



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

BIOL 1407: General Biology II | Lecture and Laboratory | CRN 22683

Fall 2020 | 16 Weeks (08.24.2020-12.13.2020)
Hybrid (Blended) Course | 4 Credit Hours | 96 hours per semester

****Note:** The laboratory portion of this course will begin in a virtual classroom with intention to return to face to face instruction October 5, 2020 (per decision of HCC administration this is subject to change). However, the lecture will remain online for the entire semester.*

Instructor Contact Information

Instructor: Dr. Leena Sawant Ph.D.
Office: Stafford Campus Faculty Off.
HCC Email: leena.sawant@hccs.edu

Office Phone: 713 718 2395
Office Hours: By Appointment Only
Office Location: Stafford Scarcella Bldg

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

Please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. You may also email me directly at my HCC email address listed above using your HCC student email account (the one that starts with W followed by your student number). 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.

Course Modalities

Online Anytime (Lecture portion of course) – Students can take classes online at any time. These are traditional online classes and students never come to campus. Look for the code WW when reviewing the updated schedule.

Lab-Based Courses (Lab portion of course) - We will continue to offer our skills-based, hands-on lab courses but with smaller section sizes to enable social distancing. We have added additional lab sections to the schedule to make up for the smaller sizes."

What's Exciting About This Course

Biology is an endless adventure as there are constant new developments. This course covers the endless forms of life on earth, how organisms evolve, and the interaction between living organisms and how human activities affect this interaction. In addition, learning about the human body's complex systems enables you to make better decisions for your health and the health of others.

My Personal Welcome

Welcome to General Biology II—I am very pleased that you have chosen this course where I can be your guide. I will present the information in the most exciting way I know, so that you can understand the important topics/concepts and apply them now and hopefully throughout your life. As you read the chapters you will come across new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I am available to answer your 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

Prerequisites: It is recommended that BIOL 1306/1106 Biology for Science Majors I (lecture + lab) be taken before BIOL 1407

Recommended prerequisite: MATH 1314 or 1414 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Please carefully read the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

HCC uses the Canvas learning management system (LMS), called **Eagle Online**. To access Eagle online, you will need a PC (Windows 7 sp1 or better), or Mac (OS X 10.8 or better) with a broadband connection to the internet. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

All Biology sections utilize [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. The Biology department requires a computer or iPad with the ability to download Respondus Lockdown Browser (LBD) and a webcam for online assessments. Chromebooks and smartphones cannot be used for graded assessments.

Minimum Recommended:

- PC Users Windows Vista Windows 10 (10 S mode is not supported)
- Mac Users OS X 10.5 or higher OS X 10.13 High Sierra
- Webcam 640×480 resolution 1280×720 resolution
- Internet Download Speed .768 Mbps 1.5 Mbps

Canvas Browser Requirements:

- Canvas recommends the use of the latest version of any web browser. It's important to update your web browser regularly.
- Pop-ups must be enabled. Disable your pop-up blockers.
- Javascript must be enabled.
- Cookies must be enabled.
- Install the most commonly used internet plugins and keep them updated.

Canvas help and information will be found in the “Start Here” module of your canvas course shell.

Eagle Online Canvas Problems Center. For technical problems go to:

<http://www.hccs.edu/online/technical-support/>.

Open Lab Locations

HCC open computer labs are not available as the campus is closed.

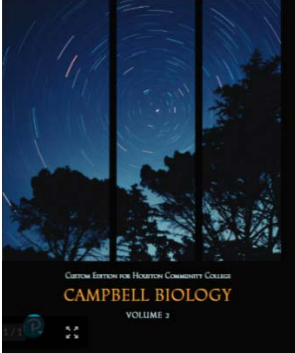
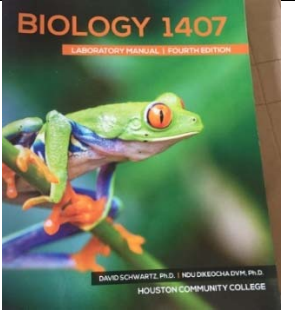
HCC Online Information and Policies

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.

