



**Department of Natural Sciences  
GEOLOGY Program**

<http://www.hccs.edu/geology>

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**GEOL 1345: Introduction to Oceanography | Lecture | #CRN 22788**  
Spring 2021 | 12 Weeks (2/16/2021-5/16/2021)  
Online | asynchronous, anytime  
3 Credit Hours | 48 hours per semester [course calendar](#)

**Instructor Contact Information**

Instructor:	Karen Yip	Office Phone:	713-718-6781
Office:	West Loop 228	Office Hours:	see schedule in EagleOnline
HCC Email:	karen.yip@hccs.edu	Office Location:	WebEx

Please feel free to contact me concerning any problems that you are experiencing in this course or impacting your experience in this course. Your comfort in my class is very important to me. Also, I appreciate the chance to express even more enthusiasm about studying the Earth when you come talk to me outside of class.

**Instructor's Preferred Method of Contact**

Communication with students is high on my priority list. I will respond to emails within 24 hours Monday through Friday. Sometimes I will reply nearly immediately, other times it may be closer to the 24hrs. Email responses on the weekend will be less regular. Sometimes my academic flexibility means I leave campus early to do "mom" responsibilities and then end up corresponding and working on class items at night. I respect that you, too, have unique schedules. My communication at odd hours does not indicate I expect you to work at odd hours.

Most of your contact with me will be via EagleOnline's "inbox" feature. This is the internal email tool for EagleOnline. I do received notifications of those messages to my regular email account. Yes, you can also send e-mails to my campus e-mail account. For the sake of your information security I won't reply to e-mails that are not from your \_\_\_\_@student.hccs.edu address.

Yes, you can call my office phone number even if we are all online - please leave a voice-message. I will receive the voice messages via email so I can listen to them nearly anywhere. Also, the campus phone number should ring on my laptop if I have the application open. Office hours will be conducted via WebEx. Simply click on the time you wish to set a meeting within the Office Hour section of our class EagleOnline page. That's it, just click the time and the system automatically sets up a meeting for the 2 of us.

The Department of Natural Science can be contacted via phone 713-718-6050 or email [natural.sciences@hccs.edu](mailto:natural.sciences@hccs.edu)

## What's Exciting About This Course

What's awesome about Oceanography? What isn't awesome about oceanography?!? Earth's oceans are where rock, air, water, and biology meet and interact. Life started in the ocean. Most of Earth's oxygen is created in the ocean. The oceans play a major role in Earth's climate. The oceans are still a frontier waiting to be fully explored! We send probes and satellites and landers out into space and onto celestial bodies, but the maps of the ocean floor are still very blurry compared to maps of Mars surface. Come learn about this branch of Earth Science and the major part of the hydrosphere.

## My Personal Welcome

Welcome to Oceanography! — I'm delighted that you have chosen this course. One of my passions is to know as much as I can about Earth, its materials, the processes that change it, and the history of the planet. I can hardly wait to pass that on. Growing up at the foot of the mountains of Southern California I couldn't help but wonder about the landscape around me and the earthquakes that shook once in a while.

Even though we will be fully online, I hope we have some chances to meet virtually. My goal is for you to complete the semester with a better understanding of the vast oceans and even greater sense of wonder about our planet. So please visit me or contact me whenever you have a question.

## Prerequisites and/or Co-Requisites

GEOL 1345 requires college-level reading and writing skills. The minimum requirements for enrollment in GEOL 1345 is qualifying to enroll in INRW 0420 or ESOL 0370/0360 and qualify to place into MATH 0314. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## EagleOnline Learning Management System

This section of GEOL 1345 will use EagleOnline (<https://eagleonline.hccs.edu>), HCC's version of Canvas, for nearly every aspect of class including assignments, announcements, assessments, and communication. Access to the eText and Mastering are available via links on EagleOnline as well as part of the First Day Access program.

