



**Department of Natural Sciences**

**GEOLOGY Program**

<http://www.hccs.edu/geology>

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**GEOL 1301: Earth Sciences I for non-science majors | Lecture |  
Crn #23274**

Fall 2020 | 16 Weeks (8/24/2020-12/13/2020)

Online On-a-Schedule | MW 11 am -12:20 pm

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Lorraine Carey

Office: Virtual thru Cisco Webex

HCC Email: [lorraine.carey@hccs.edu](mailto:lorraine.carey@hccs.edu)

Office Phone: 713-718-7311

Office Hours: Mon-Thurs 3:30-5:30 pm

**Instructor's 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 just to discuss course topics.

- **Before Aug. 24: use HCC email system; and your student Hccs.edu email**
- **After Session begins: use Inbox in our Canvas Course** - make sure your Student ID number and Course name and CRN number are in Subject line. If you are leaving a phone message, please speak loudly, slowly, and clearly, and repeat your name and contact information at least 2 times. Email is the best way to get in touch with me.  
**Do NOT use Comment boxes in assignments to contact me.**
- I will respond to emails within 24 hours Monday through Friday; I generally check emails once during weekends.
- If you call you will need to leave a message as I do not have instant access to my office phone. To leave your message, speak clearly and slowly (the system is not very good), and repeat your name, which course you are in, and a return number.  
**Messages don't always come through, so I strongly suggest using email to contact me.**

Please reach out to me or the Student Services department ([Support Services](#) and [Counselors](#)) if you feel you need some additional resources. Access to additional Canvas assistance can be found at [Canvas Resources found here](#) and [Student Resources COVID 19](#) site.

The Department of Natural Science can be contacted via phone 713-718-6050 or email [natural.sciences@hccs.edu](mailto:natural.sciences@hccs.edu)

## What's Exciting About This Course

Consider this course " *Earth – Your Introduction and Guide to the Planet We All Live On* " or "the geology everyone should know".

This course gives you an introductory survey of the Earth Sciences (or *Geosciences*) - physical geology, historical geology, oceanography, meteorology, and even a bit of astronomy. It will relate the interaction of the Earth Sciences to our physical world, and will give you a well-rounded understanding of the Earth environment that surrounds us and how our interactions with that environment affects us and our fellow citizens. In this course you will be learn about the materials that comprise the solid earth, atmosphere, and hydrosphere, as well as the processes that shape these physical realms. We will also take a look outside our own planet at the other fascinating objects within our solar system.

## My Personal Welcome

Welcome to Earth Science! —I'm delighted that you have chosen this course. One of my passions is to know as much as I can about Earth, and I can hardly wait to pass that on. I will attempt to present the information in a way that allows 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 my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of Earth's processes. So please visit me or contact me whenever you have a question.

## Prerequisites and/or Co-Requisites

GEOL 1301 requires college-level reading and writing skills. The minimum requirements for enrollment in GEOL 1301 is qualifying to enroll in INRW 0300/0420 or ESOL 0370/0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Eagle Online Canvas Learning Management System

This section of GEOL 1301 will use Eagle Online Canvas (<https://eagleonline.hccs.edu>) for textbook access, assignments, assessments and communication. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

Course Delivery: Online On-A-Schedule. We will be meeting regularly at a scheduled time twice each week – Monday/Wednesday 11 am to 12:20 p.m.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## Instructional Materials

## Textbook Information



The textbook listed below is **required** for this course.  
**"Foundations of Earth Science"** (8<sup>th</sup> edition) by Lutgens and Tarbuck (Pearson). eBook via *Mastering*  
ISBN for the code at bookstore: 9780134298184

We will be using an E-Book version of this textbook. This **e-text + Mastering** is included in the course fees as "First Day access". You will not need to go to the bookstore separately or provide further payment to access this book starting the first day of class (\*unless you choose to Opt-out of First Day Access). You will be registering your code on the first day of class – **August 24** (see below)

### About First Day Access

All sections of this course are "First Day Access". Students will access the book automatically within the EagleOnline course for their section. Instructors will have instructions for you to finalize registration to access Mastering, the Pearson system where the eText and Publisher supplemental materials are accessed. Cost of book access is part of student's course fees which is a much lower cost than retail. You may "opt out" of included access, but then you will need to pay for book access on your own which costs more. The opt-out access is through a link in the course EagleOnline page.

