HOUSTON COMMUNITY COLLEGE

Division of Earth, Life & Natural Sciences
Biology Department
https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/ biology/

BIOL 1108: Biology for Non-Science Majors I Laboratory

Instruction Mode: Online Laboratory: CRN #16679
Spring 2021 | 12 Weeks (2.16.2021 - 5.16.2021)
1 Credit Hour | 48 hours per semester

Instructor Contact Information

Instructor: Dr. Leena Sawant, Ph.D.
Office: Scarcella Building, Room No: N105
HCC Email: leena.sawant@hccs.edu
Office Hours: Online – Webex in Canvas
Office Location: Stafford Campus

Website: https://learning.hccs.edu/faculty/leena.sawant

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 the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Instructor's Preferred Method of Contact
Please use the **"Inbox" feature in Canvas to send emails** to me regarding anything related to your course. I cannot respond to emails from personal accounts such as gmail, hotmail, AOL, etc. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

What's Exciting About This Course

Biology is the study of life. Learning and understanding Biology helps you know:

1. How and why things happen in the physical world
2. More about yourself and your daily experiences.
3. How to live a healthier life and improve the lives of others.
4. How different organisms interact with each other, as well as our impact on them.

My Personal Welcome

Welcome to Introductory Biology — I'm delighted that you have chosen this course! One of my passions is to know as much as I can about human behavior, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support

you. The fastest way to reach me is by email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

BIOL 1308 Biology for Non-Science Majors I (lecture).
Please carefully read the repeater policy in the HCCS Student Handbook.

Course Type

Online Anytime (WW) – Students can take classes online at any time. These are traditional online classes and students never come to campus and follow the schedule/calendar given in the Syllabus.

Canvas Learning Management System

All Biology sections utilize Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

Open Lab Locations

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

HCC Online Information and Policies

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

Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.
https://eagleonline.hccs.edu/login/ldap

Instructional Materials

Required Resources

1. Biology Virtual Labs McGraw Hill, e-book with Connect (First Day Inclusive Access)

The Lab Manual listed above is required for this course. It is an e Lab Manual integrated in Canvas and the course does not require a printed version of the lab manual. **Do not purchase a book or access code for this course as you have already paid for your course materials in tuition fees through the registration process.** The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.

Your course materials for this class will be accessed digitally through Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College.

You have the right to opt-out and purchase your own course materials if you desire, prior to the official day of record, which is February 25 for Spring 2021. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.

The steps to access the Lab manual are explained in your Canvas course under the module named "Connect Registration".

Suggested Resources

HCCS Biology Lab Study Pages – Supplementary resource (Not Mandatory)
Click here to access Biology lab study pages online.

TEXTBOOK - Any of these two textbooks listed below can be used as a supplementary resource.

Textbook 1: CAMPBELL ESSENTIAL BIOLOGY WITH PHYSIOLOGY, 6th edition by Simon, Dickey, Hogan, & Reece, 6th Edition The book is included in a package that contains the text as well as an access code for Modified Mastering Biology and are found at the HCC Bookstore. NOTE: You do not need Mastering Biology access code as this is a lab course. You may use a hard copy of the book or rent the e-book from Pearson.

Textbook 2: OPENSTAX, CONCEPTS OF BIOLOGY (Apr 2013) A FREE OER textbook from Rice University - The PDF and eTextbook Openstax Concepts of Biology textbook links are posted in Canvas or Download it at this site: https://openstax.org/details/books/concepts-biology -You can access the e-version (online) textbook at the same site by clicking at "View Online"

Other Instructional Resources

Tutoring
(NOTE: Some HCC Campuses closed due to COVID-19)
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. HCC personnel provide tutoring 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

BIOL 1108 laboratory-based course accompanies BIOL 1308 Biology for Non-Science Majors I. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.
Also known as Intro Biol Lab, provides an introductory skill set from a basic lab experience. Topics will include basic biological chemistry, cellular morphology, metabolism, and the rudiments of Mendelian and molecular genetics.

