



**Media Arts and Technology Center of Excellence  
Filmmaking**

<https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/>

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**FLMC 2337 – PRODUCTION WORKSHOP** | Lecture/Lab | #12092  
Spring 2020 | 16 Weeks (1.23.2020-5.14.2020)  
Hybrid | Alief B306 | Th 2 p.m.-5:50 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:	<a href="mailto:jennifer.waldo@hccs.edu">jennifer.waldo@hccs.edu</a>	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**

TV PRODUCTION WORKSHOP is an opportunity to dive into the production world at a deeper level than TV Field Production both technically and creatively. From day-one we will write, produce, direct, use lights, double-system audio, shoot scenes, and post produce our movies as well as discuss the various job opportunities in the real world of filmmaking.

**My Personal Welcome**

Over the years, I have specialized in being a writer/director – meaning that I write my own material that I direct. I have worked in every crew position on set at some point. There is knowledge to be gained from every perspective that will actually help in your specialization process. You find out not just what you like and don't like to do on set, but you find out why that job is important to the production process and that makes you a better filmmaker overall.

There's an old saying that in order to call yourself a filmmaker you need to MAKE FILMS. Many times in the "real world" we limit ourselves and get stuck because we don't have enough money or the right equipment or the right actors or the right location...and then we don't have a movie. But if we focus on what we do have and what we can do and make a movie within those limitations, you end up with a movie. It might not

be perfect, but it's something you can learn from, something you can show to others, and proof that you are indeed a filmmaker.

### Prerequisites and/or Co-Requisites

Prerequisites: RTVB 1321 (TV Field Production. 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>

### Textbook Information

The **optional** textbook for this course is: *Voice and Vision* by Mick Hurbis-Cherrier (3rd edition) ISBN: 978-0-415-73998-6. The book can be found at the [HCC Bookstore](#) and is an incredibly good resource for the course and a future career in filmmaking.

The book is not comprehensive to everything we will go over in class so make sure you also read material provided through Eagle Online Canvas or in class.

### 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 2337 is a required course in the Filmmaking Program that serves as an immediate production course where students develop strong set etiquette, understand set protocol and hierarchy, and gain skills to work as a production assistant on any professional set. While there are individual roles, responsibilities, and assignments, filmmaking is a team sport and the course and projects are largely dependent on working as a group.

### 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, student should be able to:

1. Compose effective treatments and scripts for use in common video and film genres including documentaries, dramas, commercials, news, and public service announcements. Analyze a script to determine appropriate production techniques.
2. Show proficiency in the use of standard lighting equipment, including reflectors, gels, soft boxes, open face and fresnel instruments and basic grip equipment including dolly/track.
3. Demonstrate proficiency in the technical ability to use a camcorder, or professional video camera including white balancing, focusing, setting the iris and adjusting the other electronic parameters of the camera.
4. Properly utilize basic field audio production equipment such as microphones, windscreens, booms, mixers, cables and recorders, to capture production audio in standard production situations.
5. Demonstrate the preparation needed for film and video production, management (including budgeting, supervision of personnel, permitting, scheduling and guild/union relations) and post-production supervision.
6. Describe accepted film industry distribution processes.

7. Apply cinematographic concepts to film/ video projects including camera setup, lighting, and scene design.
8. Demonstrate industry standard film/video editing and post-production processes used in the completion of shorts, trailers, documentaries, and features.

### Learning Objectives

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### 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 course material
- Attending class
- 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.

***Come to class prepared for PRODUCTION - rested, fed, hydrated, and wearing clothes you can move equipment in and shows that are closed-toe.*** Participation is graded and failure to wear appropriate attire/shoes or to be prepared to perform your production duties might result in a 0 for that day.

### 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**

A variety of written assignments analyzing cinematic choices and your experience are to be written and submitted through Canvas.

### **Visual Assignments**

A variety of photo and video assignments experimenting with various cinematic elements are to be completed as described in Canvas and submitted on a hard drive in class.