You may also purchase a loose-leaf copy of the textbook from Pearson if you would like a physical copy of the text. This feature is available from within your Mastering account.

**Other Course Supplies:** All HCC students are expected to have access to a computer and the Internet. If you have questions about Internet connectivity issues (where can I get free internet?) or any other issues during this very trying and frustrating time, here is a link to a [Google Doc](#) with many resources and contact information. Additionally, you will need some way to download and print off pages that you will be working on (real paper!) and then upload that scan to our EagleOnline Canvas course. If you do not have a dedicated scanner there are a number of apps for this for smartphones, including Adobe Scan (free).

## 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>.

Check out the Geology LibGuide maintained by the HCC library  
<https://library.hccs.edu/geology>

### 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

GEOL 1301 is a survey course of geology, meteorology, oceanography, and astronomy. It is especially for non-science majors and is not part of the Geology A.S. degree plan.

### Core Curriculum Objectives (CCOs)

GEOL 1301 satisfies the Life and Physical Science requirement in the HCCS core curriculum. The HCC Geology Program 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.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **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. Notably, students will use graphs and charts in assessments during the semester.
- **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by working together with other classmates on assignments or a project during the semester.

### Program Student Learning Outcomes (PSLOs)

Can be found at: <https://learning.hccs.edu/programs/geology>

### Course Student Learning Outcomes (CSLOs)

Upon completion of GEOL 1301, the student will be able to:

1. Explain the current theories concerning the origin of the Universe and of the Solar System.
2. Explain the place of Earth in the Solar System and its relationships with other objects in the Solar System.
3. Relate the origin and evolution of Earth's internal structures to its resulting geologic systems, including Earth materials and plate tectonic activities.
4. Explain the operation of Earth's geologic systems and the interactions among the atmosphere, the geosphere, and the hydrosphere, including meteorology and oceanography.
5. Explain the history of the Earth including the evolution of earth systems and life forms.

## Learning Objectives

- 1.1 Explore evidence of the Big Bang theory
- 1.2 Describe the Nubular Hypothesis and development of our Solar System
  
- 2.1 Relate Earth's history to the Nebular Hypothesis
- 2.2 Describe the theories for the origin of the moon
- 2.3 Relate climate change to changes in astronomical relationships
- 2.4 Contrast Earth to the other planets of the Solar System
  
- 3.1 Compare the processes on early Earth to the processes of modern Plate Tectonics
- 3.2 Sketch a model of Earth's internal structure showing thickness and explaining the characteristics that define each layer
- 3.3 Make a concept sketch of the rock cycle and explain the processes that create Earth's diverse rocks.
  
- 4.1 Recognize the influence of the atmosphere on the biosphere and vice versa
- 4.2 Describe Earth surface processes as the result of interaction of moving water, air, gravity, and rock matter.
- 4.3 Explain distribution of geologic hazards that are result of geologic, atmospheric, and oceanographic processes
- 4.4 Explain geologic resources as products of geologic processes.
- 4.5 Use online resources to find maps of local hazards
- 4.6 Articulate the interrelated nature of the geosphere, atmosphere, biosphere and hydrosphere in the context of Climate Change.
  
