



**Division of Health Sciences  
Vocational Nursing Department**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/licensed-vocational-nursing-lvn/>

---

**VNSG: 2331**

Summer 2020 | 12 Weeks (5.26.2020-8.16.2020) **Currently On-Line Until Further Notice**

**Lecture On-Line** /Times: 8:00 am–10:30 am. Clock Hours: 2.75 hours

**Skills On-Line** | Skills Lab Wednesdays/11:30 am-4:50 pm.

Clock Hours: 5.3 hours

Semester Hours:32

lecture hours /64hours

laboratory hours/ 12

weeks

CRNs #: 11521;

11519; 14183; 14184;

14185; 14186;14187

**Instructor Contact Information**

**VIRUAL OFFICE HOURS ARE THE SAME OFFICE HOURS AS LISTED BELOW**

Instructor: Pamela Patterson  
Office: Suite 319, room 322  
Prefer Canvas email  
HCC Email: [pamela.patterson@hccs.edu](mailto:pamela.patterson@hccs.edu)

Office Phone: 713-718-7379  
Office Hours: T, W, F, 1:00 – 5:00 pm

Office Location: Virtual

Instructor: Cheryl Brent  
Office: Suite 319, room 318  
HCC Email:[cheryl.brent@hccs.edu](mailto:cheryl.brent@hccs.edu)

Office Phone: 713-718-7336  
Office Hours: Upon Request  
Office Location: Virtual

Instructor: Harriet Adedoyin-Tuyo  
Office: Suite 319, room 316  
Prefer: Canvas email  
HCC Email: [harriet.adedoyin-tuyo@hccs.edu](mailto:harriet.adedoyin-tuyo@hccs.edu)  
Office Location: Virtual

Office Phone: 713-718-7335  
Office Hours: M, T, & F, 2:00 – 5:00 pm

LaTona Banks  
Office: Suite 319, room 321  
Prefer by: Canvas email

Office Phone: 713-718-7339  
Office Hours: Upon request

Office Location: Virtual

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 the concerns and just to discuss course topics.

### **Instructors Preferred Method of Contact**

**Canvas email:**

[pamela.patterson@hccs.edu](mailto:pamela.patterson@hccs.edu);

[cheryl.brent@hccs.edu](mailto:cheryl.brent@hccs.edu);

[harriet.adedoyin-tuyo@hccs.edu](mailto:harriet.adedoyin-tuyo@hccs.edu);

[latona.banks@hccs.edu](mailto:latona.banks@hccs.edu)

We will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

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

The course description is: Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. The *Nurse Practice Act* and therapeutic communication skills will be introduced.

### **My Personal Welcome**

Welcome to VNSG 2331. I am delighted to have each of you in this course and look forward to working with you on building your connections towards the responsibilities of the challenging and rewarding field of Vocational Nurses!! In order to understand the course it is important that you review your syllabus, course schedule, Canvas, and pre-read assigned chapters prior to class. Understanding the role of the License Vocational Nurse is important to make the transition from student to graduate vocational nurse and ultimately Licensed Vocational Nursing.

Again, welcome to the class! I'm delighted that you are in this course. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life as a nurse.

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 the questions. My goal is for you to walk out of the course with a better understanding of the material. So please visit me or contact me by email whenever you have a question.

**PLEASE READ AND REFER TO THE PROGRAM HANDBOOK. IT IS THE OFFICIAL DOCUMENT FOR ALL PROGRAM DECISIONS.**

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

Students must pass all Level courses before progressing to the next level.

Prerequisites: VNSG 1216 Nutrition & VNSG 1320 Anatomy & Physiology for Allied Health  
Co-requisites: Admission into the program. VNSG 1161, 1227, 1400, 1423

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

1. \*\*Students who are unsuccessful in the Vocational Nursing program (Generic Track) or CNA-LVN track may repeat a course one time. If they are unsuccessful the second time they will be withdrawn from the program (s). Students in either track that fail two or more courses will be withdrawn from the program. Any student withdrawn from the Generic Track or the CNA-LVN track must wait one year and then reapply for the Generic Track. At that point they will start the Generic Track from the beginning. Acceptance is based on available space.

