

**Division of Earth, Life & Natural Sciences
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

**BIOL. 2320: Microbiology | Online Lecture |
CRN 15732**

**Spring 2020 | 16 Weeks (Feb 18, 2020 – May 15, 2020)
3 Credit Hours | 48 hours per semester**



Instructor Contact Information

Instructor: Dr. Jyoti Wagle

Office Phone: 713-718-2541

Office: LHSB 401, Central Campus
1300 Holman, Houston

Office Hours: Tues 2:00-4:00 pm;
Thurs 2:00-4:00 pm

HCC Email: Jyoti.wagle@hccs.edu

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.

Instructor's Preferred Method of Contact

HCC Email: jyoti.wagle@hccs.edu

Office Phone: 713-718-2541

I would prefer that you use the email in Canvas. Otherwise email to me using my HCC email address. You must also use your HCC email. As per HCC policy, if you email using your private email (gmail, yahoo, etc.), you may not get a reply. I check my email frequently and will respond within 24-48 hours during the weekdays. Emails received during the weekend may have to wait till the following week to get a reply.

What's Exciting About This Course

In this course you will gain an understanding of the major historical events in microbiology and their impact on medical science. You will learn basic cell structure,

biochemistry, metabolism, nutrition, reproduction, and genetics of microorganisms, with an emphasis on bacteria and their medical significance. We will compare and contrast the various types of pathogenic microorganisms, including bacteria, fungi, viruses, protists, and helminths, with an emphasis on their medical significance, describe various means of microbial control, both in vivo and in vitro. You will demonstrate knowledge of the basic principles of epidemiology and the basic principles of immunology. You will discover the basics of biotechnology and genetic engineering, providing you with an understanding of the importance of molecular methods in the construction of microbial products for scientific, medical and industrial uses. Finally, we will compare and contrast the mechanisms of transmission, entry, pathogenesis and prophylaxis of selected human pathogens. The information in this course will enable you to understand microorganisms as well as helping you develop new habits to increase your personal success. You will use information that you learn in this course in your own personal life as well as in your chosen professional career.

My Personal Welcome

Welcome to Microbiology Online lecture course. Your semester will start on February 18. You must login the course section on HCC Eagle Online CANVAS before the official record date (4:00 pm, September 9, 2019), otherwise you will be marked "Never attended" and dropped from the course by HCC business office. Buy the textbook and register on Pearson Mastering immediately. As a DE student, you are responsible for having access to a reliable computer with a reliable internet connection. Online class is not easier....it just gives you time flexibility. You must stay organized and study hard in order to do well. Four biggest mistakes made by students taking online courses: not logging into CANVAS on regular basis, under-estimating the study time, waiting until the last minute to study, and missing the assignment and exam deadlines. Print the semester schedule and post it somewhere that you can check on daily basis. My goal is for you to walk out of the course with a better understanding of the subject matter. I am available through HCC email (jyoti.wagle@hccs.edu).

Prerequisites and/or Co-Requisites

Biology 1306/1106, or equivalent, is strongly recommended for this course! We require college-level reading (or take GUST 0342) and college-level writing (or take ENGL 0310/0349). This is a NON-MAJORS level microbiology offering! While acceptable for most nursing and allied health schools, this course may not transfer to certain healthcare related professional program schools. The student is advised to check with these schools regarding the acceptability of BIOL. 2320 before completing this course.

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

Canvas Learning Management System

All biology sections utilize [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement the contents provided .

Open Computer Lab Locations

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

HCC Online Information and Policies

As an online student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

Scoring Rubrics, Sample Assignments, etc.

