



**Division of Social and Behavioral Sciences
Psychology Department**

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

PSYC 2301: General Psychology | Lecture | 21033

Fall 2020 | Regular Term 16 Weeks (8.24.2020-12.13.2020)

WS | Canvas | TuTh/12:30 PM/1:50 PM
3 Credit Hours | 48 hours per semester

Instructor Contact Information and Preferred Method of Contact

Instructor:	Katherine Bruton, M.A.	Office Phone:	713-718-7228
Office:	Canvas, WebEx	Office Hours:	In Canvas: TuTh 2:30 PM – 4:00 PM, by appointment.
HCC Email:	katherine.bruton@hccs.edu	Office Location:	Canvas

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

I am available by email to address your questions and concerns. The best way to contact me is by Canvas Inbox. That keeps your email communication with me secure.

Please allow for 24 hours for a reply. I check my email at least twice a day to be sure I can reply to email in a timely manner. As I receive a high volume of email, your message might get buried. If I do not respond within 24 hours, please do not hesitate to email me again.

If you call my office phone and I do not answer, please leave a message with your name, the class that you are in, and the nature of your call. I will do my best to get back to you as soon as possible.

In the interest of caution during this global health crisis, office hours will take place online in WebEx. Please be sure to make an appointment with at least 24 hours prior to your appointment to give me time to adjust my schedule.

What's Exciting About This Course

You will learn so much about your life and the lives of those around you. Do you know how one learns? How memory works? Why we have different personalities? How health is related to stress? The course will look at how and why we develop from children that seem to have so much in common to adults that do and do not. What happens? Are there best practices in child rearing and in life-long development or is it just luck? Where are you in your development? And what about schizophrenia and other psychological disorders? Are they avoidable? What causes them? The information in this course will enable you to understand the people in your life as well as develop new habits to increase your personal success.

My Personal Welcome

Welcome to PSYC 2301, General Psychology! I am so happy that you're here! I have always been interested in what makes people behave the way they do, and I'm sure you've been curious about this yourself. I hope this course will help you answer some of those questions and put you on the path to ask more questions yourself. I am so excited to guide you on this journey.

You might notice in the Course Calendar that I have "Recommended Activities." These are activities that I highly recommend that you do or at least start to help you succeed in this course. If you wait until the day of the due date to do this activities, you will easily overwhelm yourself. It is a very good idea to pace yourself in this class!

As you study the content of this course, you might come across concepts that challenge you. When this happens, remember that I am here to help you, and the best way to reach me is through the Canvas inbox in Canvas. If you would like to discuss things in person, please do not hesitate to see me during my posted office hours. I want to help you succeed, so please do not hesitate to contact or meet with me any time you have a question or a concern! You CAN do this!

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.

Prerequisites and/or Co-Requisites

PSYC 2301 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in PSYC 2301 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). 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 course will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) as follows.

Online on a Schedule (WS)

- No on-campus meetings
- Will include regularly scheduled (synchronous) Canvas meetings (attendance optional)
- All graded activities and assessments in Canvas

In-Canvas meetings are not required, but they are strongly encouraged as they will contain ungraded activities to enhance your learning experience. These meetings will occur in Kaltura. Details will be provided in Canvas.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. Please visit <https://hccs.edu> for information about the availability of computer labs at specific HCC locations.

I encourage you to visit the HCC Online information pages. They contain a great deal of useful information about using Canvas. Here is the link to HCC Online: <http://www.hccs.edu/online/>.