The Vocational Nursing Programs are twelve (12) month programs and must be completed in twelve (12) months. Students out of the program 1 year must reapply. Acceptance is based on available space. Students failing one course may reapply to repeat the one course. Acceptance is based on available space.

## Canvas Learning Management System

We will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

Please check Canvas daily for updates and announcements.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET 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

The textbook listed below is **required** for this course.

**"Fundamental of Nursing Care: Concepts, Connections & Skills"** (3rd edition) by F. A. Davis. ISBN: 978080366906-2.

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

**"Nursing Skills Videos for LPN/LVN"** (3<sup>rd</sup> edition) by F.A. Davis. ISBN: 978080368946-6.

The book is 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](#)

### Temporary Free Access to E-Book

N/A

### Other Instructional Resources

Power Points, handouts, and additional resources will be posted in Canvas. They may also be given to you in class.

### Publisher's Digital Workbook

N/A

### 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

Overview: Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

### Core Curriculum Objectives (CCOs)

This course satisfies the requirements in the HCCS core curriculum. The HCCS Vocational Nursing faculty has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

### Program Student Learning Outcomes (PSLOs)

- Demonstrate professional behaviors that promote the development and practice of vocational nursing. Participate as an advocate in activities that focus on improving the health care of patients/clients and individuals.
- Demonstrate accountability for own nursing practice
- Perform competencies as outlined in the "Differentiated Essential Competencies of Graduates of Texas Nursing Programs Vocational Nursing Educational Programs."
- Provide a learning environment that supports independence, interdependence and creative interaction between the learner and the instructor.
- Demonstrate self-motivation
- Demonstrate responsibility and accountability for his/her own learning. Recognize and respect individual abilities and unique characteristics in order to develop to the fullest potential.

## Course Student Learning Outcomes (CSLOs)

Upon completion of this course the student will be able to:

### Learning Objectives

The graduate of the Vocational Nursing Program at Houston Community College is able to:

1. Utilize nursing process, as a provider of patient-centered care, to deliver effective patient care in a variety of healthcare settings.
2. Demonstrate the ability to perform all entry level competencies as outlined in the Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgment and Behaviors for LVN graduates.
3. Function as a patient safety advocate by minimizing patient risk for injury and harm through patient teaching, stress reduction, adaptation and evidenced-based nursing care.
4. Incorporate knowledge of Erikson's Developmental Stages and Maslow's Human Needs into the patient's plan of care.
5. Utilize effective communication with patients, families and healthcare personnel/
6. Participate as a member of the healthcare team with in the ethical, legal and regulatory frameworks and standards of professional nursing.
7. Verbalize the importance of life-long learning and personal development as an individual, member of a profession, and member of a global society

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

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

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

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate 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 textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 75% to pass the course.
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

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

### **Written Assignment**

**If there are any applicable written assignments they will be announced in class.**

### **Exams**

**There are: 4 unit exams consisting of 50 questions each. There is a final exam consisting of 100 questions. IN ORDER TO TEST THE STUDENT MUST HAVE LOCK DOWN BROWSER AND A WEB CAM TURNED ON!**

### **In-Class Activities**

If there are any applicable activities and assignments they will be announced in class.

### **Final Exam**

All students will be required to take a comprehensive final exam consisting of 100 questions. There are no make-up exams for the final exam.

**See Grading Formula on next page!**



## Grading Formula

**IN ORDER TO TEST THE STUDENT MUST HAVE LOCK DOWN BROWSER AND A WEB CAM TURNED ON!**

Please note that if a student notifies the professor during the exam stating that Canvas locked them out and request additional attempts the professor does not have to extend additional attempts if Canvas indicates that the student took the total number of minutes. The exams are timed; therefore, it's important that you manage your time wisely. If an attempt is award by the professor, the professor will review both attempts, if there is evidence that the student use the attempt to improve their grade the incident is considered to be Academic Dishonest, see student handbook for the outcome.