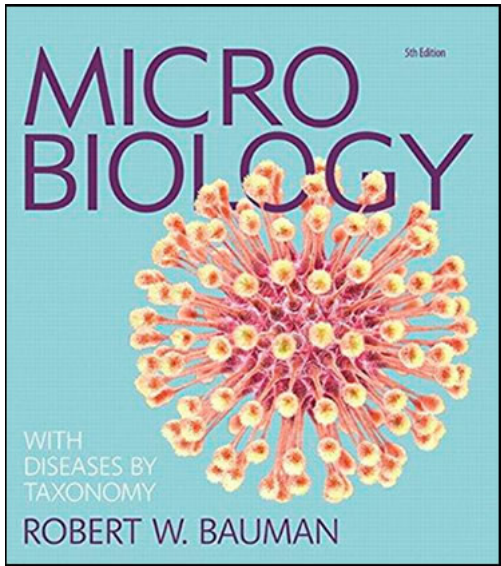
When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Required Resources

1. The textbook listed below is **required** for this course depends on your college of enrollment and the list is provided below.



Mandatory TEXTBOOK:

**Microbiology - With Diseases By Taxonomy
By Robert W. Bauman,
5th Edition, 2017**

Available as hard copy, coil bound or eBook.

Purchase from HCC Central Campus bookstore

**(Can be ordered online or at another campus but
will take longer time;**

**It is your responsibility to get the textbook in time
to begin your assignments)**

The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or the e-book.

2. CANVAS section will be available on the first day of the semester by going to:

<http://eagleonline.hccs.edu>

If you have problem with your access to EO, go to

<http://www.hccs.edu/online/technical-support/>

Eagle Online Technical Support - **call 713.718.5275, option 3**

IT (Password reset) Customer Support - **call 713.718.8800, option 1**

3. Pearson Mastering (www.pearsonmastering.com) where you will complete mandatory assignments to help you review chapter information. You will need **Access Code** that comes with the book and **Course ID (wagle50049)**. More information provided below. Technology contact at Pearson: 1-800-677-6337

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

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Uses and techniques of biotechnology will be presented.

Core Curriculum Objectives (CCOs)

BIOL. 2320 satisfies the Life science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

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

Program Student Learning Outcomes (PSLOs)

- Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
- Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
- Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
- Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Student Learning Outcomes (CSLOs):

Completion of the specific course Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

- Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
- Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
- Distinguish between mechanisms of physical and chemical agents to control microbial populations.
- Explain the unique characteristics of bacterial metabolism and bacterial genetics.
- Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
- Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).
- Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
- Explain transmission and virulence mechanisms of cellular and acellular infectious agent

Learning Objectives

Learning Objectives for each CSLO can be found at

<http://learning.hccs.edu/programs/biology/faculty-information/microbiology-instructor-information-non-majors-health-science-majors/program-instructional-plan-2320/view>

Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires 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

As a student, it is your responsibility to:

- Start the course in time
- Purchase the required textbook and other resources
- Participate actively by reviewing course material 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Graded Assignments: All deadlines for the graded assignments are posted in the semester schedule and must be completed in a timely manner. No extensions will be granted. **All assignments and exams must be completed independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the assignment or the exam.**