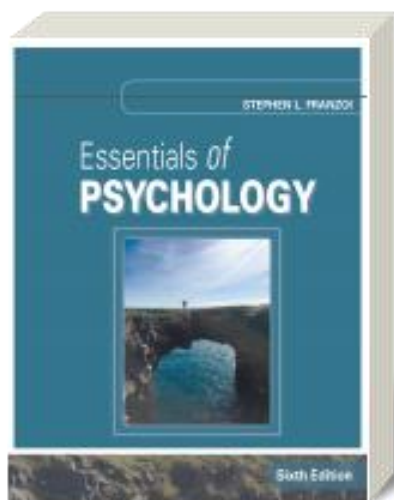
Please be aware that Canvas is optimized for desktop and laptop displays. Mobile device operating systems do not fully support some Canvas features. Visit this page for details on Canvas computer and browser requirements. <https://community.canvaslms.com/docs/DOC-10720-what-are-the-browser-and-computer-requirements-for-canvas>

If you have log-in or other technical issues that prevent you from completing coursework, please let me know. For technical assistance, consult HCC Online technical support <https://www.hccs.edu/online/technical-support/>.

Instructional Materials

Textbook Information

Access to a textbook is required for success in this course. The adopted textbook for this course is:



Franzoi, S. (2020). *Essentials of Psychology* 6th edition. BVT Publishing.

Students will register for the e-book through a link in Canvas. Three weeks' free access is provided at registration. Pay with a credit/debit card during or enter an access code purchased from the HCC bookstore.

For access code purchasing information:

1. Visit <https://hccs.bncollege.com/shop/hccs-central/home>
2. Click Textbooks
3. Select the appropriate bookstore for your class.
4. Select the semester, department, course, and CRN.
5. Click "Find Materials"

Note: This textbook satisfies HCC criteria for low-cost textbooks. Purchasing options costing \$40 or less are available.

Students will be assigned to complete readings in the textbook and to take quizzes and exams based on assigned textbook readings.

Other Instructional Resources

LabBook Activities

Your "LabBook" (e-book) includes quizzes and other learning activities that will help you master the course material.

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

PSYC 2301 is a survey course of the basic principles underlying human behavior. Emphasis is placed on major areas of study in the field of psychology, such as motivation, development, thought processes, and personality. (PSYC 2301 is included in the [Psychology Field of Study](#).)

Core Curriculum Objectives (CCOs)

PSYC 2301 satisfies the social science requirement in the HCCS core curriculum. The HCCS Psychology 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.
- **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.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

Course Student Learning Outcomes (CSLOs)

Upon completion of PSYC 2301, the student will be able to:

1. Demonstrate knowledge in multiple (8) areas of psychology, including concepts, facts, and theoretical perspectives.
2. Define and identify the basic research and evaluation methods used in psychology, including the strengths and weaknesses of each method.
3. Demonstrate knowledge of and identify concepts related to personal development and the development and behavior of others.
4. Apply psychological concepts to the solution of issues and problems including ethics, coping with stressful events, health and wellness, parenting, learning, memory, and /or evaluation of media presentations.

Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2301](#)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your 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 make ups
- Provide the course outline and class calendar which 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

Please carefully review all of the information in this section and don't hesitate to ask questions if anything is unclear to you. Be assured that I have thoughtfully designed all of the assignments, exams, and activities in this course to enable you to learn the material and to be successful. By providing due dates, I am helping you stay on track and accomplish your goal of getting the best grade you can in this course.

Detailed instructions and grading criteria for all course activities are posted in Canvas.

Written Assignment(s)

Written Assignment

Detailed instructions and a grading rubric are posted in the Written Assignment module in Canvas. (**15%** of course grade).

Quizzes & Exams

10 Reading Assignments with Multiple Choice Quizzes (**25%** of course grade)
2 Multiple Choice Exams (**15%** of course grade)

Other Assignments and Activities

Start Here Assignments

Assignments are posted in the Start Here module. (**5%** of course grade)

Discussions

Students are required to participate in Canvas Discussions. Detailed instructions are posted in the Discussions module. (**10%** of course grade)

Class Activities

Students may engage in a variety of ungraded learning activities during virtual class meetings.

