HOUSTON COMMUNITY COLLEGE

Media Arts and Technology Center of Excellence
Filmmaking
https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/

FLMC 2334 – DIRECTING FOR FILM AND VIDEO| Lecture/Lab | #11928
Spring 2020 | 16 Weeks (1.22.2020-5.13.2020)
Hybrid | Alief B300 | W 6 p.m.-9:50 p.m.
3 Credit Hours | 96 hours per semester

Instructor Contact Information

Instructor:	Jenny Waldo	Cell Phone:	310-709-6937
Office:	Alief-Hayes, Room C322	Office Hours:	Th 10-2pm & W 5-6pm
HCC Email:	jennifer.waldo@hccs.edu	Office Location:	Alief-Hayes Campus

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.

Instructor's Preferred Method of Contact

Preferred Method of Contact: Email. In case of an emergency or urgent issue, please text me using the cell number listed. I 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

FLMC 2334 teaches the craft of directing to students who aspire to lead a production team. Topics include Casting, Auditions, Rehearsal and Blocking of actors; Scene Analysis; Framing and Composition; Coverage and Continuity; Camera Movement; Visualizing Action; Production Crew Roles; and techniques for establishing Mood, Character, and Conflict. Additionally, the course provides an analysis of directing methods and techniques so that each student might better understand and formulate a personal directing style of his or her own. Includes directing multiple digital cinema production exercises.

My Personal Welcome

Over the years, I have specialized in being a writer/director – meaning that I write my own material that I direct. Someday, I hope to direct something that someone else has written because while I felt a deeper connection as a director to material I'd written when I first

started out in filmmaking, I now feel a confidence in my directing to connect with other material. Directing is experiential – you really only figure out how to be better at it by doing it. It requires having an overall concept for a movie and communicating with your team – actors and crew – so that they can execute and even improve on that concept.

According to the Director's Guild of America – the only person allowed to talk to the actors about their performance is the Director. I am what many would call an "actor's director" meaning that my primary responsibility is working with the actors to create nuanced, believable performances. The flipside of this directing coin is a "technical director" whose focus is more on the technical needs of the camera and visual elements who expects the actors to do their own work on their performances.

The reality is somewhere in between. As a director, you must hire crew-members that you trust and respect to perform their duties as cinematographer, gaffer, grip…etc. according to your previously discussed agreements on the overall concept and approach for the project. You cannot micro-manage every department because it will result in low morale of the crew and poorer work. The same is true, though, for directing actors. You cannot micro-manage their performance or you will end up with unsure acting decisions or, worse, unbelievable performances.

Through the course of the semester, you will learn various tools that help you be both an actor's director and a technical director and experiment with the style of directing that works best for you.

As the director, you are the team leader. You set the tone. While filmmaking can be stressful, frustrating, and at times seemingly-impossible, it is critical that you maintain professionalism and treat your actors and your crew with respect and trust. If you cannot do that in the moment, take a break and take a breath. If you cannot do that day to day, you should let them go from the project. Finding the right people to work with is tougher than you would think!

Prerequisites and/or Co-Requisites

Prerequisites: RTVB 1321 (TV Field Production), RTVB 1309 (Audio/Radio I), RTVB 1329 (Scriptwriting), RTVB 2330 (Film & Video Editing). 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 class is a Hybrid class where in-class instruction is supplemented by on-line learning. We will use Canvas (https://eagleonline.hccs.edu) for assignments, exams, and other activities. 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 **required** textbook for this course is: ***Film Directing Fundamentals*** (4th Edition), Nicholas Proferes. It is available at the Alief-Hayes and Spring Branch campus bookstores. You may also purchase it used online at Amazon and other resale book sellers. ISBN: 9781138052918

The book is not comprehensive to everything we will go over in class and much of your required reading will be provided through Eagle Online Canvas where you will find Instructor lecture materials, handouts, and whatever else is needed for the course.

The can be found at the HCC Bookstore, but you can also purchase it used online at Amazon and other resale book sellers.

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

FLMC 2334 is a required course in the Filmmaking Program that covers the various styles and approaches to being the Director in the filmmaking process. Overall, the course goal is to prepare filmmaking students to enter the work place with a high level of competence to successfully lead a team in cinema production. As an upper-level, capstone course, a primary focus of the course is to help students create a portfolio piece showcasing their directing style. The class uses a variety of instructional methods including required reading, lectures, class discussions, and hands-on demonstrations and exploration both in and outside of class.