Core Curriculum Objectives (CCOs)

BIOL 1108 satisfies the Natural Science requirement in the HCCS core curriculum.
The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.

Program Student Learning Outcomes (PSLOs)

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

Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.

5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8. Identify the importance of karyotypes, pedigrees, and biotechnology.
9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10. Analyze evidence for evolution and natural selection.

Learning Objectives

1. Consistently demonstrates knowledge of scientific terminology, and its complete use in living organisms
2. Consistently able to demonstrate knowledge of principles of living organisms and complete knowledge of physical and chemical properties of life.
3. Able to explain function at the level of molecules and cells, to include biological macromolecules, cellular organization, communication, and cell division.
4. Able to explain and apply the knowledge of energy transformations.
5. Able to explain the metabolic reactions associated with cellular activities, such as the processes of glycolysis, fermentation, cellular respiration, and photosynthesis.
6. Consistently able to explain the molecular sequence of events involved in the flow and expression of genetic information in prokaryotic and eukaryotic cells.
7. Able to explain the process of DNA replication and RNA transcription, protein biosynthesis and mutation.
8. Consistently demonstrates knowledge of Mendelian genetics.
9. Proficiency in performing and interpreting genetic problems.
10. Able to describe advances made in the understanding of genes and chromosomes since Mendel.
11. Consistently differentiates between appropriate and inappropriate experimental design. Takes appropriate steps or explains appropriate steps independently and correctly.
12. Able to distinguish a theory from a hypothesis.

Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. 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/lab manual
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Visit the Canvas course, you are required to log in to the course at least twice per week.
- 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 if mentioned.

Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Laboratory Exams (60%): There will be 3 lab practical exams. Lab practical exams will consist of multiple-choice questions, true or false, fill in the blanks, short answer questions, figures, observation table. They will cover the experiments from your lab manual, important concepts covered in the labs, figures and discussion from the labs. The average of the three lab exams will be included in your final grade. **No resources allowed during the lab exam.** Cell phone or any other electronic device used during examination is cheating and will result in course failure. **Lab.Exams will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam.**

Online Homework/ and Assignments:

Canvas Quiz (10%): There will be mandatory online assignment including quizzes on Canvas. You can access the assignments from **Eagle Online**. Each student is responsible for completing the assignments on time. The due dates for quizzes will not be extended. If you miss any quiz it will be counted as zero. Please read the instructions before you start taking the assignments and quizzes.

Discussions (10%): There will be weekly online class discussions related to the material you are studying. Student should post the discussion and respond to two other posts. Each discussion is worth 5-10 points and must be submitted by 11:59 PM on the due date. Missed discussions will not be reopened

Online Lab Assignments on Connect **(20%)**: Each student is responsible for completing the online labs on McGraw Hill connect in a timely manner. Incomplete and late labs will receive a zero grade.

Grading Formula

Three lab. exams = 60%
Discussions = 10%
Quizzes = 10%
Online Lab Assignments = 20%

HCC Grading Scale:

Letter Grade Assignment: The HCC grading scale is:

A = 100 – 90;.....4 points per semester hour
B = 89 – 80: .....3 points per semester hour
C = 79 – 70: .....2 points per semester hour
D = 69 – 60: .....1 point per semester hour
F = 59 and below .....0 points per semester hour

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

- √ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- √ You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- √ You must be passing with a grade of "C" or better.
- √ You must request the incomplete in writing before April 20th, 2021
- √ 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/

Important Dates	
February 16	Classes begin
February 25	Official Day of Record
April 15	Last Day for Student Withdrawal (4:30pm)
May 9	Last Day of Instruction

Biol 1108 Laboratory course, Spring 2021 CRN 16679

Please check your canvas course for detailed class schedule with due dates for lab assignments, discussions, quizzes and Lab exams

