



Logistics Center of Excellence
Logistics and Global Supply Chain Management Department
<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

LMGT 1323: Domestic and International Transportation Management| Lecture | #CRN

Summer 2021 | 5 Weeks (07.12.2021-08.15.2021)

Canvas Online Anytime

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	James L. Battieste	Office Phone:	713-718-5199
Office:	Webex Office Hours	Office Hours:	See Webex Office Hours
HCC Email:	James.battieste@hccs.edu	Office Location:	WebEx Office Hours

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.

Instructor's Preferred Method of Contact

Please use Canvas email to contact me. Canvas email messages tell me in which class you are enrolled. This information is very helpful to me in determining how best to respond to your message. That's why I strongly prefer that you use Canvas email. You are required to use your HCC email and students are required to use emails as listed in the Student System for communication of HCC business when communicating via email.

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

You may also contact the Logistics Department personnel listed below:

Chair:	Jamie Diagle, jamie.daige@hccs.edu , 713-718-2468
Admin Assistant:	Victoria Garcia, victoria.garcia@hccs.edu , 713-718-2615

What's Exciting About This Course

There are 3,237 Storage and Distribution Managers are employed. This number is expected to increase by 6.3% over the next four years.

- The estimated annual job openings is 139 jobs a year.
- **Median Wages** - \$45.96 hourly, \$97,000 annually

My Personal Welcome

Welcome to Domestic and International Transportation Management I have been expecting you! I will be your Professor for this semester. As the instructor, I am here to facilitate your learning. I encourage each of you to utilize the student-to-student discussion to chat about the course assignments, projects, and general course information. This course structure is design to help you learn an overview of business logistics.

nextLearning - Fall 2020 Modalities

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **Online Anytime** classes are traditional online courses; coursework is online, and there are no meetings at specific times.
- **Online on a Schedule** classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings.
- **Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of LMGT 1319 is **Online Anytime** and meets on **Webex for lectures and students discussion for each chapter.**

Prerequisites and/or Co-Requisites

LMGT 1323 requires placement into GUST 0342 in reading, college-level writing and MATH 0306 in math. 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 [HCCS Student Handbook](#).

Canvas Learning Management System

This section of LMGT 1323 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. This section of LMGT 1319 will use [Canvas](#) On-line Learning Modules

I PLEDGE TO CLOSE THE DISTANCE IN DISTANCE EDUCATION, NUTURE, GUIDE, AND SUPPORT YOU AS YOU PROGRESS THROUGH THIS COURSE.

The standardized on-line internet orientation is designed so that you may complete several parts by proceeding from one item to the next. The collective experiences of these items will give you the same information and experience that you would have received if you had attended an on-campus orientation. This procedure, if followed faithfully, will keep you in close contact with me. Think of your computer contact with me as attendance in a classroom.

It is very important that you login (daily is preferred), and check your mails. You and I will both be adjusting to this change. The course syllabus is a part of online orientation. Pay particular attention to the required textbook and buy you book as soon as possible. It is absolutely essential that you have a textbook.

I encourage my students to ask questions. If you are uncertain about something, chances are other students are uncertain as well. Historically, student questions have helped their classmates.

You will be asked to introduce yourself to me using the Conversation Tool. I look forward to working with you and predict that you will find this a fulfilling experience

Professor James Battieste

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/>

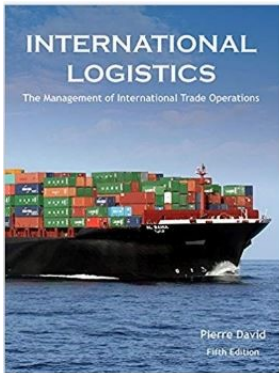
Scoring Rubrics, Sample Assignments, etc.

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.



"International Logistics" (5th Edition) by Pierre David (Cicero Books)
ISBN: 9780989490641

Please note that we request textbooks from the bookstore, which is operated by Barnes & Nobel Bookstores and not by Houston Community College. If you do not order/buy your books before classes begin, you may have difficulty obtaining a copy of the textbook. It is in your best interest to purchase your books BEFORE classes begin. You may also purchase your books from another textbook retailer.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

LMGT 1323 is an overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U. S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>

Course Student Learning Outcomes (CSLOs)

Upon completion of LMGT 1323, the student will be able to:

1. Discuss principles and practices of the physical transportation system as they pertain to distribution;
2. Interpret U.S. and global distribution trends, public policy, and regulations;
3. Implement decisions based on logistical and transportation issues and problems;
4. Describe U.S. and world geography and how they impact transportation logistics; and
5. Solve transportation problems.