- 5.1 Summarize the models of the origin of Earth's surface water and atmospheric gases
- 5.2 Recognize that scientific models represent Earth's complex systems
- 5.3 Distinguish pieces of evidence and data that lead to development of theory of Plate Tectonics
- 5.4 Describe the process of fossilization in relation to geologic processes and illustrate how fossil evidence is used to understand Earth's history

## Student Success

YOU, the student, must take the lead active role in your learning process. You will be expected to be active in the class, participate in all activities that are required, and interact with your fellow students and the instructor. Though we will not be meeting in a traditional classroom, please come to our Virtual Class Sessions prepared and ready to discuss, analyze, and evaluate information from your assigned readings, homework, and other assignments. Therefore, it is important to maintain attendance, read assigned material and submit all assignments by their posted deadlines.

If this is your first science course, or you have not had a science course in a while, be prepared to spend extra time learning "how to learn" science. Science deals in facts and concepts, and applying those facts and concepts to many situations. This could be a challenging course for some of you. Succeeding in this class by earning a C grade or higher will require your attention and time management skills. It will require critical thinking during assignments, study activities and exams. I truly believe that any student enrolled in this class can earn a passing grade.

Expect to spend at least twice as many hours per week outside of class as you do “in class” during our scheduled virtual meetings (which is 3 hrs per week)- studying the course content and completing the 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 via eBook and *Mastering*
- Consistently logging into the course and participating online and during scheduled sessions.
- Completing assignments in both Canvas and Pearson Mastering

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.

You will have the most success in this course if you stay up to date with the reading homework and assignments. Reading and progress for this course will consist of approximately 1-2 chapters per week. ***You should plan to budget 6-8 additional hours each week to complete all the assignments for this class and have sufficient time to study.***

Lastly, come ready to enjoy the material and be wowed by how awesome our Planet Earth is!

## **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 determined.
- 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 up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students as needed.

As a student, it is your responsibility to:

- Attend class regularly – log in on time and be ready to begin.
- Participate in all course activities and conduct yourself according to the HCC Student Guidelines as stated in the HCC Student Handbook.
- Read and comprehend the Syllabus
- Complete the required reading assignments, exercises, and exams, submitting them by the posted deadlines.
- Ask for help when there is a question or problem
- Maintain contact with the Instructor.
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

Competency in the material will be demonstrated to the instructor by your performance on the following assessments:

## Assignments

**Reading:** 10% of your grade will be determined by your performance on ONLINE **Pearson Mastering** adaptive reading and “*Dynamic Study Modules*” - to be completed in the course companion Pearson **My Mastering** website, which will be the reading assignment for each chapter.

**Mastering Homework (8%) and In-Class Exercises (7%):** – Homework is designed to help you understand the concepts that we will be studying each week. This Homework will be online, at the course My Mastering website. There will be chapter Exercises, as are relevant, that are posted in the course that will require you to download one or more pages, complete this exercise on paper, and then scan and upload your completed work to the assignment page. These may be assigned during our scheduled virtual “Class Meetings”.

**Projects:** A portion of your grade (10%) will consist of a short research project on a topic to be determined, and several smaller “Current Events” topics. Information on these will be given in class. Two (2) presentations are required.

## Quizzes and Exams

**Quizzes:** A portion of your grade (10%) will consist of chapter quizzes. Quizzes may be either “in-class” or online asynchronous; these will include “pre-class” quizzes that will be your “entry ticket” to the class, “post-class” quizzes which will follow the conclusion of a topic. Quizzes are an important way to determine if you are keeping up and understanding the course material. Generally we will have one quiz per week. The 2 lowest quiz scores will be dropped. **Missed quizzes cannot be made up, and missed quizzes will be considered your “drop” grades (up to 2).**

**Exams:** (45% ) A total of **4 midterm** exams are scheduled, consisting of 2 Parts: a combination of objective questions and short answer/essay/sketching questions. Each exam will cover material from discussions, assigned readings / slide presentations, any supplemental visual presentations, and Homework/ Exercises. The amount of material covered by each exam will not be equal since topics are not grouped equally in the text. As with the quizzes, each exam will be open for a limited time period, and you only have 1 opportunity to complete the exams. **You must begin the exam with sufficient time to complete it before the deadline. Once the deadline is passed, you will no longer be allowed to take or complete that exam. Deadlines are posted on the Syllabus.**

The lowest exam score will be dropped for calculation of the final grade.