Students MUST have reliable, regular access to an internet-connected computer. You can check software requirements via the support pages of Eagle Online Canvas. Make sure your browser "plug-ins" and "add-ons" are up to date. We all know that sometimes technology fails us. If your personal computer goes on the fritz or your internet connection is disconnected for a few days please reach out to me. I know we are in a situation with few easy ways to gain access to the internet.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas when campuses are open. Please pay attention to announcements about campus availability. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

## HCC Online Information and Policies

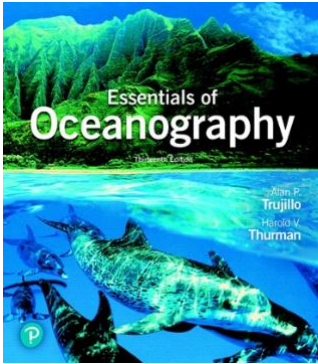
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## EagleOnline Announcements.

Please check your notification settings in EagleOnline. Be sure that Announcements are sent immediately to your email account. When I send Announcements to the class I am assuming they are pushed to you immediately. <https://eagleonline.hccs.edu/>

## Instructional Materials

### Textbook Information



This course is First Day Access. Mastering + ebook is included in course fee. See below

The textbook listed below is **required** for this course. **"Essentials of Oceanography"** (13<sup>th</sup> edition) by Trujillo and Thurman (Pearson). ISBN: 9780135486795

### About First Day Access

All sections of this course are "First Day Access". Students will access the book automatically within the EagleOnline course for their section. Instructors will have instructions including the Access Code for you to finalizing registration to access Mastering Oceanography, the Pearson system where the eText and other materials are accessed. Cost of book access is part of student's course fees which is a much lower cost than retail. Student may "opt out" of included access, but then will need to pay for book access on their own which costs more. The opt-out access is through the "First Day (Inclusive Access) Course Material" link in the course EagleOnline page.

Students may also purchase a loose-leaf copy of the textbook from Pearson if they would like a physical copy of the text. This feature is available from within the student's Mastering account.

### Other Instructional Resources

While this course is fully online, you will find it useful and helpful and pertinent to have a notebook or notepad dedicated to this course. You may find it helpful to have a few colored pencils or multicolored pens to use in note-taking and on assignments.

Some students have adopted typing notes. That is fine but, I strongly encourage hand-written notes for any class you take. We will be making sketches and diagrams to help understand Earth and Ocean processes, it is far better to take these notes on paper rather than typing.

### 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. (tutoring service availability will change with campus closure, check the website)

## 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>.

Check out the Geology LibGuide maintained by the HCC library  
<https://library.hccs.edu/geology>

## Course Overview

GEOL 1345 is an introduction to the world's oceans, emphasizing the geological, physical, chemical, and ecological aspects of the marine environment.

### Core Curriculum Objectives (CCOs)

GEOL 1345 satisfies the social science requirement in the HCCS core curriculum. The HCC Geology Program 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.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **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. Notably, students will use graphs and charts in assessments during the semester.
- **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by working together with other classmates on assignments or a project during the semester.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://learning.hccs.edu/programs/geology>

### Course Student Learning Outcomes (CSLOs)

Upon completion of GEOL 1345, the student will be able to:

1. Understand the origin and distribution of ocean sediments
2. Relate the ocean system to the larger Plate Tectonic model and other dynamic Earth systems.
3. Understand properties of seawater
4. Relate ocean conditions to Earth's climate system.

## Learning Objectives

- 1.1. Summarize the distribution of lithogenous and biogenous sediments on the ocean floor.
- 1.2. Explain how marine sediments reach the ocean floor.

1.3. Visualize changes in sediment thickness and composition from the mid-ocean ridges to continental margins.

- 2.1. Describe the four major components of the Earth system.
- 2.2. Explain the differences between ocean crust and continental crust.
- 2.3. Summarize the characteristics of major plate tectonic boundaries.
- 2.4. Explain how ocean basins form.

