



**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 1319: Introduction to Business Logistics | #CRN 17922

Spring 2021 | 12 Weeks (2.16.2021 - 5.16.2021)

Canvas On-line

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	James Battieste	Office Phone:	713-718-5199
Office:	Home	Office Hours:	Webex Office Hours
HCC Email:	James.battieste@hccs.edu	Office Location:	Stafford Learning Hub 218

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 Logistics and Global Supply Chain 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 1319 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 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

Please note that we request textbooks from the bookstore, which is operated by Barnes & Noble 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 1319 discusses a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

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 1319, the student will be able to:

1. Explain the terms and how they relate to the overall concept of logistics.
2. Explain the legal aspects and regulatory agencies as they relate to logistics management.
3. Demonstrate ability to apply decision-making techniques based on time, materials, and space.

Learning Objectives

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.

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

Exams

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

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.

You must get at least 50% (50 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

LMGThology department has a points-based grading system with a maximum 1,000 total points possible.

Key Terms Definition (s)	250 points
Exams/Quizzes	350 points
Webex Activities	240 points
<u>Departmental Final Exam</u>	<u>159 points</u>
Total	995 points

Grade	Total Points
A	900 - 995
B	840 - 899
C	810 - 839
D	790 - 809
F	<790

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	Dates	Topic / Assignments Due
1	2/16 02/23 02/24 02/25	<p>Course Orientation, Introduction, Syllabus content, etc. Read Chapter 1 An Overview of Logistics Chapter Learning Outcomes</p> <ol style="list-style-type: none"> 1. To discuss the economic impacts of logistics 2. To define what logistics is 3. To analyze the increased importance of logistics 4. To discuss the systems and total cost approaches to logistics 5. To expose you to logistical relationships within the firm 6. To introduce you to marketing channels 7. To provide a brief overview of activities in the logistics channel 8. To familiarize you with logistics careers <p>Read Chapter 1 content Complete chapter PowerPoint presentation Submit Chapter Key Terms Definitions Webex Lecture and discussion Submit Chapter 1 Quiz</p>
2	02/22 02/26 02/25	<p>Read Chapter 2 Logistics and Information Technology Chapter Learning Outcomes</p> <ol style="list-style-type: none"> 1. To explain the importance of effective and efficient utilization of information for logistics management. 2. To distinguish between the general types of information systems and their logistical applications. 3. To review how logistics supports on-line retailing. 4. To illustrate how cloud computing is being used to support logistics software usage. 5. To report how companies are using electronic procurement to drive purchasing efficiency. 6. To explain how the Internet of things is affecting the information available to logistics managers. 7. To identify contemporary information technology issues. <p>Read Chapter 2 content Complete chapter PowerPoint presentation Submit Chapter Key Terms Definitions Webex Lecture and discussion Submit Chapter 2 quiz</p>
3	03/01	<p>Read Chapter 3 Strategic and Financial Logistics Chapter Learning Outcomes</p> <ol style="list-style-type: none"> 1. To understand how logistics decisions can influence an organization's strategic financial outcomes. 2. To review basic financial terminology used by logistics managers. 3. To explain organizational financial reporting requirements affected by logistics activities. 4. To employ the strategic profits model to highlight the financial impact of logistics activities. 5. To consider the value of utilizing the Balanced Scorecard approach for examining the performance of a logistics system.