Week	Dates	Topic
1	Feb 16	Course Orientation: Read Course Syllabus and Print Course Calendar Syllabus Quiz – In Respondus LockDown Browser with Webcam Lab 1: Lab Safety & Scientific Method
2	Feb 22	Lab 2: Metric Measurements Lab 3: Atomic Structures and Chemical Bonds
3	Mar 1	Lab 4: Properties of Water Lab 5: pH and Buffers
	Mar 8	Lab 6: Biological Molecules
		Lab EXAM 1: Labs 1-5 on Canvas due March 14
5	Mar 15	Spring Break
6	Mar 22	Lab 7: Microscopy Lab 8: Cell Structure
7	Apr 5	Lab 9: Enzymes Lab 10: Diffusion & Osmosis
8	Apr 12	Lab 11: Photosynthesis Lab Lab 12: Cellular Respiration
		Lab EXAM 2: Labs 6-11 on Canvas due April 18
9	Apr 19	Lab 13: Mitosis & Meiosis Lab Lab 14: Principles of inheritance
10	Apr 26	Lab 15: Karyotypes Lab 16: DNA to Proteins & Biotechnology
11	May 3	Lab 17: Evolution and Natural Selection
12	10th May	**Lab EXAM 3: Labs 12-17 on Canvas**

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester. The instructor will promptly notify students in writing, typically through Canvas inbox or by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There will be no make-up exams. If you miss the first lab practical exam due to a medical or any other emergency, email me and provide a valid medical note within one week. If you miss an assignment (prelab, lab reports, quiz or a group assignment) due to medical reasons, you will be allowed to turn in one late assignment.

1. If a student must miss a lab exam, he/she must notify the instructor personally through, Canvas' Inbox message or HCC email, PRIOR to the date & time of the lab exam. If the instructor is not notified prior to the exam date/time, the student will receive a zero (0) for the missed lab exam.
2. If the student has an emergency that prevents him/her from taking the lab exam on the scheduled week, the instructor will require that the student submit a written document that proves the emergency. Examples of written documentations but not limited to be a doctor's note, Court orders,

death obituaries, etc.
Late Assignments 1. Assignments in BIOL 1108 consist of lab quizzes, weekly lab reports, some discussion questions, and lab exams.
2. All assignments have clear, specified and enforced due dates stated in the Course Calendar.
3. All assignments must be submitted by the deadlines listed on the Course Calendar in IN CANVAS under "Start Here Module". Do not send them to my email address.
4. Assignments that are submitted late will receive no credit.
5. Occasionally deadlines for assignments may be adjusted for the entire class based on outside factors (i.e. instructor's absence, etc.) These deadline adjustments will be notified using the College's e-mail system and/or Canvas' Inbox message.

Academic Integrity

1. All students in HCC Distance Education courses are required to adhere to all HCC Policies & Procedures, the Student Code of Conduct, and the Student Handbook, when interacting and communicating in a virtual and fellow students.
2. Any student violating these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related e-mail and/or discussions, being removed from the class, a grade of "0" or "F" in an assignment, academic probation or even dismissal from the College.
3. Lab reports or discussion questions will be original, not copied or plagiarized from the internet or textbook or from a friend or classmate. Otherwise, the student and the student that shared his/her assignment will both receive zero (0) points for the assignment. Scholastic Dishonesty will result in a referral to the Dean of Student Services.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

1. Students in online courses must log in to Canvas online class at least twice per week or they will be counted as absent. Your regular participation in the lab is required. You are required to login to the Course at least twice per week.
2. Online students who do not login and complete the assigned submissions by the day of record (see Course Calendar/Schedule) will be dropped for Non-Attendance. Completing the Online Orientation DOES NOT count as attendance.