- 3.1. Calculate the density of seawater from temperature-salinity/density diagrams.
- 3.2. Interpret isothermal and isohaline maps of the global ocean.
- 3.3. Use Argo Float data to relate changes in seawater temperature and salinity with depth.

- 4.1. Compare and contrast neutral conditions in the tropical Pacific Ocean to El Nino and La Nina conditions.
- 4.2. Analyze observational buoy data in the tropical Pacific.

## **Student Success**

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course materials. That means about 5-6 hours outside of class. The homework assignments and quizzes provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook or assigned documents
- Reviewing your notes and improving them outside of class
- Attending class in person
- Reviewing course information like you are practicing a sport – frequently, little by little. Work on making the course material part of your brain’s “muscle memory”
- Success on assignments
- Participating in class activities
- Becoming more “fluent” in Earth Science and Oceanographic concepts.

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 your guide.

Students should follow the syllabus calendar so as to keep up with what topic or chapter will be discussed each week.

If possible, take the time to gather virtually with classmates for study sessions, note comparison, and exam preparation. Everyone learns better when you are together!

There is no short cut for success in this course. Anything you want to succeed at requires practice. Basketball? Piano playing? Ballet? Video games? You can’t just go do these things and think you’ll “rock it”, they all need practice. So, treat your courses this way too – build your skills during the semester for a successful final grade!

## **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Encourage a safe, comfortable, welcoming learning space where trust may be earned.
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Use, test, implement many learner-centered instructional techniques.
- Facilitate an effective learning environment through learner-centered instructional techniques

- Provide a complete, understandable description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Let students know when I am worried about their performance in or absence from class.
- Notify clearly any changes in due date or course calendar contents.
- Listen to concerns, fears, excitement, "ah-ha" moments from all students.

As a student, it is your responsibility to:

- Participate and engage with classmates.
- Be respectful of classmates in our virtual class.
- Participate actively by reviewing course material, interacting with classmates, and bringing your "I wonder" statements to class
- Stay in communication via e-mail, EagleOnline inbox, and checking for Announcement posts.
- Review the feedback given on quizzes, assignments, and assessments – you learn from mistakes and will shine if you build on imperfect first attempts.
- Keep track of your scores, your grades.
- 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**

### **Assignment**

Each chapter/topic will have a **Dynamic Study Module** assignment (**DSM**) which is in the Mastering system. These are interactive reading assessment and review assignments. Students should look for the **Question of the Week** (QW on calendar) as posted in EagleOnline. These are Discussion Board assignments that will go along with the chapter reading. Some of these will be typed answers, some will be audio/video answers, some will be image submissions.

A series of **Exercises** will be assigned during the semester. These worksheets will elaborate on concepts presented in the chapter and during lecture. These are a good chance to work with data and quantitative information related to the ocean. Please pay attention to the deadlines.

Students will be expected to submit short reports on **current events** related to oceans and oceanography. These write-ups will be submitted online via a Discussion Forum style tool. Instructions and expectations for the assignment will be described on EagleOnline.

Near the end of the semester we will spend a couple weeks exploring climate change and climate data. This project will include homework reading assignments, group work, in-class discussion and some data analysis. The class calendar marks this as "**Climate of Change**".

### **Quizzes**

Nearly every week there will be one or sometimes two quizzes. The quizzes will be administered on EagleOnline. Quizzes will have specific deadlines and time limits. Please

watch for quiz open/close dates. Question style will include multiple-choice, short fill-in, and multi-sentence long-answer. The questions will focus on chapter content as well as additional material included in the weekly modules. The quizzes will be available for 3–5 days. *Once the deadline has passed you will not be able to take the quiz.* Most quizzes will allow more than one attempt, though you won't see the same questions for the multiple attempts. The highest score of your attempts will be the one recorded. I encourage taking the 2 attempts to always improve your score! You can review your quizzes after completing them to use as study material. See the grading criteria below for the weight of the quizzes in your final score. There may be bonus quiz opportunities to add extra points to your quiz grade total.

