



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

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

PSYC 2317: Statistical Methods in Psychology | Lecture | 17069

Fall 2018 | | First 8 Weeks (8.27.2018-10.21.2018)

HCC Online

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Katherine E. Bruton, M.A.	Office Phone:	713-718-7228
Office:	Central Campus, EDC, A 230	Office Hours:	TuTh: 2:30-4:30 PM We: 10 AM-Noon, 1 PM-4 PM
HCC Email:	katherine.bruton@hccs.edu	Office Location:	Central Campus, EDC A 230

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.

Instructor's Preferred Method of Contact

My HCC Email address is katherine.bruton@hccs.edu; however, I prefer that you use the Canvas inbox. Any email that comes from a non-HCC email Canvas inbox could be dropped by the system, so please use the Canvas inbox. By phone, you are more likely to reach me at my cell phone at 281-782-9609; I prefer if you text. I will respond to emails within 24 hours Monday – Saturday. All emails that arrive in my inbox on Sunday will be answered on Monday morning. If you have an immediate concern, please text or call my cell phone. If you call and I do not answer, please leave a detailed message with your name and phone number and I will respond as soon as I can.

What's Exciting About This Course

Have you ever watched a news segment on a research study about the dangers of eating a certain type of food, only to watch a news segment singing the praises of that food a week later? Have you ever heard someone claim that statistics can be manipulated to say whatever the person manipulating them wants them to say? You're about to find out if that's true. This course will arm you with the knowledge you need to evaluate the statistical information you hear in the media, not to mention statistical statements that pop up in every psychology class you take. For instance, what are psychologists who say "there was a statistically significant difference between the experimental and control groups" trying to tell you? By the time you finish this course, you'll not only know, but you'll also be able to explain it to others. You'll also learn how researchers decide which type of statistical analysis is best for

answering a specific question about a mental process or behavior. You'll gain confidence, too, as you learn to use statistics to analyze data totally on your own—no computers needed. Yes, math is involved. No worries—if you use the resources and path to success that this course includes, you'll be successful! You CAN do this!

My Personal Welcome

Welcome to Statistics for the Behavioral Sciences! I am so happy to have you here. I have a passion for statistics that are used in behavioral sciences, and I am so glad to have an opportunity to share this knowledge with you. I know math can seem daunting, but the math itself comprises mainly of plugging in formulas and breaking them down, and I will be there to show you how to go through the process step-by-step. The concepts you learn in this course will not only help you in your job, they help you be a more critical consumer of science news, and you will sharpen your critical thinking skills. 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!

Prerequisites and/or Co-Requisites

PSYC 2317 requires MATH 0312 (or higher). Students must be placed into college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite and be placed into MATH 0312 or higher. If you have enrolled in this course without having satisfied these prerequisites, you are at higher risk of failure or withdrawal than students who have done so, and you should carefully read and consider the repeater policy in the [HCC Student Handbook](#).

Eagle Online Canvas Learning Management System

This is a fully online class that will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) for all assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies

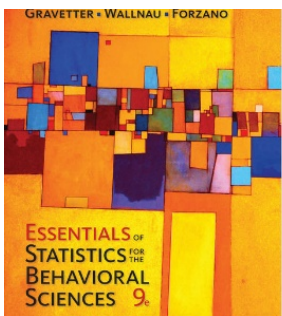
I encourage you to visit the HCC Online information pages. They contain a great deal of useful information about system requirements for using Canvas, HCC Online policies, and support services that are available for students in online classes. Here is the link to HCC Online: <http://www.hccs.edu/online/>.

Scoring Rubrics, Assignment Instructions, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, assignment instructions, exam instructions, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



This textbook is **required** for this class: Gravetter & Wallnau. (2018). *Essentials of Statistics for the Behavioral Sciences* (9th Edition). ISBN: 9781337593908.

It is included in a package that contains the text as well as an access code that may be purchased at the [HCC Bookstore](#). The access code is **required** unless you plan to purchase access to MindTap directly from the publisher. Order your book here: [HCC Bookstore](#)

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for a limited period of time: [MindTap](#). Go to Canvas for detailed instructions for activating temporary free access to the e-book. After the temporary access ends, your work will be saved and you will be able to continue your work when you pay for access.

Other Instructional Resources

MindTap

[MindTap](#) is a premium website that includes an e-book, a printable version of the textbook, as well as practice quizzes, videos, and other useful study tools. It is required in this class. You can purchase it using an access code packaged with a new copy of the textbook or directly from the publisher. You will be completing graded work in [MindTap](#) as described in the "Other Assignments and Activities" section that you'll see later in the syllabus.