**It is your responsibility to complete both parts of the exam by the deadline.** The short answer/essay questions on the exams (“Part 2”) will be submitted through a link to “Turnitin” within the Exam.

**\*\*\*IMPORTANT!!** If you have previously used “**Turnitin**” to submit assignments for other classes, and you used a different email address, you will have problems and will need to contact the Help Desk at Turnitin to correct that. You will need to do this **prior** to submitting any assignment to Turnitin. The Helpdesk for Turnitin is accessed through the www.Turnitin.com webpage. **You must do this prior to beginning Exam 1. Problems submitting answers to the Turnitin link will not be accepted as excuses for not**

**completing the exam. It is your responsibility to make sure you are able to submit to Turnitin. Do NOT email me your exam answers. Emailed Exam answers will not be graded.**

See additional notes on taking Exams and Quizzes below.

## Final Exam

**Final Exam:** There will be a comprehensive Final Exam given during Final exam week – December 10-11. This exam will be worth 10% of your final grade. The format for the Final Exam will be similar to the Mid-term exams.

### Additional NOTES on Taking Exams and Quizzes:

- Exams that are conducted online must be taken using your personal computer or if you have a Chromebook, another computer on which you can download **LockDown Browser (see below)**.
- **All deadlines are "hard" deadlines** – meaning as soon as the "second hand" on the Canvas EagleOnline clock reaches the specified deadline time, that assignment shuts down and you will not be able to do anything more, including submitting whatever you have completed. Please allow adequate time to complete your quizzes and exams, and to resolve any unanticipated computer or internet problems.
- **There are NO Make-ups of missed exams or quizzes.** Missed Exams or incomplete exams will be scored as "0" or whatever the score of the percentage you completed. Any Missed Exams or Quizzes will automatically become your "drop" grades for that category.
- Remember to click "**Submit**" after every Quiz or Exam or your attempt will not be scored.
- **ALL Exams and Quizzes require the use of the Respondus LockDown Browser** to complete. If your computer does not allow the download of that browser (meaning if you are using a Chromebook or computer borrowed from another campus), you will need to either find another computer on which you can take your quizzes and exams, or find the IT person from the campus where you borrowed the computer to get LockDown Browser installed. Instructions on how to download this browser are contained in the "Start Here" module of the course.
- **Online courses are not easier than traditional college courses**, and require students to make effective use of their time. Good time management skills are necessary to complete the requirements. Poor planning, technical issues with your computer or internet connections are NOT acceptable excuses for missed assignments (homework, quiz, or exam).
- **If a deadline is approaching and you know you will be occupied with other activities at that time, make the effort to complete an assignment prior to**



**participating in that activity.** Do not plan on taking or beginning any quiz or exam as the deadline is approaching. Always allow yourself plenty of time to complete.

## Grading Formula

**Grades will be assigned based on the following Grading Criteria:**

**3 Best midterm Exams - 45%,**

**Quizzes – 10%**

**Mastering Dynamic Study Modules – 10%**

**Homework and In-Class Exercises/ Activities – 15%**

**Projects: 10%**

**Final Exam – 10%**

The HCC Grade Standard (90%-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; <60%=F) will be the basis to determine Final Grades. If you discontinue participation in the course and do not complete the withdrawal process, your final grade will be FX.

### **Incomplete Policy:**

The Incomplete grade "I" is filled in for a student on a case by case basis. In all cases the student should be up-to-date with assignments and course material at the time the "I" is discussed. "I" is also used in cases of medical leave. An "I" is assigned with agreement between student and instructor about what is required to "clear" the I. 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

### Tentative Course Outline/Schedule.

**This Schedule is a work in progress and subject to revision by instructor as needed. Use the dates provided as guidelines at this point.**

**\*\*\* NOTE:** Completion of the **Mastering Dynamic Study Modules (DSM)** and **Homework Assignments** will likely take longer than you anticipate – especially at the start, when you are learning the system. Therefore plan to allow at **least 2-4 hours** to complete those assignments. You may save your work and return to complete it.