### Exams

During the semester there will be 2 exams and a final exam. The exams will consist of a variety of question types including multiple choice, fill-in, short answer, image labeling and sketching. Questions of different types have different point values. Exams will be administered on EagleOnline. They will be available for a minimum of 24 hours. Students can start the exam anytime in the availability window. The exam will be timed, at most 90 minutes. Exam may have more than 1 part, may require drawing a concept sketch and submitting a scanned/captured image. See Academic Honesty statement below.

### Final Exam

The final Exam will wrap-up the semester material during finals week. The Final Exam will be of similar format to the 2 mid-term exams. The exam will be cumulative, covering all the content of the semester including InTeGrate modules or outside-the-book topics presented during the semester. The final exam will be available Tuesday, May 11 – Wednesday, May 12. Details will be provided. Finals week is set by the College and can be verified at <https://www.hccs.edu/student-experience/events-calendar/>

### Extra Credit Opportunities

There will be a few extra credit opportunities during the semester. These are good opportunities to add more points to your total score. Opportunities change from semester to semester. Sometimes there are special events to attend, movies to watch, or museum exhibits to view.

### Grading Formula

Quizzes	=	13%
Worksheet Exercises	=	10%
Dynamic Study Modules	=	10%
Question(s) of the Week	=	9%
Current Events	=	8%
Exam #1	=	12%
Exam #2	=	15%
Final Exam	=	18%
<u>Other Assignments</u>	=	<u>5%</u>
Total	=	100%

Final letter grade will be assigned according to the following scale:

A = 89.5 – 100%, B = 79.5 – 89.4%, C = 69.5 – 79.5%, D = 59.5 – 69.5%, F =  $\leq$  59.5%

**Incomplete Policy:**

The Incomplete grade "I" is filled in for a student on a case by case basis. In all cases the student should be up-to-date with assignments and course material at the time the "I" is discussed. "I" is also used in cases of medical leave. An "I" is assigned with agreement between student and instructor about what is required to "clear" the I. 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

Please review the chapter and check EagleOnline for any handouts before coming to class

<b>WEEK</b>	<b>Topics, assignments, activities for the week</b>	<b>Wrap Up The Week</b>
<b>WEEK 1</b> Feb 16	Winter Weather Campus Closure	
<b>WEEK 2</b> Feb 22	Introductions, START HERE module <i>and</i> Chap 1: Introduction to Planet Earth <b>(DSM)</b> every week a Question of the Week <b>(QW)</b>	Quiz #1
<b>WEEK 3</b> Mar 1	Chap 2: Plate Tectonics and the Ocean Floor <b>(DSM) (QW)</b> <b>exercise 1:</b> Dynamic Ocean floor, Chap 3: Marine Provinces <b>(DSM), (QW), exercise 2:</b> Marine provinces	Quiz #2 & Quiz #3
<b>WEEK 4</b> Mar 8	Chap 4: Marine Sediments <b>(DSM)</b> , Chap 5: Water and Seawater <b>(DSM) (QW) exercise 3:</b> salinity & demonstration	Quiz #4 & Quiz #5, Ocean News Report
<b>SPRING BREAK March 15-21</b>		
<b>WEEK 5</b> Mar 22	Chap 6: Air-Sea Interaction <b>(DSM)</b> , Chap 7: Ocean Circulation <b>(DSM), (QW) exercise 4:</b> Ocean currents	Quiz #6 <b>Exam #1 (chap 1-5)</b>
<b>WEEK 6</b> Mar 29	Chap 8: Waves and Water Dynamics <b>(DSM)</b> , Chap 9: Tides <b>(DSM) (QW) Exercise #5:</b> Waves	Quiz #7
<b>SPRING HOLIDAY APRIL 2 – 4</b>		
<b>WEEK 7</b> Apr 5	Chapter 10: Beaches, Shoreline Processes and the Coastal Ocean <b>(DSM), (QW) exercise #6</b> shore + tides	quiz #8 & quiz #9
<b>WEEK 8</b> Apr 12	Chap 11: Marine Pollution <b>(DSM), (QW)</b> Wrap up chap 6-11	Quiz #10 <b>EXAM #2 (chap 6 – 11)</b>
<b>Withdrawal deadline: April 15, 2021</b>		
<b>WEEK 9</b> Apr 19	Chap 12: Marine Life and the Environment <b>(DSM)</b> , Chap 13: Biological Productivity and Energy Transfer <b>(DSM) (QW)</b>	Quiz #11 *read Climate of Change homework & pre-quiz
<b>WEEK 10</b> Apr 26	Climate of Change What Unit 1 – 3 <b>(QW)</b>	Read Unit 5 Read Chap 16 (Oceans & Climate Change)