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 2317 is an introduction to the use of scientific methods in psychology and to the statistical analysis of data. Attention is given to descriptive and inferential statistical methodology including t-tests, analysis of variance, correlation and regression.

Core Curriculum Objectives (CCOs)

PSYC 2317 satisfies the mathematics requirement in the HCCS core curriculum. The HCCS Psychology Program Committee has specified that the course addresses the core objectives as follows:

- **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 2317, the student will be able to:

- Identify and interpret common statistical notation, the outcomes of inferential tests and the concept of statistical significance.
- Select, explain and utilize common research designs including experimental methods, quasi-experimental methods and correlational techniques.
- Demonstrate understanding of the concepts of probability using the statistical tables.
- Calculate basic inferential statistics, including z-tests, t-tests, ANOVA, correlation coefficients, and simple linear regression.
- Use the appropriate t-test for a data set, including knowledge of single sample and independent samples t-tests.
- Conduct hypothesis tests with ANOVA (Independent Measures and Two-Factor).

Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2317](#)

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
- 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.

Written Assignment(s)

PsycPORT Article Journal: For this class, you will be turning in THREE (3) short research essays. The purpose of the essays is to help you learn to determine the difference between a correlational study and an experimental study and to formulate a defense of your assertions.

These are important skills because when the media reports on research, the media only tells part of the story. If you take other psychology courses, you will learn that people, including researchers, are never 100% objective. In addition, most if not all news organizations have an agenda, and what part of the story they tell depends on that agenda.

Instructions: To be successful in completing each essay, you must...

1. Write a couple of sentences stating the title of the study and in your own words, briefly describing the purpose of the study or the question that the researchers are trying to answer.
2. Write a 150-word paragraph (in your own words) stating whether the study is correlational or experimental and explaining why you believe it is correlational or experimental. If you believe it is both or neither, explain your thinking with examples from the article.
3. List three questions that you would want to ask the researcher about the study. Pretend that you are interviewing the researcher! You do NOT need to answer the questions. Just list the questions.
4. Include the link to the article in your journal entry.
5. Use the rubric posted on Canvas as a guide.
6. Refer to the template in Canvas that shows you how to format your entries.
7. Use the assignment upload links on Canvas to submit your journal entry by the due date in the syllabus course calendar.

Each journal entry will be worth 50 points. The three entries together will be worth 150 points out of 1,000 points (15% of grade).

Do NOT copy text off another student or from another source and pass it off as your own work. Do not copy and paste text from the article and pass it off as your own writing. Doing so is committing plagiarism. Plagiarized essays will earn a ZERO.

I only take off up to 10% off for grammar mistakes, so while you should do your best to use proper grammar, what is more important is that you use your own words and do your own work on these essays.

You will be entering your journal entries directly into a text box on Canvas. You will NOT need to submit a Word document to Canvas to complete this assignment.

The rubric for how your entries will be graded is available on Canvas.

See my Make-Up policy under section "Missed Assignments" if you miss an assignment.

Exams

In this class, you will have six quizzes.

- Each quiz will have 35 questions each.
- Each quiz will have only multiple-choice questions.
- You will see a combination of concept questions and computation questions.
- You will need a calculator for the computation questions. You do NOT need an expensive statistics calculator—a calculator from the drug store is fine as long as that calculator has a square root ($\sqrt{\quad}$) function key.

- Each quiz is worth 105 points. Each question is worth 3 points each.
- While there are six quizzes, I will drop the lowest scoring quiz. This means that, if you must, you may miss a quiz without making it up without it harming your grade.
- Your Exam grade is worth up to 500 points total out of 1,000 (50% of course grade).
- All quizzes will be taken in Canvas.
- Each quiz will have a time limit of 75 minutes (an hour and fifteen minutes).
- You will only have ONE attempt at each quiz. NO RETAKES ARE ALLOWED!
- You will be permitted to backtrack during the quiz.
- You will see one question at a time.
- Questions will not be locked after answering.
- DO NOT click "Submit Quiz" until you are done with that quiz! After you click "Submit Quiz" you will NOT be allowed to take the quiz again!
- You will be able to review your results after you finish your quiz. However, you will NOT have access to the correct answers.

You MUST upload HANDWRITTEN scratch work showing your work for the computation questions in each quiz. If you do NOT upload a copy of your scratch work to Canvas showing your work for a quiz, you will lose HALF of the points you earned on that quiz. For example, if you earn an 80 out of 100 on a quiz but do not turn in your scratch work, that 80 will become a 40 out of 100. You MUST turn in your scratch work on Canvas. There will be a page on Canvas for submitting scratch work. Scratch work is due according to the date on the course calendar.