### Weighted Grades are as follows:

**Exams** (4) 15% each = 60

**Final Exam** (1) 10% = 10

**LMS** =2.0 (<https://WWW.Shadowhealth.com/>) **must make an 85% on each course topic and submit assigned work by the due date in order to receive 2.0%). ABSOLUTELY NO PARTIAL CREDIT**

**Weekly Skills Performance Practice (7) = 17% must submit skills performance in the correct assignment that is identified by the student's assigned co-hort, by the due date, with a grade of Satisfactory in order to receive the points. There will be 7 total assignments and each assignment must achieve a score of 75%, which is satisfactory in order to receive the 17%. ABSOLUTELY NO PARTIAL CREDIT. The weekly skills must be submitted per the instructions, by the due date and receive a grade of 75% or higher to receive 17% for all 7 skills performance. Skill Competencies score is calculated by the number of weekly skills scored as **Satisfactory; Needs Improvement receives 0 points, and will not be counted.****

**Simulation = 11% each week you must be prepared to perform the scenario.**

**1st 3 weeks focus on shift report (see laboratory schedule for dates)**

**2<sup>nd</sup> 3 weeks education (see laboratory schedule for dates)**

**3<sup>rd</sup> 3 weeks documentation (SBAR) (see laboratory schedule for dates)**

**4<sup>th</sup> 2 weeks final application (see laboratory schedule for dates)**

**\*Each week the student must turn in an evaluation on-line that is part of the simulation grade. ABSOLUTELY NO PARTIAL CREDIT**

The grades for clinical are per the grade sheet as follows: N/A

**Incomplete Policy:**

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

**HCC Grading Scale for Vocational Nursing**

Student Grade Sheet. It is the responsibility of the student to record his/her grades for personal records. The professor is not obligated to give the student the exam grade once they have been distributed to the class.

**Grading**  
**90-100: A**  
**80-89: B**  
**75-79: C**  
**70-74: D**  
**60-69: F**

**Course Calendar**

<b>Week</b>	<b>Time</b>	<b>Dates</b>	<b>Topic / Assignments Due</b>
1	8:00 am – 10:30 am	5/28/20	Review Syllabus, Canvas, and Class schedule. Remind students to turn in syllabus signature page. Begin Discussion on Chapter 36: Medication Administration Oral, Topical, and Mucosal Medications. Chapter 37: Administering Intradermal, subcutaneous, and Intramuscular injections.
2	8:00 am – 10:30 am	6/4/20	Topic Discussion continues on Chapter 37: Administering Intradermal, subcutaneous, and Intramuscular injections. Chapter 38: Intravenous Therapy
3	8:00 am – 10:30 am	6/11/20	<b>Exam 1: Chapters 36; 37; 38</b>
4	8:00 – 10:30 am	6/18/20	Topic Discussion Chapter 21: Physical Assessment. Chapter 5 Documentation; Chapter 26 Wound Care.
5	8:00 – 10:30 am	6/25/20	Topic Discussion continue Chapter 26 Wound Care. Chapter 25 Diagnostic Tests
6	8:00 – 10:30 am	7/2/20	<b>Exam 2: Chapters 21; 5; 25; 26</b>
7	8:00 – 10:30 am	7/9/20	Topic Discussion Chapter 24 Nutritional Care and Support. Chapter 30 Bowel Elimination and Care, pages 641-652. Chapter 31 Urinary

			Elimination and Care, pages 671-681.
8	8:00 – 10:30 am	7/16/20	<b>Exam 3: Chapters 24; 30; 31</b>
9	8:00 – 10:30 am	7/23/20	Topic Discussion Chapter 10: Loss, Grief, and Dying. Chapter 19: Pain Management
10	8:00 – 10:30 am	7/30/20	Topic Discussion Chapter 28 Respiratory Care. Chapter 33 Care of the Surgical Patient.
11	8:00 am – 10:30 am	8/6/20	<b>Exam 4: Chapters 10; 19; 28; 33</b>
12	8:00 am – 10:30 am	8/13/20	Final Exam: Comprehensive

**Note: Schedule is subject to change**

### 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

#### Examinations

All examinations are administered by computer, hereafter referred to as Online Testing. All students must follow the guidelines for Online Testing in the Vocational Nursing Program.