- **Chapter Assignments:** After you have gone through the chapters in the textbook, PowerPoints and other tools provided in Canvas, you will complete online assignments posted in Pearson Mastering to master the course content. These assignments are open book and have a deadline as posted in semester schedule. All other tools posted in Pearson site are for practice only. **Please register immediately.** If you have purchased a new textbook through HCC bookstore, then the **Access Code** is included in the book. Otherwise you will need to purchase the access code for Pearson Mastering by going to www.pearsonmastering.com.
If you get temporary access, that will be valid only for two weeks, after which, if you do not pay, your registration will be cancelled. You are responsible to make sure that your registration is current so that you are able to complete all the homework assignments according to the semester schedule.
You will also need the **course ID: wagle50049**
If you have technical difficulty, please contact technology at Pearson: **1-800-677-6337**
The grades for homework assignments that are taken on Pearson Mastering site will be posted at that site. At the end of the semester, I will transfer total of Pearson Homework assignments to Canvas.
- **Lecture exams:** There will be a total of four lecture exams. Each exam will have a variety of questions such as multiple choice, true or false, and matching questions. Exams will have extra credit questions and worth 65 points maximum.
Exams 1 and 3 must be taken **in-person at HCC DE Testing Centers** (read below). Remember to take photo ID and pencil. No ID on phone will be accepted. No telephone, calculator, or reference tools will be allowed during the exam. These exams will be a proctored, paper pencil, closed book exams.
- Exams 2 and 4 will be **online and are posted in Canvas**. They are available for multiple days but you will get only **one attempt** to open the exam and complete it within limited time period. Once you exit the exam, you will not be able to re-open to continue taking it. The deadline is for completing the exams, after which the exam will shut down. You will not be able to continue taking the exam and the deadline will not be extended for any reason.
PLEASE NOTE: The deadline to complete these online exams is **5:00 pm (Houston time)** on specific days that are posted in the semester schedule. As a DE student, you are responsible for making sure that you have access to a reliable computer and internet connection. You are responsible for any technical or personal problems.....exam may shut down, computer may crash, internet may go down, family emergencies, etc. No extensions will be made and no exam will be re-opened. You will get limited time to complete an online exam. Make sure you study ahead and be prepared.....**there will not be any time to search for the answers on internet or the textbook during the exam!**
- All missed exams and assignments will be given a zero score.
- If you take Exams 1-4 and complete mandatory Pearson Mastering chapter assignments, one lowest score will be dropped at the end of the semester.
If, for whatever reason, you miss one exam, that exam will automatically become your drop exam. **HCC Comprehensive Departmental Final Exam cannot be used as a drop score.**
If, for whatever reason, you miss a second exam, it will be included as a zero score while calculating the final grade.
No make-ups or extensions of the deadlines will be granted.

- **Final Exam:** is **mandatory** for all students and cannot be used as a drop exam. This is a departmental comprehensive final exam including all chapters (1-16) covered in the course and is a requirement of the Biology Discipline at HCC. Final exam must be taken **in-person at HCC DE Testing Centers during the weekend of May 8th – 10th.**

For information on HCC DE Testing Centers (locations, dates and times), go to:
<https://www.hccs.edu/online/proctoring-services/>

Fridays:

Central Campus - San Jacinto Building. - 1300 Holman Houston, TX 77004 - 1st Floor
 Exam times: 4:00 PM -9:00 PM Last Admit 7:00pm

Saturdays:

Spring Branch Campus - 1010 W. Sam Houston Pkwy (600 area) N Houston, TX 77043
 Exam times: 10:00 AM - 3:00 PM Last Admit 12:50pm

Sundays:

Eastside Campus – 6815 Rustic Houston, TX 77087 - 3rd floor (Workforce Building)
 Exam times: 10:00 AM - 3:00 PM Last Admit 12:50pm

If you live outside the HCC service area, you are responsible for completing the Proctor Approval Form in the beginning of the semester, arranging a proctor at a local college or university and making sure that the proctor is approved by HCC DE office at least two weeks before the exam date. For details, please go to:
<https://www.hccs.edu/online/proctoring-services/>

Grading Formula

Exam 1	65 pts	HCC Grading Scale A = 100 – 90 (261 or above) B = 89 – 80 (232- 260) C = 79 – 70 (203 – 231) D = 69 – 60 (174 – 202) F = 59 and below (below 173)
Exam 2	65 pts	
Exam 3	65 pts	
Exam 4	65 pts	
Pearson Assignments	65 pts	
Total score (4 out of 5)	260 pts	
Final Exam	30 pts	
Total Score	290 pts	

Incomplete Policy:

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all of the following conditions are met:

- ✓ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- ✓ You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- ✓ You must be passing with a grade of "C" or better.

