



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

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

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**PSYC 2301: General Psychology | Lecture | 11279, 11958, 12062**

Summer 1 2020 | 5 Weeks 6.8.2020 - 7.12.2020

HCC Online

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Kristin K Anderson, PhD	Office Phone:	713-718-7180
Office:	SLH F-319	Office Hours:	By appointment
HCC Email:	<a href="mailto:Kristin.anderson@hccs.edu">Kristin.anderson@hccs.edu</a>	Office Location:	Stafford Learning Hub—not during COVID-19 lockdown
	Preferred method of contact		

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 to discuss course topics.

**Instructor's Preferred Method of Contact**

Please email me by Canvas Inbox or by using your HCC email to my HCC email. I will respond to emails within 48 hours Monday through Friday. I will reply to weekend messages on Mondays.

**What's Exciting About This Course**

Psychology is about improving the human condition. How can you not be excited about that? This course is an introduction to psychology--this means you will learn "a little about a lot" of the concepts in psychology. You will be introduced to a wide variety of topics including how we learn new things, why we remember or forget, and how our brain and body affects our mind. We will learn about stress and health, psychological disorders and theories about how we turn out the way we turn out. At the end of the semester, you will be able to read minds and manipulate friends to squawk like chickens. Not really. Not even close. However, you will learn information that will help you understand more about yourself and others. Most students tell me they learn at least one thing (usually more) in this class that has already helped them in their life.

## My Personal Welcome

Welcome to Gen Psych! I'm glad you're taking this class because...well, see above.

The driving force of my life for as long as I can remember, is to contribute to the world in a way that increases benefits while reducing harms. It is no coincidence that I teach and study psychology because psychology is all about making the world better. In this class, I hope you discover what drives you. And I hope you learn beneficial ways to contribute to the world for yourself and others. I will present the information in the most engaging and helpful way I know, so that you can grasp the concepts and apply them throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. While the fastest way to reach me is by my HCC email, the best way to really discuss issues is in person. I invite you to contribute to class discussion. As in all classes as well as life, the more you put in, the more you get out.

## 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 section of PSYC 2301 is a fully online class that will use [Canvas](#) (<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 using Canvas. Here is the link to HCC Online: <http://www.hccs.edu/online/>.

## Scoring Rubrics, Assignment Instructions, etc.

Look in 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

You can use one or both of the following two free textbooks:

Speilman, R.M. (2014). *Psychology*. Maintained by Rice University for OpenStax. This book is available for viewing [online](#) or downloading as a [PDF](#). You can get a print version of this book at a low cost (compared to other textbooks) at the HCC bookstore or on [Amazon](#).

Stangor, C. (2015) *Introduction to Psychology*. Adapted by HCC Psychology Faculty. This book is available in your Canvas course.

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

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:

- Demonstrate knowledge in multiple (8) areas of psychology, including concepts, facts, and theoretical perspectives.
- Define and identify the basic research and evaluation methods used in psychology, including the strengths and weaknesses of each method.
- Demonstrate knowledge of and identify concepts related to personal development and the development and behavior of others.
- 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.

### **Written Assignment(s)**

#### **Written Assignment—How to Get the Most Out of Studying--50 points possible**

Go to Canvas and watch the 6 videos on How to Get the Most Out of Studying.

List the top ten study tips you learned from Dr. Chew's video series. For full credit you must do the following:

1. Include at least one tip from each video (you will have more than one tip from a few of the videos--make sure you have one from each video). State which video the tip comes from in the first sentence of each tip.
2. List and number the 10 items (do not write them in a paragraph--list down the page like I am doing here).
3. Use proper grammar, punctuation and spelling. Use complete sentences. Use more than one sentence per tip.
4. Make the list easy to read and easy to understand.
5. Elaborate each concept so that anyone reading can understand what you are saying. For example, don't use the word "meta-cognition" or "deep processing" without explaining what it is. Use more than one sentence per tip.