Students must:

- Enter the last four digits/numbers of the student ID to sign on to the scheduled test.
- Log on to the examination ONE time only during the scheduled examination as directed by the instructor.
- Use the designated examination name and password only during the scheduled testing session.
- Attend the scheduled examination review for each course. Exams will not be reviewed again online after the scheduled examination review UNLESS remediation is done.
- A student must not attempt to log on the computer for a review using any examination name/password except the one specified for review by the instructor. \*\*
- Direct any question to the instructor or proctor only. Remain seated and raise your hand for assistance.
- Focus only on the monitor for the computer on which you are testing. Any student the instructor/proctor observes looking on any other monitor, or attempting to exchange information (giving or receiving) with another student, will be immediately dismissed from the testing room and a grade of zero "O" will be assigned and receive a negative incident report. Student will not be allowed to re-take the test.
- Student must avoid participating in any form of "Scholastic Dishonesty".
- On the day of the scheduled examination, leave all books, backpacks, and roller carts, cell phones, tablets or other communication devices in an assigned classroom or

locker. Do not bring these items to the computer lab or testing area. Any students with a cell phone, tablet or other communication device will be asked to leave the computer lab or testing area, receive a zero (0) for the exam and a negative incident report.

- During testing all students are required to put their ID badge in a box at the podium or on the privacy screen at the computer facing away from the computer. Students are also required to remove jewelry including earrings, necklaces, bracelets, rings (except wedding sets), and watches. They are to be left in a locker or put in a box at the podium. No jackets, hoodies, or sweaters are to be worn during an exam. A student may wear a uniform warm-up jacket or lab coat. Jackets, hoodies, sweaters or coats must be left in a locker or at the front of the computer lab/room
- Avoid consuming a large volume of fluids before exam.
- Locate and use restroom before entering the computer lab testing area.
- Any student leaving the testing area without the proctor's permission will not be allowed to re-enter the testing area. Grade will be voided or calculated on number of questions completed.
- If a student arrives last for an exam they will have the remaining time/minutes in which to take the exam.
- *Do not enter the* computer lab/testing area prior to the examination time. Remain in the student lounge area. Do not enter the lab/area until you are instructed to do so by the instructor/proctor.
- Exams are FORWARD ONLY. You will not be allowed to go back.
- Upon completion of exam, you must leave/exit the computer lab/testing area.(Do not stop at open lab area). Do not sit at any computer or use any computer for any reason.
- There will be no rounding of exam grades. Rounding is done only on the final course grade.
- *Grades will not be shown on the computer after the exam. Professors must do a statistical analysis before grades are given. Grades may be posted on Canvas (or the current Learning Management System). Remember grades on Canvas may not be weighted according to your syllabus and may not be 100% accurate. You can refer to the weighting scale in the syllabus and calculate your course grade.*

\*ONE time ONLY log-in for review is allowed.

\*\* Thirty (30) minutes will be allowed for review. No pens, pencils, paper, etc. will be allowed during review. If there are questions regarding the exam during review, the student must make an appointment to meet with the Instructor.

### **Make-Up Exam Policy:**

Again, a student may miss only one exam per the directions above. If a second exam is missed there will be no make up exam and a grade of zero (0) will be given.

If a student will be absent from an exam they must notify the professor BEFORE the exam time via phone call AND email. Failure to do so will result in a zero (0) for the exam. A student may make up ONE EXAM ONLY providing they notify the professor according to the previous statement and provide an official authorized documentation (examples of documentation: doctor's release, hospital release, court summons, traffic ticket, immigration meeting etc). This documentation must be presented to the professor or Dr. Williams (1)

before the exam that will be missed or (2) the next day after the missed exam date and BEFORE the makeup exam is given. The makeup exam must be taken 72 hours post missed exam and 5% will be deducted from the grade. If the makeup exam is taken over 72 hours but within 1 week of the missed exam 10% will be deducted from the grade. If the makeup exam is not taken within 1 week a grade of zero (0) will be given.