See my Make-Up policy under section "Missed Assignments" if you miss a quiz. All quizzes will be available and due according to the Course Calendar.

At the end of the semester, I will take your HIGHEST scoring quiz and use that score to replace that of your LOWEST scoring quiz. For example, if I look at your quizzes and see your highest score is 105 and your lowest score is 65, I will replace the 65 with a 105. Essentially, your highest scoring quiz will count TWICE, replacing your lowest scoring quiz. This does not include the comprehensive final exam.

MindTap Assignments and Activities

The problem sets are found in MindTap. You can access these activities through Canvas, which will take you to MindTap.

- Each question can be repeated up to three times, and your highest score will be counted.
- There are 13 problem sets, each worth 20 points.
- You may earn up to 200 points. Once you earn up to 200 points on your MindTap assignments, you are done! 😊
- MindTap assignments count up to 200 points, which is worth 20% of your course grade.

All MindTap assignments are due October 14 at 11:59 PM, according to the date on the syllabus course calendar.

Other Assignments and Activities

None.

Comprehensive Final Exam

There will be a comprehensive final exam in this course. Your final exam will be comprehensive. This means that the final exam will cover all of the objectives covered in this class. All students who take PSYC 2317 at HCC must take a comprehensive final exam.

- The exam will be administered on Canvas (See Course Calendar for availability and due dates).
- The Comprehensive Final Exam is open book and open note.
- You will have 120 minutes (two hours) to take the Final Exam.
- There are 50 questions on the Comprehensive Final Exam.
- You can earn up to 150 points on the Comprehensive Final Exam.
- Each question is worth 3 points.
- The questions will be multiple-choice.
- You will see one question at a time.
- Questions will not be locked after answering.
- Quiz results can be reviewed.
- Correct answers will not be provided.

You **MUST** upload **HANDWRITTEN** scratch work to Canvas showing your work for the final exam. If you do **NOT** upload a copy of your scratch work to Canvas showing your work for the final exam, you will lose **HALF** of the points you earned on the final exam.

The final exam will **ONLY** be available on the day of the final exam. The Comprehensive Final Exam is worth 200 points. Your Comprehensive Final Exam is worth 150 points (15% of grade).

Students who are absent from the final exam must discuss their absence with the instructor in advance or within 24 hours afterward. If you do not take your final exam and you do not discuss your absence with me within 24 before or after the exam, you will earn a 0 for the comprehensive final exam.

Grading Formula

This course is graded on a points-based grading system with a maximum 1,000 total points possible. Calculate your grade by adding up all of your points together. On Canvas in your gradebook, focus on the current number of points you have. Everyone starts off at 0, so do your best to earn as many points as you can! You have an opportunity to earn up to 60 extra points by doing extra MindTap (after earning the 200 base points) and earning points from an extra quiz (after earning the 500 base points).

Written Assignment(s)	150
Exams	500
MindTap Assignments and Activities	200
Other Assignments and Activities	N/A
Comprehensive Final Exam	150
Total	1,000
Maximum Extra Credit	60

Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	<600

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

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.

Course Calendar

First Eight Weeks		
Week	Dates	Topic/What's due
1	Aug 27 – Sept 2	Introduction to Class Read Your Syllabus! Register for MindTap!
2	Sept 3 – Sept 9	Labor Day, No Class – Monday, Sept 3 Census Day – Tuesday, Sept 4 Read Chapters 1 & 2 Quiz 1 on Canvas: Available Starting Thursday, Sept 6 at 12:00 AM Quiz 1 on Canvas: Due Friday, Sept 7 at 11:59 PM Quiz 1 Scratch work: Saturday, Sept 8 at 11:59 PM PsycPORT Journal Essay 1 Due Saturday, Sept 8 at 11:59 PM
3	Sept 10 – Sept 16	Read Chapters 3 & 4 Quiz 2 on Canvas: Available Starting Thursday, Sept 13 at 12:00 AM Quiz 2 on Canvas: Due Friday, Sept 14 at 11:59 PM Quiz 2 Scratch work: Due Saturday, Sept 15 at 11:59 PM
4	Sept 17 – Sept 23	Read Chapters 5 & 6 Quiz 3 on Canvas: Available Starting Friday, Sept 21 at 12:00 AM Quiz 3 on Canvas: Due Saturday, Sept 22 at 11:59 PM Quiz 3 Scratch work: Due Sunday, Sept 23 at 11:59 PM PsycPORT Journal Essay 2 Due Sunday, Sept 23 at 11:59 PM
5	Sept 24 – Sept 30	Read Chapters 7 & 8 Quiz 4 on Canvas: Available Starting Friday, Sept 28 at 12:00 AM Quiz 4 on Canvas: Due Saturday, Sept 29 at 11:59 PM Quiz 4 Scratchwork: Due Sunday, Sept 30 at 11:59 PM
6	Oct 1 – Oct 7	LAST DAY TO WITHDRAW – Monday, Oct 1 Read Chapters 9 & 10 Quiz 5 on Canvas: Available Starting Friday, Oct 5 at 12:00 AM Quiz 5 on Canvas: Due Saturday, Oct 6 at 11:59 PM Quiz 5 Scratch work: Due Sunday, Oct 7 at 11:59 PM