### Written Assignment—Grit--100 points possible

For this assignment, you are to watch the following TED talk

[Grit by Angela Duckworth](#)

Answer the following questions following the format described below:

1. What is grit as defined by Angela Duckworth? Your answer needs to be at least three sentences or more.
2. What is your grit score? Take this [quiz](#). Use at least two sentences to explain how this score does/does not fit you and why.
3. Describe a time that you overcame an obstacle that seemed impossible at the start. Explain what you did to reach your goal.
4. Explain how you will use this information about grit to help you succeed in your education and your career.

Directions for writing your paper:

1. Title your paper (you can be creative as long as you are accurate.)
2. Include all questions along with your answers. Number and state the question. Provide your answer below the question.
3. Bold the number and question. Put a space between paragraphs and between questions. Use a non-bolded, non-italicized font for the answer.
4. Use proper grammar and punctuation.
5. Be thorough and thoughtful. A C is average work. If you want an A or B, you need to be above average (B) or way above average (A).
6. Do not plagiarize. Familiarize yourself with plagiarism so you know what it is and how to avoid it.

[Types of Plagiarism](#)

[HCC Explanations of Plagiarism](#)

6. You must use TurnItIn by submitting through your Canvas course. Do not go to the Turnitin site. This will help you avoid plagiarism. It will also give you feedback on your grammar. If TurnItIn gives you an orange or red flag, this strongly suggests you have plagiarized. Rewrite your paper.

7. See the grading rubric.

Grading rubric is as follows:

Thoroughly answered Question 1 Provide a detailed and accurate explanation of grit as defined by Angela Duckworth in the Grit TED talk. Your answer needs to be at least three sentences or more.	20 pts
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<p>Answer Question 2 This is a number. Provide the number and use at least two sentences to describe how this number does/does not fit you and why.</p>	20 pts
<p>Thoroughly answer Question 3 Provide a thorough answer using at least two paragraphs. You will be graded on being thoughtful and thorough and specific.</p>	30 pts
<p>Thoroughly answer Question 4 Provide a thorough answer using at least two paragraphs. You will be graded on being thoughtful and thorough and specific.</p>	30 pts
Sub-total	100pts
<p>You must submit as a .doc or .docx file in order to be graded.</p> <p>You must use Turnitin. Submit via Canvas, not the Turnitin site. -100 if you do not use Turnitin</p> <p>Proper Grammar and Punctuation You must use proper grammar and punctuation. -5 to -100 for grammar and punctuation violations.</p> <p>Proper Format You must include the numbers and the questions with your answers below the questions. Bold the number and question. Use a space between answers to questions. -50 to -100 if proper format is not used.</p> <p>No Cheating No copying anyone else's work. Your answers should be unique to you. Use TurnItIn to assist in determining plagiarism. For example, if you get an orange or red flag, find and fix the problem. -100 if cheating.</p> <p>Late penalty -25 points per day late</p>	
Total Points possible	100

## Exams

This course includes 4 unit exams to be taken online in your Canvas course. Total 400 points of grade.

- Unit exams are comprised of 50 multiple choice questions worth 2 points per question. Worth 100 points total.
- You will have 90 minutes to complete each exam.
- Each exam must be completed in one-sitting.
- You will see only one question at a time.
- You will not be able to go back to previous questions.
- You will be able to view responses but not the correct answers.
- You will have 3 attempts. High score is kept.
- All unit exams are open at the beginning of the semester but must be completed by the due date. Exams completed after the due date will lose 25 points per day late.
- No make-up exams
- See the course schedule and Canvas for due dates.

### Other Assignments and Activities

You will have graded Canvas assignments that total 150 points of your grade. This includes a syllabus/course quiz that you must complete with a perfect score in order to open the rest of the Canvas modules. You will also have chapter quizzes, practice quizzes, and discussions.

### Practice Final Exam

You will take a practice exam in preparation for the final exam. Even though this is for practice, this assignment is required and is worth 100 points. The practice final exam will be identical to the final exam, with different questions.

You will take this online in your Canvas course.

