). Other minimum requirements for enrollment in CHEM 1311 include placement in college-level reading (or take INRW 0420). It is also highly recommended to take the corresponding lab, CHEM 1111 with CHEM 1311. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the Student Handbook.

Canvas/Eagle Online Canvas Learning Management System

HCC uses the Canvas learning management system (LMS), which we call Eagle Online. To access Eagle Online, you will need a PC (Windows 7 sp1 or better), or Mac (OS X 10.8 or better) with a broadband connection to the Internet. It will have class online lectures, class announcements, syllabus, powerpoint and video lectures, supplemental class material and a gradebook. It will also have the information about the online homework that is required for this class. I expect you to log in everyday for the latest information about the class. Here are the Canvas requirements and aids from HCC Online technical support website <https://www.hccs.edu/online/technical-support/>:

Canvas Browser Requirements:

Canvas recommends the use of the latest version of any web browser. It's important to update your web browser regularly.

Pop-ups must be enabled. Disable your pop-up blockers.

Javascript must be enabled

Cookies must be enabled

Install the most commonly used internet plugins and keep them updated

Eagle Online (Canvas) Video Introduction:

[Part One of the Canvas Training for Students](#) follows the online training version found in Canvas. Topics covered include overview, settings, announcements, and notifications.

[Part Two of the Canvas Training for Students](#) follows the online training version found in Canvas. Topics covered include modules, discussions, assignments, and grades.

Eagle Online (Canvas) Student Guide:

For information about navigating your online course and using Canvas' tools, see the [Canvas Student Guide](#)

Canvas Guides FAQs:

- [How Do I Compose a Message?](#)
- [How Do I Find My Unread Messages?](#)
- [How Do I Set My Notification Preferences?](#)
- [How Do I Add a Text Contact Method in Canvas?](#)
- [How Do I Submit an Online Assignment?](#)

- [How Do I Upload a File to My Assignment Submission?](#)
- [How Do I Reply to a Discussion Topic?](#)
- [How Do I Take a Quiz or Exam?](#)

Instructional Materials

1. OpenStax Chemistry2e free textbook. You can download the free textbook at <https://openstax.org/details/books/chemistry-2e>
2. Paper and pencil: no substitute for good old-fashioned practice!
3. **Web-cam and internet enabled computer or tablet plus required Lockdown Browser/webcam for exams**
4. **Chromebook does not work for this course**
5. **Stable and continuous internet connection.**

LockDown Browser + Webcam Requirement

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that is built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown browser and the webcam feature. <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=355612798>

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted-Do not talk during the exam
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted – **You are only allowed a periodic table, formula sheet, blank scratch paper, a writing utensil, and a calculator.**
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:

- Avoid wearing baseball caps or hats with brims
- Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
- If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
- Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you have taken to resolve the problem.

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>. **COLLEGE CAMPUSES ARE CURRENTLY CLOSED. VIRTUAL USE OF LIBRARIES MAY BE POSSIBLE.**

Course Overview for CHEM 1311

This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher level science courses in their respective curricula.

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

Science and engineering majors study atomic structure, chemical reactions, thermodynamics, electronic configuration, chemical bonding, molecular structure, gases, states of matter, and properties of solutions. The laboratory includes appropriate experiments.

Core Curriculum Objectives (CCOs) for all CHEM Core Courses

CHEM 1311 satisfies the chemistry requirement in the HCCS core curriculum. The HCCS Chemistry Discipline Committee has specified that the course address the following core objectives:

1. Demonstrate basic mastery of chemistry by writing formula and equations for chemical reactions, performing chemical calculations and recognizing the application of chemistry in our daily lives
2. Demonstrate a mastery of introductory and intermediate level chemistry to promote success in higher level chemistry and other science programs in four year universities
3. Demonstrate a mastery of General and Organic Chemistry in preparation for allied and professional health programs and engineering

4. Conduct laboratory experiments by making measurements, performing chemical reactions and analyzing the results in a group or individual setting.