<b>WEEK</b>	<b>Topics, assignments, activities for the week</b>	<b>Wrap Up The Week</b>
<b>WEEK 11</b> May 3	Climate of Change Unit 5 Wrap up Integrate Climate Change module chap 16 <b>(DSM) (QW)</b> Wrap up semester – prepare for final!	Quiz #13 (Climate of Change) Take Quiz #12 (chap 16)
<b>FINALS WEEK May 10 - 15</b>		
<b>FINALS</b>	<b>Final Exam Tues May 11 – Wed May 12</b> Do not miss the cumulative final exam	

### 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. HCC calendar and holiday schedules are available at:

<https://www.hccs.edu/student-experience/events-calendar/>

## Instructor's Practices and Procedures

### Missed Assignments

Assignments have deadlines. Homework, Dynamic Study Modules (DSMs) and Current Event assignments all have deadlines. Please note the deadline listed in the "to-do list" or in the week's module. Question of the Week (QW) submissions are due each Wednesday evening. They serve as a preliminary check-in before the week is over and quizzes open.

**Exams** will have a window of availability of at least one day. This is to allow everyone to plan and take the exam at their convenience in ~ a day's time. As a rule, **no make-up** exams will be given and a grade of 0 will be earned if an exam is missed. Ideally, students should contact the instructor prior to missing a scheduled examination in-person or by e-mail. An exam can be prepared early with enough advanced notice. Look, things happen. Should an exam be missed due to an exceptional situation beyond the student's control, the situation will be assessed on a case-by-case basis, but the instructor should be notified of the situation as soon as possible.

There are no make-up **quizzes**. There are no make-up quizzes (for emphasis). Most quizzes are offered online and have more than a couple days of availability. Quizzes allow more than 1 attempt in case of technology glitches. Also, there will be Bonus Quizzes to make up quiz points.

See the grading criteria below for the weight of the semester's exams in your final score.

### Academic Integrity

As a student you understand that your job is to earn a grade during the semester. For any work you submit you should feel ownership of it. Submitting work that is not your own is unacceptable. This includes any online quizzes or assignments. There are very few situations when copy-paste is a tool should be used, especially from a website. Anything you submit, small or large, should contain your own thoughts, your words, or work you and a partner agree that you both worked on. If cheating or plagiarism are caught in a quiz the student will receive a "0" for the quiz and will be notified by the instructor.

Exam Mode: Exams are not open book nor open resource. It is understood that students complete assessments with the knowledge and reasoning in their own mind. If cheating is discovered during/on an exam the student will receive a "0" score on that exam and the situation will be document on the Student Conduct Form.

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

Even in an Online class attendance is important. Official attendance is recorded for this class just once at the beginning of the semester. However, "attending class" is one of the best ways to move toward success in this course. Attendance will include participation in discussion boards and completion of material in EagleOnline. While I am not constantly checking the logs for participation, I will get concerned after I see a few unattempted assignment/quizzes accumulate. I will reach out to check with you to see if there is anything you need or an obstacle you are dealing with.