		PsycPORT Journal Essay 3 Due Sunday, Oct 7 at 11:59 PM
7	Oct 8 – Oct 14	Read Chapters 12, 13 & 14 Quiz 6 on Canvas: Available Starting Saturday, Oct 13 at 12:00 AM Quiz 6 on Canvas: Due Sunday, Oct 14 at 11:59 PM Quiz 6 Scratch work: Due Monday, Oct 15 at 11:59 PM All Late Work: Due Monday, Oct 15 at 11:59 PM at 11:59 PM All MindTap Work: Due Monday, Oct 15 at 11:59 PM at 11:59 PM
8	Oct 15 – Oct 21	Final Exam Available Starting Monday, Oct 15 at 12:00 AM Final Exam Due Thursday, Oct 18 at 11:59 PM Show Your Work Final Exam Due Friday, Oct 19 at 11:59 PM That's it! Have a great rest of your semester! ☺

Instructor's Practices and Procedures

Missed Assignments

I accept late work. However, there is a 20% penalty applied to all work and exams turned in late. I reserve the right to not apply the 20% penalty for emergencies on a case-by-case basis. Such emergencies include by are not limited to:

- 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 or Work or Funerals—Get copy of plane tickets.

Please note: A make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. All late work is due by the due date indicated on the course calendar in this syllabus.

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 Maxiant 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.

Cheating on exams, passing work done by others as your own, or copying text without giving credit to the source are all examples of academic dishonesty. You must do your best to use your own words in written assignments. All acts of academic dishonesty will result in a zero for that assignment or exam.

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

To prevent yourself from being dropped and blocked from the class for nonattendance, **you must log in to the Canvas course BEFORE Tuesday, September 4, at 11:59 PM**, the Census Date. As per HCC policy, online students who fail to log in to the class on Canvas by the Census Date will be dropped from the course and blocked from the course on Canvas.

Students who must withdraw from the course must do so in PeopleSoft BEFORE the end of the day on Monday, October 1. Students who simply stop turning in assignments risk earning at grade of FX, which means they failed due to nonparticipation, which negatively affects the students' financial aid. If you **MUST** withdraw from the course, please make sure you do this by the end of the day on Monday, October 1.

If you have a situation that is preventing you from logging in BEFORE the Census Date or turning in your work, please let me know as soon as possible—do not wait until the last week of class to communicate your needs to me. I am here to help you, but I can only do so if you communicate with me.

Student Conduct

I expect students to conduct themselves professionally in their communications with me, their classmates, and college staff and administration. Behavior inappropriate to the collegiate setting (including but not limited to abusive/derogatory/threatening/harassing language directed at the instructor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

Behavior inappropriate to the collegiate setting (including but not limited to abusive/derogatory/threatening/harassing language directed at the instructor or towards other students, staff or administrators) will be reported in the Maxient system.

Instructor's Course-Specific Information

In this class, I make regular announcements in Canvas. I also send these announcements through the Canvas inbox, which will also go to your HCC email. It is your responsibility to keep up with announcements.

For all graded assignments, you can expect a 1-week turnaround. This means that if you submit an assignment on a Saturday, you can expect to have a grade back on that assignment by the next Saturday. If unforeseen circumstances prevent me from returning grades within a one-week timeframe, I will let you know as soon as possible.

All graded assignments completed in MindTap should show up in your gradebook on Canvas. However, if your grade in MindTap is not showing up on Canvas, please let me know ASAP and I will look into the issue.

Psychology Program Information

Majoring in Psychology

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

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. For more information, visit the [Psi Kappa page](#) on the HCC Learning Web, the [Psi Kappa blog](#), and the [Psi Kappa Facebook page](#).

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.

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	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	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/>

Department Chair Contact Information

Dr. Karen Saenz
Karen.Saenz@hccs.edu
 713-718-7034