If a student in the class misses an exam the class will not review the exam until the student takes the makeup exam.

Also, no exam grades will be posted until the student that missed the exam makes it up.

The final exam must be taken at the scheduled time and date. There is no makeup exam for final exams. Final exams are not reviewed. If a student fails to take the final exam a grade of zero will be given.

### **Failing Unit Examinations**

The failing of unit exams or receiving a grade of zero will require the student to seek and attend tutorial assistance from the designated instructor, or tutorial services. The student must present written confirmation of tutorial attendance before the next scheduled exam. If student does not present confirmation of tutorial they will not be permitted to take the exam and a grade of zero will be given.

Student Grade Sheet. It is the responsibility of the student to record his/her grades for personal records. The professor is not obligated to give the student the exam grade once they have been distributed to the class.

### **Academic Integrity**

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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/>

Students:

- Will be subject to dismissal by the Dean of Nursing for violations of the code of conduct as outlined in the Houston Community College Student Handbook.
- Will be subject to and recommended for withdrawal/dismissal from the program for unsafe clinical practice and student code of conduct as written in the program handbook.
- Please see Student Code of Conduct.

Students are responsible for reading and adhering to the information presented in the HCCS Student Handbook and HCCS Catalog, available online at [www.hccs.edu/students](http://www.hccs.edu/students). In addition to the HCCS policies regarding student conduct, while acting in the capacity as a health science student, safe patient care and ethical and professional behavior are essential.

Scholastic Dishonesty. In accordance with HCCS policies regarding Scholastic dishonesty, students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. "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 (computer);
- Using or possessing pertinent subject matter 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, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;
- 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.

Student Grade Sheet. It is the responsibility of the student to record his/her grades for personal records. The professor is not obligated to give the student the exam grade once they have been distributed to the class

### Attendance Procedures

**Absences are set at 12.5% of the total class hours. It is the responsibility of the student to remain current with their attendance. Absences in excess of 12.5% of the total class hours may result in administrative withdrawal from the course.**

**Clinical absences are set at 2 days per clinical. Absences in excess of 2 days may result in administrative withdrawal.**

### Student Conduct

**Please refer to the Program Handbook for Student Conduct. As a student you are responsible for adhering to proper conduct in the classroom and clinical settings..**

### Instructor's Course-Specific Information (As Needed)

#### Electronic Devices

- Turn-off all personal communication devices (cell phones/camera phones, pagers, I-phone, MP3 players, I-pods and laptop computers.) prior to the start of class
- Make a personal telephone call only when it is an emergency. In such an instance, a pay telephone is to be used or instructor notified. No cell phones are allowed in the clinical/patient area or the assigned clinical facility.

## Program Information

The Vocational Nursing curriculum prepares the graduate to perform specific nursing duties under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist. Responsibilities include direct patient care in acute-care settings, community health agencies, nursing homes, and other healthcare institutions. Graduates of the program are eligible to apply to take the NCLEX-PN Examination to become Licensed Vocational Nurses (LVN). The Texas Board of Nursing has granted full approval status to the program (TBN, 333 Guadalupe, Suite 3-460, Austin, Texas 78701, (512)305-7400.

## 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. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

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

## Campus Carry Link

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

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



### **HCC Email Policy**

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

### **Housing and Food Assistance for Students**

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

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

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

### **Disability Services**

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

### **Title IX**

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

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

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

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

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

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

### **Department Chair Contact Information**

Dr. Penelope Williams, Suite 344, 713-718-7341

**Please see HCC Calendar for drop dates at [www.hccs.edu](http://www.hccs.edu) and review the semester calendar for drop dates.**