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 1311

Upon completion of CHEM 1311, the student will be able to:

1. Give names and formulas of elements, ions, and ionic and molecular compounds.
2. Categorize, complete, and balance chemical reactions.
3. Do chemistry calculations involving reaction stoichiometry and energy changes.
4. Relate the properties of electromagnetic radiation (frequency, wavelength, and energy) to each other and to the energy changes atoms undergo which accompany electronic transitions.
5. Identify the parts of the periodic table and the trends in periodic properties of atoms.
6. Relate the properties of gases with the gas laws and extend the application of these relationships to reaction stoichiometry, gas mixtures, and effusion/diffusion of gases.
7. Depict chemical bonding with dot structures and valence bond theory and determine the molecular shapes (geometry) of molecules based on VSEPR and valence bond theory.
- 8: Calculate density and relate the value to mass and volume measurements for all physical states.
- 9: Measurements and conversions in Metric, SI, and American systems
- 10: Apply thermochemical principles to evaluate work, heat, and energy relationships based on specific heat, calorimetry, and temperature changes.

Specific Learning Objectives for CHEM 1311

Learning Objectives for each CSLO can be found at [Learning Objectives for CHEM 1311](#).

Student Success in CHEM 1311

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 make up
- 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 department final IN PERSON during the designated testing period
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

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 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:

In all, we cover 11 chapters in this course. The first 10 chapters are divided into 3 modules (exams), which along with chapter 11 will be covered on the final exam.

In the course, there are **three non-cumulative regular multiple choice exams taken ONLINE** in Canvas, with between 35–40 questions each. Additionally, there is a **mandatory comprehensive final (more information below) also taken ONLINE.** **Make-up exams will NOT be given, so please make every reasonable effort to take the exams on their scheduled dates.**

All exams times are set to 2 hours.

NOTE: The final exam may substitute or replace your lowest exam score, including a missed exam (grade zero). If you miss an exam for any reason, your final exam grade will substitute for the missed exam. This is allowed for only ONE exam. All other missed exams will result in a grade of zero. If you take all three exams, and score higher on the final, then the final replaces the lowest exam grade.

Exam coverage and dates for testing windows are listed in the Course Calendar.

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.

If you do not have a computer w/webcam or supported tablet (Chromebooks are not supported), you can elect to purchase a separate webcam. It is the students' responsibility to ensure they have proper access to the technology and internet needed to take their exams. 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.

Please ensure your internet connection is secure and that your device is either plugged into a power source or properly charged to avoid disconnection from Canvas. Students are allowed one attempt at each exam.

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. Essentially treat this time as you would expect any traditional testing environment.

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.

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.

Please ensure your internet connection is secure and that your device is either plugged into a power source or properly charged to avoid disconnection from Canvas. Students are allowed one attempt at each exam.

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

If you have a technical issue during the exam period, contact me RIGHT AWAY and document (screengrabs) any issues so that I can be of better assistance.

It is the student's responsibility to ensure he/she can meet course requirements including technical ones necessary for successful completion of the course. That includes out of area students or during travel.

Final exam dates are set by HCC Online. No early or late exams will be permitted. Therefore please plan accordingly.

Written Assignment

Homework:

Homework is now a mandatory course component as dictated by the chemistry department. We will have HW assignments corresponding to each module. These will be comprised of online questions with due dates listed on the syllabus. Homework problems will be based off of your practice exam—so as long as you have completed your practice exam or even worked through problems in your notes, you should find the HW very similar. Consider it earning points for preparing for the exam as well as a trial run before the big day!

You may use any resource or reference to help you answer questions as long you are the one making the effort. Respondus is not required for submission of said assignments but academic honesty is expected. These homework exercises should be considered as practice exams and for the benefit of your preparation; therefore, not making a genuine or honest effort, will simply reflect on your future performance.

Each HW assignment will be graded on Canvas so you can get immediate feedback. Due dates are posted in the class schedule to encourage you to prepare in time for it benefit you most! Thus no late HW assignments will be accepted.