Core Curriculum Objectives (CCOs)

HCC offers specified courses that satisfy the following core objectives:

Critical Thinking
Communication Skills
Quantitative and Empirical Literacy
Teamwork
Social Responsibility
Personal Responsibility

To learn more go to: https://www.hccs.edu/programs/catalog/academic-information/

This course integrates the following workplace competencies and foundation skills:

Managing Resources: Time, Materials, Space
Exhibiting Interpersonal Skills: Work in team, Lead work teams, Negotiate with others
Working with Information: Acquire and evaluate data, Organize and maintain information**,** Interpret and communicate data, Process information
Applying Systems Knowledge: Understand systems
Using Technology: Apply technology to specific tasks
Demonstrating Basic Skills: Reading, Writing, Listening
Demonstrating Thinking Skills: Creative thinking, Problem solving, Seeing with the mind's eye
Exhibiting Personal Qualities: Individual responsibility Sociability, Self-management, Integrity

Program Student Learning Outcomes (PSLOs)

Can be found at:
https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/

Course Student Learning Outcomes (CSLOs)

Upon completion of FLMC 2334, the student will be able to:
1. Compose effective scripts for use in common video and film genres.
2. Demonstrate the preparation needed for film and video production, management (including budgeting, supervision of personnel, permitting, scheduling) and post-production supervision.
3. Demonstrate industry standard film/video editing and post-production processes used in the completion of shorts projects.
4. Apply cinematographic concepts to film/video projects including storyboarding, camera setup, lighting, and scene design.
5. Understand effective feedback to fellow filmmakers to improve their projects.

Learning Objectives

With Directing as the focus, students will:
1. Understand basic terminology associated with filmmaking.
2. Discuss/compare various directing styles of professional filmmakers.
3. Develop individual directing style.

4. Demonstrate the skills necessary to direct a production crew.
5. Demonstrate knowledge and ability to direct a project from pre-production through post-production.
6. Be able to give effective feedback to fellow filmmakers to improve their projects.
7. Understand basic distribution options for completed projects.

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 departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignments

Being able to communicate through the written word is critical in any field, but especially filmmaking. For this class, you will be expected to communicate effectively through the written word on:
- Scripts

- Loglines for your projects
- Character summaries
- Shot lists and Marked-up scripts
- Group project evaluations

You will also be required to view and evaluate 5 feature-length films from a provided list and answer the question prompt in the Film Report handout.

Visual Assignments

Being able to communicate through visuals is critical in our field. For this class, you will be required to complete the following visual assignments:
- Storyboards
- "Tone" photos
- Exercise 1: single character scene
- Final Project

Without prior approval, your project must be shot <u>single</u> camera, you may <u>not</u> use a cell phone camera, sound should be recorded using a <u>boom pole</u>, and you may <u>not</u> use any auto settings.

<u>**A note about sex, violence, weapons, and stunts:**</u> Each of these storytelling elements makes production harder, more dangerous, and take more time. You are not restricted in your content in any way, but ***your Visual Plan (storyboards, shot lists, marked script) will need Instructor approval <u>before</u> you go into production.*** Failure to do so could result in a failing grade.

The student will be evaluated on the basis of production quality, participation and completion of required elements, including overall professionalism. The Instructor will supply specific requirements for each scene and segment, as needed.

In order to complete these assignments, you will need to provide your own media cards. If you want to take advantage of the 4K recording on the Panasonic DVX200s, you will need SDXC or SDHC level SD cards with the designation "U-3." Sound must be recorded using a boom pole. With the Panasonics, you can choose to record directly to camera using an xlr input, or separately using a zoom recorder and syncing in post.

DSLRs are acceptable cameras for the course as well, but sound MUST be recorded on a separate zoom recorder and synced in post to be acceptable.

All video assignments must be turned in on a hard-drive for the teacher to transfer or a downloadable link.

Implicit in the instructions for all assigned exercises is the expectation that **each student in the class will direct his or her own assignment with the possible exception of the final project.** <u>Any arrangement for sharing directorial duties with another student within or outside of class must be discussed with and approved by the instructor prior to shooting.</u>

This is a course in *directing*, not digital cinematography, lighting, editing, or sound design, so while I may comment occasionally on these aspects of your work, the focus of evaluations and discussions in class will be on such considerations as visualization, scene construction and analysis, coverage, blocking of action, performance of actors, and so forth. Accordingly, these aspects of visual storytelling, all of which fall under the creative purview of the director,

will be covered in both the readings and lectures for the course.