***ALL ASSIGNMENTS ARE DUE AT THE START OF CLASS.***

### **Quizzes & Exams**

There are NO quizzes, 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, which will take place during the **second week of instruction**.

**All students MUST complete orientations EVERY semester**

This orientation is part of your grade!

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**

We will spend a lot of time in class filming scenes. The focus of this class is to learn the main roles of making a project: Producer, Director, Cinematographer, Sound, Editor, Actor, AD, Gaffer, Key Grip, Boom Operator, Sound Mixer, and Script Supervisor.

Other 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:

- Volunteer to work on an Instructor-approved event during the semester
- A written report on a Film of your choice \*see Instructor for more info

## 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:

- Attendance/Participation = 10%
- Production Role Research Assignment = 5%
- Union/Association Research Assignment = 5%
- 9 Frames Photo Assignment = 5%
- Focal Length Photo Assignment = 5%
- Moving Object Video Assignment = 5%
- Project 1 = 20%
  - production role grade
  - first cut
  - final cut
  - summary of experience/observations
- Comedy genre Research Assignment = 5%
- Project 2 = 30%
  - production role grade
  - first cut
  - final cut
  - summary of experience/observations
- Kuleshov experiment (group grade) = 10%

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

INSTRUCTION WEEK	IN-CLASS	HOMEWORK
Week 1	<p>Introductions Syllabus Icebreaker Exercise</p>	
Week 2	<p>Equipment Orientation Inventory discussion Camera Setup Exercise Equipment/Safety Setup Exercise What's a Ditty Bag?</p>	<p>Research assigned role for presentation, write description of role and their department – who they answer to and who they lead. Upload to Canvas.</p> <p>Roles: AD, UPM, Scripty, 1<sup>st</sup> AC, Gaffer, Key Grip, Head PA, Sound, Art Department (all), Transpo, DIT/media manager</p>
Week 3	<p>Discuss roles, set protocol, set hierarchy</p> <p>Case Study discussions – watch scenes, shorts, and discuss choices made, production requirements...etc</p>	<p>Research assigned union for presentation, write description of union and what they oversee. Upload to Canvas.</p> <p>Unions/Associations/Companies: SAG-AFTRA, ACE, DGA, PGA, NABET, WGA, ASC, BSC, CSC, IATSE, Houston Film Commission, Texas Film Commission, TEXCAM, Blue Ribbon, Prime Camera</p>
Week 4	<p>Discuss unions in relation to set protocol and hierarchy</p> <p>Discuss upcoming shoot: assign roles, rehearse, storyboard, overheads</p>	<p>Using any kind of camera, take 9 photos of a single object where you place it in each of the 9 framing areas from the Rule of Thirds.</p> <p>Write a description of which framing you like BEST out of the 9 and why. Upload to Canvas.</p> <p>Homework for upcoming roles:</p> <p>Director: Storyboards, overheads – send to DP by end of the weekend and DISCUSS. Character summaries/goals – send to Actors at least 24 hours before class and DISCUSS.</p> <p>DP: Storyboards, overheads – send to Director by end of the weekend and DISCUSS then follow up with Gaffer, Key Grip.</p> <p>Actors: Discuss character summaries/goals with Director at least 24 hours before class.</p>