Final Exam Review

The Final Exam Review includes brief readings and sample final exam questions (multiple-choice) for each objective listed in the Final Exam Handbook. (**15%** of course grade)

Comprehensive Departmental Final Exam

All students in PSYC 2301 are required to take a comprehensive departmental final exam consisting of 100 multiple-choice questions. All of the information you need to succeed on the exam may be found in the Final Exam Handbook and the Final Exam Review. (**15%** of course grade)

The exam will be administered online with these restrictions:

- a. Available only on the dates listed in the Course Calendar
- b. May not be taken early under any circumstances
- c. Time limit: 120 minutes
- d. Attempts: 1
- e. Questions shown one at a time
- f. After a question has been answered, students cannot return to it.
- g. Viewing of exam questions and submitted answers is not permitted.

Students must correctly answer at least 50 of the 100 questions on the final exam (50%) to pass the course.

Students who are absent from the final exam must discuss their absence with the instructor in advance or within 24 hours afterward.

Grading Formula

Assignment grades are weighted as follows:

Written Assignment(s)	15%
Quizzes & Exams	40%
Start Here Assignments	5%
Lecture Discussions	10%
Final Exam Review	15%
Comprehensive Departmental Final Exam	15%
Total	100%

Grade	Total Points
A	90%+
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

Regular Term		
Week	Dates	Topic/What's due
1	Aug 24 - 30	Recommended Activity: Academic Integrity Pledge Start Here Quiz Introduce Yourself Discussion Tuesday: Welcome! Introduction to class. Thursday: HCC CLASSES CANCELLED DUE TO HURRICANE LAURA
2	Aug 31 - Sept 6	Recommended Activity: Read Chapter 1 Psychological Perspectives Quiz Question 1 of E-Book Survey

		<p>Questions 1 – 12 of Final Exam Review</p> <p>Tuesday: Psychological Perspectives Thursday: Psychological Perspectives</p>
3	Sept 7 – Sept 13	<p>Monday: Labor Day Holiday</p> <p>**Tuesday, September 8: O/E Date! You MUST log in to Canvas NO LATER than Tuesday, September 8, at 11:59 PM or be dropped from the class for nonattendance.**</p> <p>Academic Integrity Pledge & Start Here Quiz is Due Tuesday, September 8, at 11:59 PM!</p> <p>Start Here Quiz is due September 8 at 11:59 PM</p> <p>Recommended Activity: Read Chapter 2: Research Methods Research Methods Quiz Question 2 of E-Book Survey Questions 13 – 25 of Final Exam Review</p> <p>Tuesday: Research Methods Thursday: Research Methods</p>
4	Sept 14 – Sept 20	<p>Recommended Activity: Read Chapter 2: Biology and Behavior Biology & Behavior Quiz Question 3 of E-Book Survey Questions 26 – 54 of Final Exam Review</p> <p>Tuesday: Biology & Behavior Thursday: Biology & Behavior</p>
5	Sept 21 – Sept 27	<p>Tuesday: Biology & Behavior</p> <p>Recommended Activity: Read Chapter 6 Learning Quiz Question 4 of E-Book Survey Questions 55 – 72 of Final Exam Review</p> <p>Thursday: Learning</p>
6	Sept 28 – Oct 4	<p>Tuesday: Learning Thursday: Learning</p>
7	Oct 5 – Oct 11	<p>Recommended Activity: Read Chapter 7</p>

		<p>Memory Quiz Question 5 of E-Book Survey Questions 73 – 90 of Final Exam Review</p> <p>Tuesday: Memory Thursday: Memory</p>
8	Oct 12 – Oct 18	<p>Tuesday: Memory</p> <p>Recommended Activity: Read Chapter 3 Lifespan Development Quiz Question 6 of E-Book Survey Questions 91 – 121 of Final Exam Review</p> <p>Thursday: Lifespan Development</p> <p>Exam 1 Due Sunday, October 18, at 11:59 PM</p> <p>You're halfway done! Great work! Keep going!</p>
9	Oct 19 – Oct 25	<p>Tuesday: Lifespan Development Thursday: Lifespan Development</p>
10	Oct 26 – Nov 1	<p>Recommended Activity: Read Chapter 13 Question 7 of E-Book Survey Questions 122 – 130 of Final Exam Review</p> <p>Tuesday: Health & Stress Thursday: Health & Stress</p> <p>**Friday, October 30: Last Day to Withdraw!**</p>
11	Nov 2 – Nov 8	<p>Recommended Activity: Read Chapter 10 Personality Quiz</p>