The **withdraw deadline is April 15**, and is indicated on the Course Calendar. Students may choose to withdraw at any point before that deadline. Please communicate with me before

choosing to withdraw. I would like a chance to talk it over with you and see if there are any strategies that might help your view of finishing the semester.

Students who stop participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester.

**Religious Holidays:** Please let me know at least 2 weeks in advance if you know you will miss class due to a religious holiday. See the student handbook for more information.

### **Student Conduct**

It is important to me that all students feel comfortable exploring and expressing geoscience knowledge in class. Please be respectful of classmates and anyone presenting by keeping side conversations to a minimum. We all benefit from questions asked and listening to the answer. Please let me know if you feel bullied, threatened, or uncomfortable by any situation in class.

### **SOCIAL JUSTICE STATEMENT**

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

### **Electronic Devices**

This is an Online course. Yes, you have electronic devices. A webcam is not specifically required for this course, but there will be assignments that require a video response. The videos can be recorded with a computer webcam or with any other camera device and then uploaded/imbedded. Students may be asked to scan handwritten assignments. Some students may have actual flat-bed scanners but many do not. In EagleOnline I have description of some free apps to scan with smartphones/tablets.

HCC students can find assistance acquiring technology here: <https://www.hccs.edu/applying-and-paying/financial-aid/additional-technology-related-resources-for-hcc-students/>

### **Office365**

All HCC students, faculty, and staff have access to free downloads of Office365 software in addition to online use of the programs as well. This includes Word, Powerpoint, Excel, Outlook, OneDrive, OneNote, and more. Go to <https://www.office.com/> use your HCC system log-in information (it's your "work" account). Click Office 365 in the top bar and then "Install Office" button on the right side. I highly recommend using the OneDrive cloud storage available to you. Store all your files there to be accessible from anywhere you have internet access. Mobile device apps can be downloaded and connected to your HCC Office365 account as well. Everything is connected!

## Instructor's Final Comments

Later in the syllabus is the official statement about housing and food assistance. If you find yourself in a situation where your basic survival needs of food, clothing or shelter are diminished or becoming a challenge please approach one of your professors or HCC staff. We are here to help and point you in the right direction. HCC has developed and is continuing to grow programs to help students with Real Life Problems. #realcollege #RealHCC.

## Geology Program Information

The Geology Program faculty are excited you are participating in this course! Please visit the LearningWeb page to find additional information about the HCC Geology degree plan, links to Geoscience programs across Texas, careers in Geosciences, Diversity in Geosciences, and program contact information.

<https://learning.hccs.edu/programs/geology>

Additionally, students can find more information about Science, Technology, Engineering, and Math (STEM) opportunities and events on the HCC STEM page: <https://www.hccs.edu/stem>

## Instructional Modes (Fall 2020)

Flex Campus (FC)

In person classes where students can choose to participate either on campus or online (streamed from classroom):

<https://www.hccs.edu/campaigns/college-your-way/flex-campus/>

Online on a Schedule (WS)

Fully online, scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-on-a-schedule/>

**Online Anytime (WW) – this class**

Fully online, no scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-anytime/>

Lab-Based Courses (HL)

Online with required attendance at scheduled labs on campus

<https://www.hccs.edu/campaigns/college-your-way/lab-based-courses/>

## 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/ecls3-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.

### **Student Resources**

COVID 19 Information:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>

Basic Needs Resources (HCC CARES):

<https://www.hccs.edu/support-services/counseling/hcc-cares/>

Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

## **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/>)

## **Ability 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**

Chair of Department of Natural Sciences:  
Dr. Kumela Tafa ([kumela.tafa@hccs.edu](mailto:kumela.tafa@hccs.edu)) office phone: 713-718-5569