Week 5	Set up lights, rehearse, discuss dolly movement and assembly, distro	<p>Homework for upcoming roles:</p> <p>AD: Call Sheet – emailed 24 hours before class meets!</p> <p>DP: Create shot list and upload to Canvas at least <u>an hour</u> before class time.</p>
Week 6	Shoot (Moving)	<p>Using a DSLR, take a photo of the a single object at the following FOCAL LENGTHS: 18, 35, 55.</p> <p>Do it once where the camera remains in the same place and you use the zoom to adjust focal length.</p> <p>Do it a second time where you create a CLOSE UP shot on the 55 setting and then when you adjust to the other focal lengths, you MOVE the camera to maintain the SAME SHOT SIZE.</p> <p>Homework for upcoming roles:</p> <p>AD: Call Sheet – emailed 24 hours before class meets!</p> <p>DP: Create shot list and upload to Canvas at least <u>an hour</u> before class time.</p>
Week 7	Shoot (Sticks, Standard Coverage)	<p>Videotape a moving object (ball, person, pet, skateboarder) at the following FOCAL LENGTHS: 18, 50, 90</p> <p>The camera must remain on a tripod, so this is a pivot move (pan). Do not move the body of the camera.</p> <p>The object must remain IN FOCUS.</p> <p>The movement should be a clean 180 degrees as the object moves closer to, crosses, and then moves farther away from camera.</p>
Week 8	Review Dailies Discuss editing	Using the footage made available, edit your version of the scene.
Week 9	SPRING BREAK	



Week 10	Screen everyone's edits and discuss.	Recut edit incorporating notes.  Write a description of your experience of the shoot/project based on the role you held and your observations. Upload to Canvas.
Week 11	Prepro upcoming shoot: assign roles, discuss changes to style, storyboards, approach...etc.  Case studies  Turn in recuts on hard-drives.	Research movies, commercials, scenes, shorts, that incorporate comedy.  Write a description about WHY you think the comedy works well thinking about actors/performance, lighting, editing, camera, sound, art department...etc  Upload to Canvas and include a LINK in your writeup to the video or trailer.
Week 12	Present comedy genre discussions.	Homework for upcoming roles:  Director: Storyboards, overheads – send to DP by end of the weekend and DISCUSS. Character summaries/goals – send to Actors at least 24 hours before class and DISCUSS.  DP: Storyboards, overheads – send to Director by end of the weekend and DISCUSS then follow up with Gaffer, Key Grip.  Actors: Discuss character summaries/ goals with Director at least 24 hours before class.

Week 13	Rehearse for shoot	<p>Group project DUE WEEK 16! Recreate the Kuleshov experiment: film a person standing expressionless for 5 seconds.</p> <p>This is a static shot (no movement).</p> <p>Use only ONE shot size, <u>either</u> MEDIUM or MEDIUM CLOSE UP or CLOSE UP.</p> <p>Then, film a variety of objects or people (each one should be different than the other). You must film at least 3 objects/people.</p> <p>These should be static shots (no movement) that are each held for 5 seconds each. A variety of shot sizes can be used.</p> <p>Edit it together where we see the object first and then the expressionless person and then the next object and the SAME footage of the expressionless person. You can put 1 second of black in between but NO TITLES. NO MUSIC/SOUND.</p> <p>Homework for upcoming roles (shoot):</p> <p>AD: Call Sheet – emailed 24 hours before class meets!</p> <p>DP: Create shot list and upload to Canvas at least <u>an hour</u> before class time.</p>
Week 14	Shoot (Moving)	<p>Homework for upcoming roles:</p> <p>AD: Call Sheet – emailed 24 hours before class meets!</p> <p>DP: Create shot list and upload to Canvas at least <u>an hour</u> before class time.</p>
Week 15	Shoot (Sticks, Standard Coverage)	<p>Using the footage made available, edit your version of the scene.</p> <p>Finish Kuleshov experiment.</p>
Week 16	<p>Screen edits and discuss</p> <p>Screen Kuleshov experiments</p>	<p>Recut scenes</p> <p>Write a description of your experience of the shoot/project based on the role you held and your observations. Upload to Canvas.</p>

Week 17	Screen recuts and vote on which ones to screen for public	Public screening TBD
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**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 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 graded. 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. This will not effect your GPA.

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 which will effect your GPA.

#### **Student Conduct**

**Participation in this class is also graded** based on your participation in class discussions and exercises along with Equipment Orientation completion.

Despite this being a school environment, you 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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -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](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

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

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

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

#### **Department Chair Contact Information**

Michael Cohn  
[Michael.cohn@hccs.edu](mailto:Michael.cohn@hccs.edu) / 713.718.6523