		<p>6. To compare some of the common performance measures for logistics activities. Complete chapter PowerPoint presentation</p>
	03/05	Submit Chapter 3 Key Terms Definitions
	03/04	Webex Lecture and discussion (Mandatory 5 PM -6 PM
	03/06	Submit Chapter 3 quiz
4	03/08	<p>Read Chapter 4 Organizational and Managerial Issues in Logistics Chapter 4 Learning Outcomes</p> <ol style="list-style-type: none"> 1. To explain organizational structure for logistics. 2. To compare traditional and contemporary organizational design for logistics. 3. To identify productivity issues and improvement efforts in logistics. 4. To discuss quality issues in logistics. 5. To report on programs designed to lessen the impact of terrorism on logistics systems. 6. To describe ways to manage theft and pilferage. 7. To review the concept of logistics social responsibility. 8. To articulate logistics issues associated with complexity. <p>Read Chapter 4 contents</p> <p>Complete chapter PowerPoint presentation</p>
	03/11	Submit Chapter 4 Key Terms Definitions
	03/10	Webex Lecture and discussion 5 PM – 6 PM
	03/12	Submit Chapter 4 quiz
5	03/22	<p>Read Chapter 5 The Supply Chain Management Concept Chapter Learning Outcomes</p> <ol style="list-style-type: none"> 1. To explain the concept of supply chains and how the network of interorganizational relationships is managed. 2. To summarize supply chain process frameworks. 3. To illustrate potential enablers of supply chain management implementation. 4. To illustrate potential barriers to supply chain management implementation. 5. To compare optional approaches for supply chain integration. <p>Read Chapter 5 content</p> <p>Complete chapter PowerPoint presentation</p>
	03/24	Submit Chapter 5 Key Terms Definitions
		Webex Lecture and discussion 5 PM - 6 PM
	03/25	Submit Chapter 5 quiz

	04/14	Complete chapter PowerPoint presentation Submit Chapter 8 Key Terms Definitions
	04/15	Webex Lecture and discussion Submit Chapter quiz Submit EGLS3 Student Survey
9	04/19	Read Chapter 10 Warehousing Management Chapter 10 Learning Outcomes 1. To discuss the role of warehousing in a logistics system. 2. To learn about public, private, contract, and multi-client warehousing. 3. To analyze select consideration when designing warehousing facilities. 4. To examine some prominent operational issues in warehousing. Read Chapter 10 Contents Complete chapter PowerPoint presentation
	04/21	Submit Chapter 10 Key Terms Definitions Webex Lecture and discussion
	04/22	Submit Chapter 10 quiz
10	04/26	Read Chapter 12 Transportation Chapter 12 Learning Outcomes 1. To compare and contrast transportation infrastructures in several countries. 2. To identify the five modes of transportation and learn about their respective characteristics. 3. To discuss intermodal transportation. 4. To describe several types of transportation specialists. 5. To explain how different types of regulation impact transportation. 6. To identify the legal classification of transportation carriers. Read Chapter 12 contents Complete chapter PowerPoint presentation
	04/28	Submit Chapter 12 Key Terms Definitions Webex Lecture and discussion
	04/29	Submit Chapter quiz

11	05/03	<p>Read Chapter 13 Transportation Management Chapter 13 Learning Outcomes</p> <ol style="list-style-type: none"> 1. To discuss how rates are determined. 2. To learn about modal and carrier selection. 3. To distinguish among various transportation documents. 4. To illustrate select activities associated with making and receiving shipments. 5. To learn about transportation service quality. <p>Read chapter 13 contents</p> <p>Complete chapter PowerPoint presentation</p>
	05/05	<p>Submit Chapter 13 Key Terms Definitions</p> <p>Webex Lecture and discussion</p>
	05/06	<p>Submit Chapter quiz</p>
12	05/10	<p>Read Chapter 14 International Logistics Chapter 14 Learning Outcomes</p> <ol style="list-style-type: none"> 1. To discuss macro environmental influences on international logistics. 2. To explain documentation as well as terms of sale and methods of payment for international shipments. 3. To distinguish among the unique activities of international trade specialists. 4. To illustrate transportation and inventory consideration in international distribution. 5. To introduce you to the Logistics Performance Index. <p>Read chapter 14 contents</p>
	05/10	<p>Submit Chapter 14 Key Terms</p> <p>Webex Lecture and discussion</p>
	05/11	<p>Submit Chapter Quiz</p>
	05/14	<p>Final Exam</p>

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

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 12 class meetings during the 12-weeks Canvas On-Line course is REQUIRED! Regarding withdrawals (I do not 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.

You must attend all scheduled Webex conferences for attendance (Option Afternoon or evening scheduled).

Student Conduct **“active participation”**

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.

You must attend all scheduled Webex conferences for attendance (Option Afternoon or evening scheduled).

Instructor’s Course-Specific Information (As Needed)

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.

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: Ken Hernandez, kenneth.hernandez@hccs.edu, 713-718-2468

Division Admin Assistant: Lyssa Wilson, melissa.wilson3@hccs.edu, 713-718-5125