Instructional Materials

Required Resources

1. The **textbook** and **Lab manual** listed below is **required** for this course.

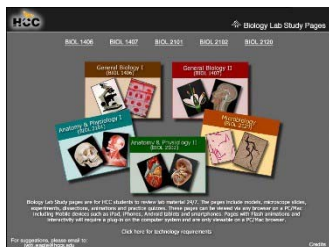
	<p>Urry, Cain, Wasserman, Minorsky & Orr. 2021. Campbell Biology, 12th edition (Volume II—Biology 1407) (Custom Edition for Houston Community College), Pearson. Get the NEW book available at HCC bookstores <u>bundled</u> with a Modified MasteringBiology access code. ISBN: 978-132375144-2.</p> <p>Please sign up for the 14-day free trial available for the e-text and MasteringBiology so you can get access to the textbook from the first day of class.</p> <p>You have 2 options to get the textbook:</p> <ol style="list-style-type: none"> 1. You can order your book from the HCC Bookstore. The new book comes with the access code. 2. You can also purchase the e-text and access code to Mastering Biology through your Canvas course by clicking on “MyLab and Mastering”. The e-text and access code to mastering biology are bundled together if you purchase a new book. <p>NOTE: IF you purchased Mastering access for BIOL 1306 or BIOL 1407 at HCC in the Fall 2019, Spring 2020, or Summer 2020 semesters, please fill out the form at the link below to request a new access code for the new edition materials for the Fall 2020 semester. The access code will be given to you free of charge, so no need to purchase the access code with your 1407 textbook. The 14-day free trail will also be available to you, but it’s very important you fill out the following form asap to get your code:</p> <p>Mastering Biology 1407 Access Code Request Form</p>
	<p>Online laboratory manual is required for this course.</p> <p>“Biology 1407 Laboratory manual”, 4th Edition, BlueDoor Publishing. ISBN: 978-1-68135- 062-2. Print copy of the lab manual is not available this semester.</p> <p>You can access the lab manual using a 7-day free trial for Top Hat</p> <p>You have 2 options:</p> <ol style="list-style-type: none"> 1. Purchase the lab manual from HCC Bookstore. They will give you an access code from the HCC bookstore (ISBN: 978-1-64386-513-3), you will enter it at checkout when you register for your course on Top Hat. 2. You can purchase the lab manual from your Canvas course online when you register for Top Hat. <p>You will register as a student for your Bluedoor/Top Hat lab manual using the course join code provided in your Canvas course.</p>

Check your canvas course for details on how to access your textbook, mastering biology and your online lab manual on Top Hat.

Other Resources Required:

2. Laptop or computer with Respondus Lockdown browser and webcam
3. Notebook to take your notes for lecture as well as lab exercises
4. Flashcards

Suggested Resources



HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](#)

STEM Website for students: www.hccs.edu/stem

Great information on science clubs, seminars, symposium, and research opportunities that are available to HCC students. Check back often- updated regularly.

Career Planning and Resources: Help with resume building and internships. <http://www.hccs.edu/support-services/career-planning/>

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

In BIOL 1407, the diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Core Curriculum Objectives (CCOs)

BIOL 1407 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 explore the scientific research methods that are used in the study of biology. They will be able to interpret numerical data in charts, graphs, and tables that are in their textbooks and other resources. Students should be able to carry out basic mathematical operations: be able to use Hardy and Weinberg equations, calculate percentages,

frequencies, complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome # 7

- **Social Responsibility.** Students will demonstrate the ability to engage effectively in class activities and discussion, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #9 below.

Program Student Learning Outcomes (PSLOs)

Can be found at: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

Course Student Learning Outcomes (CSLOs)

Upon successful completion of BIOL 1407, students will:

1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macro evolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis, as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.
7. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
8. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
9. Communicate effectively the results of scientific investigations.

Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for BIOL 1306](#)

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
- 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:

- 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

Exams

Lecture Exams (40%): There will be 4 lecture exams. Lecture exams will consist of multiple-choice questions, fill in the blank, true or false and short answer questions. They will cover important concepts, figures and discussion from the text book. **Exams will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam.**

Lab Exams (20%): There will be two lab exams for this course. Both labs exams will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam. Lab Exam includes fill in the blanks, matching, short answer questions, identifying specimen, identifying slides, labeling of models or other material covered in the labs and a few multiple choice questions.

Final Exam (10%): The final exam will be comprehensive (it will cover all the chapters). There will be a departmental final that all students need to take. Final exam will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam.

Exams are closed book; you may not consult with another person while taking this exam. You may not use any other device during the exam; only the one on which you are taking the exam. You must remain within the Webcam's view at all times and with no music or a TV playing . You will be prompted to show your entire exam environment with your Webcam (including your desktop!). Do not look down on your desk or to the side. Keep your eyes on the computer screen or upwards at all times. Any student found violating academic honesty will receive a '0' on the exam and will be reported. Please read the information under academic integrity

Online: Homework Assignments and Quizzes:

Mastering Biology (10%): There will be mandatory online homework assignment on the Mastering Biology. You can access the assignments from **Eagle Online Canvas** by clicking on the “**MyLab and Mastering**” link on the left column. Each student is responsible to register for mastering biology using an access code. The access code comes with the new book. **You can register for mastering free for 14 days.** Before the free trial period ends you will have to purchase the access code.