- There will be 100 multiple choice questions worth 1 point per question.
- You will have 120 minutes to complete the exam.
- Exam must be completed in one-sitting.
- You will see only one question at a time.
- You will not be able to go back to previous questions.
- You will be able to view responses but not the correct answers (not able to do this on your Final Exam).
- You will have 3 attempts (your Final Exam will only have 1 attempt)—keep highest score
- Exam is worth 100 points.
- The exam is open at the beginning of the semester but must be completed by the due date. Exams completed after the due date will lose 25 points per day.
- See the course schedule and Canvas for the due date.
- No make-up exams.

### Comprehensive Departmental Final Exam

#### Canvas Final

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 at <https://learning.hccs.edu/programs/psychology/psyc-2301-departmental-final-exam-preparation-resources>. **Each question is worth 2 points for a total of 200 points.**

The exam will be administered on Canvas 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 who are unable to complete the final exam in accordance with the Course Calendar should notify their instructor in advance. Those who miss the final exam without notifying the instructor in advance must contact him or her within 24 hours afterward. Students who do not do so may receive a grade of zero on the exam and, as a result, fail the course. If you do not take the exam you will fail this course. If you do not earn 50% or higher on this exam, you will fail this course.

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

### Grading Formula

Grading formula is as follows:

Written Assignments	150 points
Unit Exams	400 points
Other Assignments and Activities	150 points
Practice Final Exam	100 points
Comprehensive Departmental Final Exam	200 points
Total	1000 points
Maximum Extra Credit	50 points

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

### 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

<b>WEEK</b>	<b>DATE</b>	<b>Topic/What's Due--all assignments due at 11:55PM</b>
1	Jun-08	Class begins
		Complete start here assignments
		Study Unit 1 chapters: Intro to Psych, Psych Research, Biopsych
	Jun-10	Syllabus/Course quiz
	Jun-11	Official Day of Record--OE
2	Jun-15	How to get the most out of studying written assignment due
	Jun-16	Exam 1 due: Intro to Psych, Research & Biopsychology
	Jun-17	Study Unit 2 chapters: Learning and Memory
3	Jun-22	
	Jun-23	Exam 2 due: Learning & Memory
		Study Unit 3 chapters: Lifespan, Motivation&Emotion, Health & Stress
4	Jun-29	Last day to withdraw
	Jun-29	Grit written assignment due
	Jun-30	Exam 3 due: Lifespan & Stress
		Study Unit 4 chapters: Personality, Psych Disorders, Therapies
	Jul-04	July 4 Holiday
5	Jul-06	All chapter quizzes due
	Jul-06	Exam 4 due: Personality, Psych Disorders, Therapy
	Jul-08	Practice Final Exam
	Jul-08	Final Exam open July 8 at 12:01AM, due July 8 @ 11:55PM

### 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 work, other than the final exam, is available from the first day of class. Late assignments and exams will be accepted late with a penalty of 25% per day late.

## **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.

You will earn a 0 for cheating on any assignment. If the offense is egregious, you will earn a 0 for the course.

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**

You are required to login and begin work in this course before the Census date (see course schedule) or you will be dropped for non-attendance. You are not required to be logged in a certain number of hours. However, you will need to login regularly in order to keep up with and complete your work by the due dates.

## **Student Conduct**

Students are 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 professor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

## **Instructor's Course-Specific Information**

- My preferred mode of address is Dr. Anderson, Dr. A, or Professor Anderson.
- Follow Guidelines for Emailing (found in Canvas) when emailing me.
- Your exam and quiz grades will be immediately available to you once completed.
- Assignments that require my grading will not be graded immediately. In some cases, you might see a 0 after submitting your assignment. This is a quirk in Canvas. It does not mean you've earned a 0, it means it has not been graded. Do not be stressed by this (unless you can see I've graded it and you've actually earned a 0).
- Once completed, your final course grade will be posted in your HCC student account (not Canvas).

## 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.

### 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<sub>3</sub>**

The EGLS<sub>3</sub> (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<sub>3</sub> surveys are only available for the Fall and Spring semesters. EGLS<sub>3</sub> 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](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**

Dr. Karen Saenz  
[Karen.Saenz@hccs.edu](mailto:Karen.Saenz@hccs.edu)  
713-718-7034