That being said, work that's been completed for other courses, this semester or from previous semesters, even if you directed it, will **NOT** be accepted.

The Final Project will present an opportunity for students to work in groups with a member of Mr. Boyd's Lighting Class. You are also allowed to collaborate with other members of the Directing class as Actor and/or Editor on the Final Project. It will be graded as a group even though only 1 student directed it. Students will be required to provide self and peer evaluations for the group projects.

Presentation Requirements

Be prepared to present your assignments to class for questions and critique, including scripts, storyboards, tone photos, video projects, and other directing assignments. This is a vitally important part of honing projects into their best version as well as part of learning effective feedback – giving and receiving it.

Quizzes & Exams

There will be 5 Quizzes for the semester. All will be **open-note quizzes** based on the previous week's lecture, reading, and in-class work. While these are open-note, you are not allowed to take them as a group, or in collaboration with any other student.

All quizzes will be conducted through Eagle Online Canvas. You will not need a Scantron sheet.

There is NO midterm or final exams for this class.

Equipment Use Orientation

In order to access the equipment and other resources (computer labs…etc) at HCC, the Filmmaking Department requires that you complete an equipment use orientation.

All students MUST complete orientations EVERY semester

This orientation is part of your grade! We will be doing this in class during Week 2.

Failure to complete the orientation and the required form within it will result in a deduction in your grade, denial of labs, studios, and/or equipment.

In-Class Activities

In-class activities will be discussed and defined during class depending on the topic as outlined in the schedule below.

Extra Credit

Extra Credit is at Instructor's discretion, but there are several ways to earn extra credit:
- Recutting Exercise #1 based on feedback
- Casting student actors from the Acting for Film Class
- Collaborating with a student in Screenwriting Classes

- Volunteer to work on an Instructor-approved event during the semester

Grading Formula

For each assignment, the instructions will define what the Instructor expects from the student in order to earn a "C" grade. This will give the student an idea of what the instructor considers the "average". The instructor will give higher grades based on demonstration of knowledge and understanding and even higher grades based on innovation and creativity related to the topic. This class should showcase your enthusiasm and demonstrate your skills/knowledge and ability to perform in the workforce.

Your final grade will be based on the following proportions:
1. Attendance/Participation – 10%
2. Quizzes – 20%
3. Film Reports – 20%
4. Exercise 1 – 20%
5. Final Project – 30%

Grade	Total %
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

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 can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Week	In Class	Homework
1	Course Orientation Introductions What is Directing? Style & Character Personal Character Exercise	• Get Proferes book • Read Week 1 material on Canvas • Take <u>10 photos</u> of objects, people, landscapes that you find visually interesting in the best composition to capture its essence. NO PHOTO-EDITING permitted. **Note: you will most likely need to take MORE than 1 photo of each item to find the right composition/angle. Submit in class on a hard drive.
2	Equipment Orientation Share/Discuss Photo Assignment Introducing Character Conflict Revealing Emotion Synergy The Scene Idea	• Proferes 1 – 3 • Read Week 2 material on Canvas • Write character summary & project style for Ex. #1 and upload to Canvas. • Take syllabus quiz **in Canvas
3	Share/Discuss Character Summaries Shot Size & Composition Camera Movement Coverage, Continuity, Eyelines & 180 degree Focus Storyboarding Creating a shot list, overheads	• Read Week 3 material on Canvas • Film Report #1, upload to Canvas • Storyboard for Ex. #1, submit in class
4	Storyboard discussion, approval for production Pre-production Auditions, Casting & Rehearsals Working with Actors Locations Forms	• Read Week 4 material on Canvas • Shoot Ex. #1

5	Post-Production Discussion	• Read Week 5 material on Canvas • Edit Ex. #1 • Proferes 4 – 6
6	Screen Ex. #1 in class for discussion	• Quiz (Characters, Scene Analysis, Auditions, Proferes 1-3) **in Canvas • Read Week 6 material on Canvas • Film Report #2
7	Scene Analysis Working with Actors Dramatic Beats, Objectives Group Scene Work	• Quiz (Shot sizes/composition, Coverage, Rules, Movement, Proferes 4-6) **in Canvas • Read Week 7 material on Canvas • Group scenes
8	Perform Group Scenes Discuss Visual Approach to Scenes Final Project Handout	• Read Week 8 material on Canvas • Proferes 7-11 • Character summaries, logline and 5-10 "tone" images for Final Project
9	SPRING BREAK	
10	Pitch Final Project ideas, partner with Lighting students Production Heads, Hierarchy	• Film Report #3 • Script for Final Project
11	Workshop scripts in groups	• Pre-production on Final Project (casting, locations, crew…etc)
12	On Set, Preparing to Shoot Set Etiquette Sound	• Storyboard, Shot List, Overheads & Marked up Script for Final Project • Proferes 12 • Read Week 12 material on Canvas
13	Storyboard discussion, approval for production	• Film Report #4 • Begin production Final Project