Learning Objectives

Logistics COE Program Student Learning Outcomes

Terminology - Explain logistics/supply chain terms.

Technology – Demonstrate understanding of technological factors of logistics in international trade.

Forecasting - Apply forecasting techniques to various facets of supply chain management.

Program Planning Priority – Increase certification/licensure exam pass rates.

Supply-Chain Management – Explain the total supply chain management and function in distribution.

Problem Solving – Solve transportation problems utilizing knowledge of world geography and the transportation system.

Learning Objectives for each CSLO can be found at [HCC Learning Web for Logistics](#)

Student Success

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

- Reading the textbook
- Attending class in person and/or online
- 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 50% on the final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Written Assignment

Online Quizzes

You will take your and submit your assignments online. You can find your tests at the end of each Chapter module on the Modules page. Each Chapter/Modules quiz will consist of true False, multi-choice, fill-in-the blanket questions. Each quiz will consist of between 20 – 50 questions. Each question will count for 1 point. You can also find them by clicking the Quizzes link in the Course Navigation.

Your quiz grades will be automatically posted in the Grades section.

Timeframes for Taking Tests

You will have from specific dates to take each quiz. Check the Course Schedule for the availability dates for each quiz. No late testing is allowed. You have two attempt to take each test.

I encourage you not to wait until the last minute to take your tests. Allow yourself some extra time in case the Testing Center is full or a computer glitch occurs.

Exams

Example of a Chapter quiz and Course Final Exam:

Purchasers buy goods and services for use by their _____.

- A. business associates
- B. homes and businesses
- C. families
- D. business organization
- E. employers

In-Class Activities

Your course will feature industries videos, simulation activities and SAPERP demonstrations.

Final Exam

The course includes major chapters' quizzes plus a comprehensive final exam. Exams will include multiple-choice and true or false answers.

You are responsible for knowing which test to take, what chapters it covers, and when it is offered.

You must get at least 70% (70 of 100) of the items correct on the final to pass the course (departmental decision). Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

Grading Formula

The LMGThology department strongly recommends that you adopt a points-based grading system with a maximum 1,000 total points possible.

Assignments	Points
Quizzes	150
Chapter Key Terms Definitions	300
Total	450

Grade	Total Points
A	440 - 450
B	434 - 439
C	428 - 433
D	422 - 427
F	<4238

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% 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 can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Due Date	Assignments	Chapter Learning Outcomes
1	07/12	Read Chapter One Complete Chapter PowerPoint. Chapter One Key Term Definition	Chapter 1 International Trade <ol style="list-style-type: none"> 1. International Trade Growth 2. International Trade Milestones 3. Largest Exporting and Importing Countries 4. International Trade Drivers 5. International Trade Theories 6. International Business Environment
	07/14	Read chapter 2; Complete Chapter PowerPoint. Chapter 2 Key Definition	Chapter 2 International Supply Chain Management <ol style="list-style-type: none"> 1. Historical Development 2. Logistics & Supply Chain Management 3. Elements of International Logistics 4. Economic Importance of Logistics 5. International Reverse Logistics
	07/16	Read Chapter 3 Complete chapter 3 PowerPoint Chapter 3 Key Terms Definition	Chapter 3 International Logistics Infrastructure <ol style="list-style-type: none"> 1. Definitions 2. Transportation Infrastructure 3. Communication Infrastructure 4. Utilities Infrastructure 5. Services Infrastructure 6. Legal and Regulatory Infrastructure
	07/17	Quiz Chapters 1 - 3	
2	07/18	Read Chapter Four Complete Chapter 4 PowerPoints Chapter 4 Key Terms Definitions	Chapter 4 International Methods of Entry <ol style="list-style-type: none"> 1. Entry Strategy Factors 2. Indirect Exporting 3. Active Exporting 4. Production Abroad 5. Parallel Imports 6. Counterfeit Goods 7. Other Issues in Methods of Entry
	07/21	Read Chapter 5 Complete Chapter 5 PowerPoints Chapter 5 Key Terms Definitions	Chapter 5 International Contracts <ol style="list-style-type: none"> 1. Lex Mercatoria 2. International Sales Contracts and the CISG 3. Agency vs. Distributorship Legal Issues 4. Elements of an Agency or Distribution Contracts 5. Termination 6. Arbitration 7. Mediation