		<p>Question 8 of E-Book Survey Questions 131 – 148 of Final Exam Review</p> <p>Tuesday Topic: Personality Thursday Topic: Personality</p>
12	Nov 9 – Nov 15	<p>Tuesday: Personality</p> <p>Recommended Activity: Read Chapter 11 Psychological Disorders Quiz Question 9 of E-Book Survey Questions 149 – 148 of Final Exam Review</p> <p>Thursday: Psychological Disorders</p> <p>Written Assignment: Case Study due Sunday, November 15, at 11:59 PM</p>
13	Nov 16 - Nov 22	<p>Tuesday: Psychological Disorders Thursday: Psychological Disorders</p>
14	Nov 23 – Nov 29	<p>Recommended Activity: Read Chapter 12 Therapies Quiz Question 10 of E-Book Survey Questions 164 – 170 of Final Exam Review</p> <p>Tuesday: Therapies Thursday: Thanksgiving Holiday (Nov 26- 29), No Class!</p>
15	Nov 30 – Dec 6	<p>Tuesday: Therapies Thursday: Get Ready for Final Exam! You CAN do this!</p> <p>Exam 2 Due Sunday, December 6, at 11:59 PM ALL Late Written Assignments Due Sunday, December 6 at 11:59 PM ALL Discussions Due Sunday, December 6, at 11:59 PM ALL Quizzes Due Sunday, December 6, at 11:59 PM ALL LATE Exams Due Sunday, December 6, at 11:59 PM</p>
16	Dec 7 – Dec 13	<p>Final Exam Week, Study, YOU CAN DO THIS!</p> <p>Tuesday: Final Exam TBA Thursday: Final Exam TBA</p> <p>YOU DID IT!! I wish you the best in your future adventures!</p>

Syllabus and Calendar Modifications

The instructor reserves the right to modify the syllabus and/or course calendar 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

All assignments, with the exception of the Final Exam, are available at the start of the semester.

I do accept late work. However, late assignments have deadlines. Please see the syllabus calendar above for deadlines for late assignments.

Late assignments and exams incur a 20% grade penalty. The score will be multiplied by .9. For example, if you turn in a late assignment that earns a 100:

$$100 * .9 = 90$$

However, the instructor reserves the right to will be waive the penalty for documented emergencies. Such documented emergencies include but are not limited to:

- Death of a family member.—*Get doctor's note or an obituary. Do NOT send me a death certificate!!*
- Hospitalization of self or close family member—*Get doctor's note.*
- Illness—*Get doctor's note.*
- Jail Time—*Get note from county office.*
- Job Related Responsibilities—*Get copy of work schedule.*
- Travel for Work or Funerals—*Get copy of plane tickets.*

Please note: Taking an exam late is not a retake. When you take an exam late, it is only for missing an exam.

Please refer to the syllabus calendar and Canvas for due dates for late work. You are responsible for the information that is on Canvas and in the syllabus calendar.

[Click or tap here to enter text.](#)

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxient system. Possible punishments for scholastic dishonesty include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

First Offense: Grade of 0 on the assignment.

Second Offense: Grade of 0 on the assignment and a total points penalty of 100 points.

Third Offense: Grade of 0 on the assignment, total points penalty of 100 points, and referral to the Dean of Students for disciplinary action.

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 Policy

In this class, **attendance is logging in and completing work**. You are not required to attend the class meetings in Kaltura in Canvas, but it is highly recommended. A link will be posted in Canvas. **To be counted as attending, students must log in at least twice a week on different days.**

Tuesday, September 8 is O/E Date! You MUST log in to Canvas NO LATER than Tuesday, September 8, at 11:59 PM or be dropped from the class for nonattendance.