Course Withdrawal

It is the student's responsibility to withdraw from the course by the **withdrawal deadline April 15th, 2021** in order to receive a "W" on a transcript. Instructor has the authority to assign you the grade FX if you fail to withdraw and do not complete the remaining assignments. Abandoning the course or failing to formally drop or withdraw will result in a grade being given based on the work completed for the entire course (including missed exams)

Student Conduct

Online communication amongst the students and with the instructor must be in a respectful way.

Instructor's Course-Specific Information

Canvas: Eagle Online: http://eagleonline.hccs.edu
Your Username is the same as your student ID number used for registration. (For example: W0034567).
Your default password is "distance". Once you login the first time, you should change the password.
Mastering Biology Access: The access to mastering

- You need to login to McGRaw Hill Connect from your canvas course.
- Please refer to more detailed instructions on Connect registration your canvas course

Electronic Devices

You will need access to a **computer** to access your canvas course online. In addition to that you will have to **install Respondus Lockdown browser** and **webcam** so you can complete your lecture exams online on Canvas. Chromebooks cannot be used for proctored exams as it does not allow the use of Respondus Lockdown Browser.

Eagle online Problems Center: http://www.hccs.edu/online/technical-support/

Please go to this website if you have technical problems with using Canvas. You will find a 24/7 phone number you can call, an opportunity for live chat with a technician, and a FAQ section for students. Submit an online ticket stating your problem and email me any correspondence you have with the technician. Contact: 713.718.5275, Option 3

Instructional Methods: As this is a lab course, student initiative and complete participation in hands-on as well as online labs is required to keep up with the course. I will provide materials online in the form of class notes (Lab PowerPoints), in addition to laboratory exams there are quizzes, discussions, pre-labs and lab reports as part of your assignments for each Lab exercise.

- Please set aside enough time for study – you will probably need to spend at least 6 hours per week.
- Canvas assignments are **mandatory** and are due at 11:59 pm on the dates outlined in the syllabus. Please note: The due dates for the assignments will not be extended.
- Laboratory exams are proctored online on Canvas. You will be required to us Respondus Lockdown Browser and Webcam while taking exams and quizzes. I recommend that you do not wait until the last few hours. Exams are closed book-this is very important and I expect each student to act with honor and integrity
- You will be prompted to show identification and your surroundings at the start of the exam. You will not be able to leave your desk (or look around!) while taking these exams -more details on this can be found in the "Start here!" module in Canvas. Exams that are conducted online can be taken using your personal computer. Please allow adequate time to complete your exam and to resolve any unanticipated computer or networking problems. If you have any technical difficulties please contact Eagle online canvas technical support. Eagle Online tracking records are used to track your activity in the course. Any exam that is not attempted or not completed in time will be considered as a missed exam. Missed exams will be graded as zero score and there are no makeup exam opportunities. You are required to have access to a reliable computer and internet connection. Personal computer or networking problems are unacceptable excuses for missed exams.
- As part of online course, it is your responsibility to go through the **syllabus** and adhere to all of the **course deadlines**. It is your responsibility to check Eagle online daily to check for any announcements and updates on the course information.
- You are responsible for taking care of any and all technical and personal problems in a timely manner. No excuses will be accepted for any delays in starting the course or completing the assignments.
- DE students are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course material. The Distance Education Student Handbook contains a complete list of policies and procedures
- **Email**: Students must use their HCC email for administrative or course correspondence. Please check the instructions on Email etiquettes for students on your Canvas course.

Computer Virus Protection

1. Computer viruses are, unfortunately, a fact. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others Version 2.1.FY2020 15 you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. In addition, since no anti-virus software will find every virus, keeping backup copies is extremely important.

Biology Program Information

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

AWARD TYPES: Associate in Science
AREA OF STUDY: Science, Technology, Engineering & Math

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

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/ In it you will find information about the following:

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

EGLS^3

The EGLS^3 (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^3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry

Link Here's the link to the HCC information about Campus Carry: http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

Disability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability- services/

Social Justice and Beyond Advisory Group

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.

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 based on sex-including

pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student- complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775