- ✓ You must request the incomplete in writing BEFORE **April 16, 2020**
- ✓ 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 of	Reading and Testing Schedule
Feb 18	Review CANVAS - Syllabus & course organization (eagleonline.hccs.edu). Register & review Pearson Assignment website (pearsonmastering.com). Study Ch 1. A Brief History of Microbiology
Feb 24	Study Ch 3. Cell Structure and Function
Mar 2	Study Ch 4. Microscopy, Staining and Classification Mastering Assignments-Chap. 1, 3 & 4 – To be completed before 11:55pm, Thurs, Mar 5th Exam 1 - To be completed at HCC DE Testing Center Mar 6th – 8th
Mar 9	Study Ch 6. Microbial Nutrition and Growth Study Ch 7. Microbial Genetics
Mar 16-20	Spring break
Mar 23	Study Ch 8. Recombinant DNA Technology Mastering Assignment-Chap. 6, 7 & 8 – To be completed before 11:55pm, Thurs, Mar 26th Exam 2 – To be completed ONLINE before 5:00 pm, Sat, Mar 28th
Mar 30	Study Ch 9. Controlling Microbial Growth in the Environment Study Ch 10. Controlling Microbial Growth in the Body: Antimicrobial Drugs
Apr 6	Study Ch 11. Characterizing and Classifying Prokaryotes
Apr 13	Study Ch 12. Characterizing and Classifying Eukaryotes Deadline to withdraw: 4:30 pm, Thursday, April 16th Mastering Assignments-Chap. 9, 10, 11 & 12 – To be completed before 11:55pm, Thurs, Apr 16th Exam 3 -To be completed at HCC DE Testing Center Apr 17th–19th
Apr 20	Study Ch 13. Characterizing and Classifying Viruses, Viroids and Prions Study Ch 14. Infections, Infectious Diseases, and Epidemiology
Apr 27	Study Ch 15. Innate Immunity Study Ch 16. Adaptive Immunity
May 4	Mastering Assignment-Chap. 13, 14, 15 & 16– To be completed before 11:55pm, Mon, May 4th Exam 4 – To be completed ONLINE before 5:00 pm, Wed, May 6th Mandatory Departmental Final Comprehensive Exam - To be completed at HCC Testing Center May 8th – 10th
May 11	Final grades posted

*Chapters 2 and 5 are a review of General Biology information. Students enrolled in BIOL 2320 are recommended to review these chapters ahead of time to better prepare themselves for this course. A reference to the information in these chapters will be made when needed in other chapters.

Important Dates:	
Feb 18	Semester begins
Feb 27	Official Day of Record (attendance Approval Deadline)
Apr 16 before 4:30 pm	Last Day for Administrative and Student Withdrawal
May 15	Grades available to students

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

- The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your Canvas. All assignments and exams will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.
- If you take Exams 1-4 and complete mandatory Pearson Mastering Mandatory Homework Assignments, one lowest score will be dropped at the end of the semester.
- A grade of ZERO will be given for any missed assignment or exam. If, for whatever reason, you miss one exam, that exam will automatically become the lowest drop score. If, for whatever reason, you miss a second exam, it will be given a zero score while calculating the final grade. No make-up exams are given for missed or messed up exam or quiz.

Academic Integrity

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

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

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

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

Attendance Procedures

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example: For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.

- Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.
- Students who stopped attending class: The Department of Education now requires that we make a distinction between an "earned" grade of "F" (i.e. for poor performance) and a grade of "F" due to a lack of attendance. To make that distinction, we have created a new grade, "FX" for failure due to lack of attendance. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class. Failure to alert instructor of missed exams and lack of attendance will result in this grade option.

Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

Biology Program Information

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

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

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775

TIPS FOR STUDENT SUCCESS!

1. Study by going through the textbook. PowerPoints from each chapter are designed as study guide. Stay ahead of the material from the beginning!
2. Review, review, review!
3. Test yourself on a regular basis! Practice tools are provided in Canvas as well as on Pearson mastering site. Remember, they are for practice only.
4. It will be very helpful to define and summarize important terms and concepts using hand written flashcards, concept maps, diagrams and summaries in your own words.
5. Most HCC campuses have Computer Labs for tutorials and classroom assignments.
6. Take advantage of the HCC Central College tutoring service available to you at no cost: Learning Emporium: SJAC 384. Schedule should be ready close to the start of the semester. If needed, see the tutor early, not on the day before the exam. For HCC tutoring, Please Go To <https://www.hccs.edu/resources-for/current-students/tutoring/>

DISCLAIMOR

It is your responsibility to read the syllabus in its entirety and contact the Instructor if you have any questions and/or need clarifications.