Each assignment is worth 10 points and HW will worth 15% of your overall course grade. Please use that to you advantage as this percentage used to be allocated to exams (yikes!). I want you to learn but also do well! Like any sport or musical instrument, practice makes perfect—chemistry is no exception. Participating in homework completion will help you reinforce the material and better enable you master the content

CHEM 1311 Departmental Final Exam

All students will be required to take a comprehensive departmental final exam. More information on that as we approach the end of term.

The departmental final exam will be multiple choice and ONLINE this term rather than in MC/Short Answer and in person due to the College Testing Center Closures. A review and practice final has been posted on Canvas for preparation for the final exam regardless of format and is still applicable for preparation purposes. The best way to prepare is to review all notes for the term (including any chapters not covered in regular exams) and to take the practice exams again.

Policy Regarding Making Up Missed Assignments

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

Bonus assignments may be offered throughout the term to reward effort and provide opportunity to improve grades. Email notifications will be sent out with assignment details and due date.

Grading Formula Per Department Guidelines

The overall course average is determined as follows:

Three regular exams	60%
Homework	15%
Final Exam	25%

Each exam is worth 100 points. Homework are 10 points each.

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).

Course Calendar:

Week	Assignment Opens	Assignments Closes (Due Date)	Assignment
1 - 3	N/A	N/A	Begin working through module 1, procure your textbook ready syllabus, take syllabus quiz, take an I ready for this course quiz etc.
		9/14 @8PM	HW #1, 2, 3
	9/12 @ 8AM	9/14 @ 8PM	EXAM 1 (CHAPTERS 1-3)
4 - 6		10/5@ 8PM	HW #4,5,6
	10/3 @ 8AM	10/5 @ 8PM	EXAM 2 (CHAPTERS 4-6)
7 - 10		11/2 @ 8PM	HW #7,8,9,10
	10/31 @ 8AM	11/2 @8PM	EXAM 3 (CHAPTERS 7-10)
11 - End	12/5 @8AM	12/7 @8PM	CHAPTER 11-BONUS ASSIGNMENT(S)
	12/7 @ 8AM	12/8 @8PM	FINAL EXAM* (COMPREHENSIVE)

September 8/2020: Official Day of Record Last Day to Withdraw: October 30/2020

Check HCC Academic Calendar for any changes: <https://www.hccs.edu/student-experience/events-calendar/#/?i=2>

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.

Homework assignments will be open from the beginning of the term so you can work ahead. Deadlines for submission are listed and correspond to exam closing times/dates. Simply work the problems in the HW document and when you are ready to submit your responses, go to the link for submission, which is essentially listed on Canvas like a

quiz and allows you 30 minutes to input your answers.

Exams open at 8AM Saturday and close at 8PM Monday evenings. This is to allow a large window of time to suit all schedules to take the exam at the students' convenience such that it includes a weekend and a weekday, AM and PM hours. Please note: exams close at 8PM which means the system will shut down any exam at that time so in order to receive the full testing time of 2 hours, you should begin the exam no later than 6PM. Always err on the side of caution and give yourself a few extra minutes to go through the Respondus prompts and allow for small technical glitches to be resolved. This time frame is also to allow me to check email regularly until 6PM on Mondays to receive any correspondence from you and help resolve issues, if any. The only exception is the ***Final Exam** which is given to correspond to the end of term and College Final Exam Dates.

You have multiple resources available to guide your way through each module (exam material). 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, watch my 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. Complete the HW. Take the practice exam. Ask for help when you need it.

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 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. 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.

Other Course Information

[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>

HCC Online Information and Policies <http://www.hccs.edu/online/>

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. <https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG&>

HCC Email Policy

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

HCC Policy Statements

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

Testing
Transfer Planning Veteran
Services

Basic Needs

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course. Please go to HCC CARES at <https://www.hccs.edu/support-services/counseling/hcc-cares/> HCC CARES has student resources for: Food and Hunger, Financial Emergencies, Emergency Shelters and Housing, Mental Health Support/Crisis, Healthcare, Paying Bills, Cellphones and Internet, Loss of Job, Childcare, Transportation, Drug and Alcohol, and Recently Incarcerated Resources

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/>

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