14	Distribution & Industry	• Quiz (Set protocol, production departments/crew, sound) **in Canvas • Read Week 14 material on Canvas • Continue work on Final Project
15	Trouble-shooting projects	• Quiz (Directing actors, beats, visual aesthetics, editing) **in Canvas • Finish Final Project
16	Screen Final Project for discussion	• Recut Final Project • Proferes 19 • Film Report #5
17	Final Class!	• Public Screening TBD

Withdrawal deadline = April 6, 2020

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

Assignments are due at the beginning of class.

If you are unable to be present in class on the date an assignment is due, you can always email me your assignment by the start of class that day and I will count it as on time.

If you are unable to take a quiz during the window on Canvas, we can arrange for a make up time.

If you are unable to turn in the assignment on time, your assignment will receive an **automatic grade of 75%** with the reserved right for the Instructor to take off further points for incomplete work. **Projects that are granted extensions are exempt.

NO MATERIALS WILL BE ACCEPTED AFTER CLASS TIME ON THE LAST DAY OF CLASS

Academic Integrity

Cheating, plagiarism, collusion, will not be tolerated. You are expected to complete all the assignments on your own. 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/

Attendance Procedures

Attendance and participation are <u>graded</u>. If you arrive more than 30 minutes late, or leave more than 30 minutes before the end of class, you will receive at least **half** the point you earn for attending. Don't hesitate to text or email me if you know you're going to be late or after you've missed class as this will factor into your attendance grade.

"Attendance" on Canvas is also checked and factored in.

If you stop showing up to class, you will receive an FX grade with the last date that you attended.

Any student who encounters difficulties during the semester that prohibit them from completing the coursework but who want the opportunity to finish the work the following semester **must** get Instructor approval and will receive an Incomplete for the semester. A schedule for completing the work the following semester will be set up with the Instructor and if the materials are not received within that timeframe, the grade will automatically be converted to an F.

Student Conduct

<u>Participation in this class is graded</u> based on your participation in class discussions and exercises along with the 10 Photo Assignment and Equipment Orientation completion.

Despite this being a school environment, approach this class as you would any job. Conduct yourself professionally and treat your fellow students and Instructor as professional colleagues. Each of your assignments is an opportunity to explore your talent and build your skills as a professional and can go on your reel to demonstrate your abilities when looking for a job. Treat your projects as jobs, with your Instructor as your "client."

This is an industry built on relationships, networking, and communication and both your Instructor and your peers may be able to provide work opportunities in the future through recommendations. Your behavior is just as important, if not more, as the talent you show on screen.

Any disruptive behavior will not be tolerated. Any disagreements within class and any external issues effecting your behavior in class will be dealt with individually and not at the expense of the class's time and focus.

Instructor's Course-Specific Information (As Needed)

Giving and receiving feedback is critical in this industry and one of the most valuable aspects of film school where you have a large group of students and your Instructor to screen and discuss your work. Guidance will be given on how to make the best out of our feedback sessions.

Electronic Devices

We live in a tech-dependent world and I do not take a strict stance on your use of cell-phones in class, I only require that it be discreet, silent, and not interrupt or distract from the class

activity. If you need to take or make an emergency phone call, please step outside. You may use your phone to look at lecture materials as we go through them.

You are responsible, however, for any material that you miss while you were out. In discussion, lecture materials are fleshed out and explained and you may miss something that will be on a quiz or test later. Make sure you ask a fellow student for any notes on what you missed.

Filmmaking Program Information

For more information about the Filmmaking Program & Filmmaking in General:
- HCC Certificates & Degrees: https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/
- Local film production information: http://www.houstonfilmcommission.com
- State film production information: https://gov.texas.gov/film
- State film incentive program: https://www.txmpa.org

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 https://www.hccs.edu/support-services/ability-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

Michael Cohn
Michael.cohn@hccs.edu
713.718.6523