Online Quizzes (5%): The quizzes are 5% of your grade. There are 4 unit quizzes and 2 quizzes on Mastering Biology. The due dates for the assignments and quizzes will not be extended. Please read the instructions before you start taking the assignments and quizzes.

Discussions (5%): There will be 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 points and must be submitted by 11:59 PM on the due date. Missed discussions will not be reopened. Your lowest discussion score for the semester will be dropped.

Lab Reports (10%): Each student is responsible for completing their labs online on Top Hat and complete the lab report by 11:59pm on the due date. Incomplete lab reports will not be graded and will receive a zero.

Grading Formula

All the exams will be considered towards final grade.

Four Lecture exams	= 50%
Final Exam	= 10%
Homework on Mastering Biology	= 5%
Discussions	= 5%
Online Quizzes	= 5%
Two laboratory exams	= 20%
Lab. Report and Lab. submissions	= 5%

HCC Grading Scale:	A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = less than) FX = Failure Due to Non-attendance I = Incomplete
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Important Dates	
August 24	Classes begin
September 8	Official Day of Record
October 30	Last Day for Administrative and Student Withdrawal (4:30pm)
December 8-9	Final Exams

Syllabus Modifications

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

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 **December 4, 2020**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar:

Please refer to your detailed syllabus on Canvas

Syllabus Modifications

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

Instructor's Practices and Procedures

Missed Assignments

Make-up Examination: There will be no make-up exams and final exams are mandatory unless there is an emergency. If you miss a lecture exam due to a medical or any other emergency, it will be replaced with the grade you earned on the final exam **only if you provide an official document:** doctor's note or any other official document with the reason for missing the exam within 24 hours. Please note: All students are required to take the final exam. Failure to take the final exam will result in an 'F' grade.

Missed Assignments or Quizzes: If you miss an assignment or quiz you will receive a '0' grade on that assignment. If you have any technical problems or an emergency you can email me the same day and turn in the assignment the next day. Please provide a ticket issued by the Eagle Online Canvas Technical support for any technical issues. I will contact technical support to get more details on the technical emergency. Please note that I reserve the right to refuse to grade late assignments if you do not have a valid email or ticket from the technical support.

Academic Integrity

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Possible punishment for violating academic integrity while taking the proctored exams may include a grade of '0' or F on the exam/assignment.

Cheating includes

- copying from another student's exam,
- orally communicating or receiving answers during an exam,
- having another person take an exam or complete a project or assignment,
- using unauthorized notes, texts, or other materials for an exam, and
- obtaining or distributing an unauthorized copy of an exam or any part of an exam.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. **Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may 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 System. Scholastic dishonesty may 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

Lecture is online so your attendance is your access to the canvas material. Be sure to complete the online introduction and syllabus quiz by 11:59PM September 8th. Lab meets once a week either on Tuesday from 3 to 5:50PM or on Thursday 3 to 5:50PM online on Cisco Webex until October 5th and later in person once the campus reopens. You are expected to attend one lab session a week according to the lab day assigned to you by HCC administration. You will not be allowed to attend another Lab session, as there is a limit for the number of students attending in person labs. Attendance will be taken during the lab time. You should access your canvas course at least once every day and check the announcements regularly.

Course Withdrawal:

It is the student's responsibility to withdraw from the course by the withdrawal deadline October 30th, 2020 in

order to receive a “W” on a transcript. Instructor has the authority to drop you for excessive absence or assign you the grade FX at the end of the semester. 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

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

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.

- Please set aside enough time for study – you will probably need to spend at least 6-10 hours per week.
- Mastering homework assignments are **mandatory** and are due at 11:59 pm on the dates outlined in the syllabus. Please note: Each exercise takes an average of 30 minutes to complete so plan accordingly. The due dates for the assignments will not be extended.
- Lecture exams are proctored online on Canvas. You will be required to use 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 getting your textbook and Mastering Biology access on time and 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.

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/](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

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.

<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/>

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.

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/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

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

Office of the Dean of Students

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

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

Department Chair Contact Information

Dr. DaeJan Grigsby
Email: daejan.grigsby@hccs.edu
Phone: 713-718-7775