The Last Day to Withdraw is Friday, October 30. If you cannot complete the class, you must withdraw through PeopleSoft. I will not withdraw you from this course unless you request it in writing before the Last Day to Withdraw.

Student Conduct

All students are expected to conduct themselves in a manner that is appropriate to a college setting. This means that in order for everyone to have a chance to learn, we must all be respectful to one another. Any racist/homophobic/transphobic slurs or any other disrespectful comments or behavior will not be tolerated and will result in a referral to the Dean of Students.

Also, according to new Title IX reporting requirements, I am required to report any information I receive about sexual assault, dating violence, sexual harassment, or stalking.

As this class has online meetings in Kaltura in Canvas, special rules apply. Please do not use your electronic devices in such a way that disrupts the class.

You might be asked to turn off your camera during classes. This is to reduce the strain on Internet bandwidth.

I might also ask you to mute your microphone if your feed becomes too loud from background noise. I understand you might have children or pets with you, but the sound feed is too loud coming from your end, other students might not be able to hear what is going on.

If you must take a phone call or video call, please mute yourself or step away so that the rest of the class is not distracted. Please do not play videos on your device during class unless directed to do so.

Students who repeatedly disrupt class will be asked to leave the class for the day. If the issue persists, then the disruptive behavior will be reported to the Dean of Students.

Instructor's Course-Specific Information

I prefer to be addressed as Professor Bruton, Professor B, Ms. Bruton, Professor Katherine, Professor K, or Ms. Katherine.

All written assignments will be graded within two weeks of submission. I usually get the grading done within a week; however, there might be times when this takes longer, and I will let you know in a class announcement if that happens.

Multiple-choice quizzes are graded immediately.

Electronic Devices

All students are expected to conduct themselves in a manner that is appropriate to a college setting. This means that in order for everyone to have a chance to learn, we must all be respectful to one another. Any racist/homophobic/transphobic slurs or any other disrespectful comments or behavior will not be tolerated and will result in a referral to the Dean of Students.

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Psychology Program Information

Visit the [Psychology Program Pages](#) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in psychology.

Psychology Field of Study

[The Field of Study curriculum for Psychology](#) is an 18-credit-hour set of lower division courses that must be applied to a bachelor's degree in Psychology, regardless of degree designation.

If a student successfully completes a field of study for an established degree program, the student may transfer that block of courses for full academic credit. The transferred field of study courses must be substituted for the receiving institution's lower-division requirements for the discipline degree program into which the student transfers. If a student completes only part of the field of study, then credit for those courses must also apply toward the major.

- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development
- PSYC 2317 Statistical Methods in Psychology
- PSYC 2319 Social Psychology
- PSYC 2320 Abnormal Psychology
- PSYC 2330 Biological Psychology

Associate in Science in Psychology

HCC students may earn an Associate in Science (A.S.) degree in psychology by completing the approved [degree plan](https://learning.hccs.edu/programs/psychology/majoring-in-psychology-1) (<https://learning.hccs.edu/programs/psychology/majoring-in-psychology-1>).

Student Organizations

Psi Kappa

All students are invited to join Psi Kappa, an organization that can help students learn about psychology outside the classroom, serve the community, meet students in other PSYC classes, interact with PSYC faculty, and learn leadership skills.

Psi Beta

HCC has an active chapter of Psi Beta: National Honor Society in Psychology for Community and Junior Colleges. To learn more about this organization visit the [Psi Beta](#) website. For information about the HCC chapter, visit the [Psi Beta page](#) on the HCC Learning Web.

HCC Foundation: Psychology Achievers Scholarship

To be eligible for the \$125 per semester Psychology Achievers Scholarship, a student must (1) meet all HCC Foundation criteria for scholarship eligibility, and (2) make an A in either PSYC 2301 or PSYC 2314.

Instructional Modes

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)

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

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 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. Karen Saenz
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713-718-7034