	07/23	Read Chapter 6 Complete PowerPoints Chapter 6 Key Terms Definition	Chapter 6 Terms of Trade or Incoterms® Rules <ol style="list-style-type: none"> 1. International Commerce Terms 2. Understanding Incoterms® Rules 3. Incoterms® Rules strategy 4. Ex-Works (EXW) 5. Free Carrier(FCA) 6. Carriage Paid To (CPT) 7. Carriage and Insurance Paid to (CIP) 8. Delivered At Terminal (DAT) 9. Delivered at Place (DAP) 10. Delivered Duty Paid (DDP) 11. Free Alongside Ship (FAS) 12. Free on Board (FOB) 13. Cost and Freight (CFR) 14. Cost, Insurance, and Freight (CIF) 15. Summary of Incoterms Responsibilities 16. Common Errors in Incoterms Rules Usage 17. Incoterms Rules as a Marketing Tool.
	07/24	Submit Chapters 4 – 6 Quiz	
3	07/26	Read Chapter 7 Complete PowerPoints Chapter key Terms Definitions	Chapter 7 International Terms of Payment <ol style="list-style-type: none"> 1. Characteristics of International Payments 2. Alternative Terms of Payment 3. Risks in International Trade 4. Cash in Advance 5. Open Account 6. Letter of Credit 7. Additional Types of Letters of Credit 8. Documentary Collection 9. Forfaiting 10. Purchasing Cards 11. Trade Card 12. Bank Guarantees 13. Terms of Payment as a Marketing Tool.
	07/28	Read Chapter 8 Complete Chapter 8 PowerPoints Chapter 8 Key Terms Definition	Chapter 8 Managing Transaction Risks <ol style="list-style-type: none"> 1. Sales Contract's Currency of Quote 2. The System of Currency Exchange Rates 3. Theories of Exchange Rate Determinations 4. Exchange Rate Forecasting 5. Managing Transaction Exposure 6. International Banking Institutions 7. Currency of Payment as a Marketing Tool

	07/30	Read Chapter 9 Complete Chapter 9 PowerPoints Chapter 9 Key Terms Definition	Chapter 9 International Documents 1. Documentation Réquirements 2. Invoices 3. Export Documents 4. Import Documents 5. Transportation Documents 6. Documents as a Marketing Tools 7. Document Préparations as a Marketing Tools.
	07/31	Submit Chapters 7 – 9 Quiz	
4	08/02	07/28 Read Chapter 10 Complete Chapter PowerPoints Chapter 10 Key Terms Definition	Chapter 10 International Insurance Complexity of International Insurance. 1. <i>Perils Faced by International Shipments</i> 2. Insurable Interest 3. Risk Management 4. Insurance Policies 5. Filing an Insurance Claim 6. Lloyd's 7. Commercial Credit Insurance
	08/04	Read Chapter 11 Complete Chapter PowerPoints Chapter 11 Key Terms Definition	Chapter 11 International Ocean Transportation 1. Types of Service 2. Size of Vessels 3. Types of Vessels 4. Flag 5. Liability Conventions 6. Non-Vessel Operating Common Carriers 7. Security Requirements
	08/06	Read Chapter 12 Complete Chapter PowerPoints Chapter 12 Key Terms Definition	Chapter 12 International Air Transportation 1. Cargo Airlines, Airports, and Markets 2. Types of Service 3. Types of Aircraft. 4. Airfreight Tariffs 5. International Regulations 6. Environmental Issues and Sustainability 7. International Air Cargo Security.
	08/07	Submit Chapters 10 – 12 Quiz	
5	08/09	Read Chapter 13 Complete Chapter PowerPoints Chapter 13 Key Terms Definition	Chapter 13 International Land and Multimodal Transportation 1. Truck Transportation 2. Rail Transportation 3. Intermodal Transportation. 4. Freight Forwarders

			<ul style="list-style-type: none"> 5. Project Cargo 6. Alternative Mean of Transportation 7. Ground Transportation Security
08/11	Read Chapter 14 Complete Chapter PowerPoints Chapter 14 Key Terms Definition		<ul style="list-style-type: none"> Chapter 14 Packaging for Export 1. Packaging Functions 2. Packagining Objectives 3. Ocean Cargo 4. Air Transport. 5. Road and Rail Transport 6. Security 7. Hazardous Cargo 8. Refrigerated Goods 9. Domestic Retail Packaging Issues. 10. Packaging as a Marketing Tool
08/13	Read Chapter 15 Complete Chapter PowerPoints Chapter 15 Key Terms Definition		<ul style="list-style-type: none"> Chapter 15 International Logistics Security 1. The Impact of a Significant Distribution in International Logistics. 2. international Organizations 3. The United States' Approach. 4. The European Union's Programs 5. Other Countries' Approach 6 Corporate Efforts.
08/13	Submit Chapters 13 – 15 Quiz		

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

I may also allow makeups accompanied by a 20% late-work penalty. I might consider requiring documentation of an emergency to allow a make-up. Note that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams.

Academic Integrity

The consequences for cheating, plagiarism, collusion, submission, exam, assignments that violet academic integrity, scholastic dishonesty violation will be

reported and graded "0". : Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test includes: A. Copying from another student's test paper; B. Using materials not authorized by the person giving the test; C. Collaborating with another student during a test without authorization; D. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered; E. 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. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook). Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook - (for further information regarding Academic Dishonesty refer to: http://distance.hccs.edu/de counseling/DE_student_handbook.htm).

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

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

Attendance Procedures

Attendance for all 8 class meetings during the 8 weeks Canvas On-Line course is REQUIRED! Regarding withdrawals (I do you drop students. You expect to drop yourselves), never attending, etc. Also, Tardiness will reflect your final grade (Attendance) information. Students that if they miss the first 12.5% of any course (i.e. the period before the Official Date of Record/Approve Roster date) HCC will drop them due to non-attendance. Students need to attend the first day of class and to log on to online classes on the first day of class. THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

Official Day of Record – The day of record is different for each term. The Day of Record which is posted on the official HCC Calendar Description of "active participation": "Active participation" is the following for this course: 1) an introductory response to the instructor's email prompt (i.e., introducing yourself) by the first week of classes. If you are having technical difficulties and cannot login, you must immediately contact your instructor and the Eagle Online Help desk or you will be counted as absent.

Student Conduct

“active participation”

Your instructor will define what “active participation” is for your course. Active participation is the following for this course: If a student miss the first 12.5% of any course (i.e. the period before the Official Date of Record/Approve Roster date

HCC will drop them due to non-attendance. Students need to attend the first day of class and to log on to online classes on the first day of class. THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

Logistics and Global Supply Chain Management Program Information

It is strongly recommended that students of this course ensure that their major is listed as Logistics and Global Supply Chain Management and that you notify the school of which certificate or degree plan you are following.

- Logistics Global Supply Chain Majors <https://www.hccs.edu/programs/areas-of-study/business/logistics-and-global-supply-chain-management/>
- Logistics Global Supply Chain – Maritime Transportation Logistics Specialization – AAS <https://www.hccs.edu/programs/areas-of-study/construction-industry--manufacturing/maritime-logistics/>
- Careers in Logistics <https://www.careeronestop.org/CompetencyModel/competency-models/transportation.aspx>
- Logistics COE Student Organizations <https://blogs.nvcc.edu/cci/2019/05/02/cci-participant-establishes-new-student-club-at-host-college/>
- Scholarships <https://www.hccs.edu/applying-and-paying/financial-aid/scholarships/>

Certain courses within this program lead to certification exams and have specific requirements as listed below:

1. LMGT 1170 should be taken before LMGT 1271. Both certification exams require that you be 18 years or older.
2. LMGT 1193 needs to be completed in the last semester and you should complete 75% of the AAS Degree or 60% of the Certificate. This course requires a permission code.
3. MART 1370 needs to be completed in the last semester and you should complete 75% of the AAS Degree or 60% of the Certificate. This course requires a permission code.

Once you have met the requirements for courses listed above which require a permission code, please contact the Division Chair’s office at 713-718-5125 to get your code.

This program includes an Internship class, LMGT 2288 for Logistics students or LMGT 2389 for Maritime students. Students must complete 75% of the AAS degree or 60% of the Certificate before enrolling in these courses. Once you have met the requirements, you will contact the Division Chair’s office at 713-718-5125 to get the permission code to enroll. Please note that the Internship courses require you to have a position in the Logistics industry, paid or volunteer. LMGT 2288 requires that you must work a minimum of 12 hours per week and LMGT 2389 requires that you must work a minimum of 18 hours per week. Additionally, these courses may not be taken together in the same semester.

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

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 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
<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

Division Chair: Dr. Jamie Daigle, jamie.daigle@hccs.edu, 713-718-5479

Office Manager: Victoria Garcia, victoria.garcia@hccs.edu, 713-718-2614