**All Dynamic Study Modules (DSM's)** are due **prior** to coming to class.  
**Deadline time for these assignments will generally be 10:00 a.m. on the due date given in class and in the EagleOnline Canvas Course Calendar, unless otherwise specified.**

Week	Date	5	Chapter	Topic
1	Aug. 24		"0"	Course Overview and Introduction / <i>Mastering</i> registration
	26		"0" / 15	Introduction to Earth Science – Formation of the Solar System and Planets
2	Aug. 31		1	Earth Materials – Matter and Minerals
	Sept. 2		1	Earth Materials – Matter and Minerals (cont.)
3	Sept. 7		*****	<b>Holiday ***** Labor Day *****</b>
	9		2	Rocks – The Rock Cycle and Igneous Rocks and Magmas
4	14		2	Rocks (cont.) – Sedimentary Rocks – Weathering and Running Water/Deposition
	16			Rocks again! – Metamorphic Rocks/ review
				<b>Exam #1- asynchronous</b>
5	21		3	Landscapes fashioned by water - Running water, Mass Wasting And flooding
	23		3	Hydrologic Cycle and Groundwater
6	28		4	Glacial and Arid Landscapes

	30		5	Plate Tectonics
7	Oct. 5		5	Plate Tectonics (cont.)
	7		6	Restless Earth: Earthquakes and Deformation
8	12		6	Restless Earth: Earthquakes and Deformation (cont.)
	14		7	Volcanoes
9	19		8	<b>Exam #2 - synchronous</b>
	21		8	Geologic Time - Stratigraphy and Dating
10	26		9	Oceans: The Last Frontier
	28		9/10	Oceans: The Last Frontier (cont.) and Restless Ocean
			***** **	<b>October 30 - LAST DAY FOR WITHDRAWAL WITH A GRADE OF "W" *****</b>
			*****	<b>** Outline of Research Project Due Wednesday, Nov. 4 *****</b>
11	Nov. 2		10	The Restless Ocean
	4		10	The Restless Ocean (cont. )
				<b>Exam #3 - asynchronous</b>
12	9		11	Heating the Atmosphere/ Global Warming and Climate Change
	11		11	Global Warming and Climate Change Current Events Presentations
13	16		12	Moisture, Clouds, and Precipitation
	18		13/14	The Atmosphere in Motion / Weather Patterns
14	23		15	Nature of the Solar System (the Planets)

	25		15/16	Finish the Planets / Beyond Our Solar System
	<b>Nov. 26-27</b>			<b>****Holiday – Thanksgiving****</b>
15	Nov. 30		16	Beyond our Solar System Ideas and Big Earth Science Ideas
	Dec. 2			Student Presentations
				<b>Exam #4 - asynchronous</b>
16				<b>Final Exam - synchronous</b>

### 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. HCC calendar and holiday schedules are available at: <https://www.hccs.edu/student-experience/events-calendar/>

## Instructor's Practices and Procedures

### Missed Assignments

**General policy is No make-ups for any missed quizzes and Exams.** That said, occasional emergencies do arise. If you are going to miss a class period during which an exam is scheduled, you must contact me prior to that class meeting and be prepared to provide documentation for that absence. Homework Assignments will be accepted up to ½ day late with a reduction in points of 25%; 1 full day late will receive a reduction of 50%. Assignments submitted more than 1 day late will receive no credit.

### Academic Integrity

**Academic Honesty:** HCC takes Academic Honesty seriously. All HCC students are required to exercise Academic Honesty in completion of all tests and assignments. Disciplinary proceedings may be initiated by the College against a student accused of Academic Dishonesty. Penalties for academic dishonesty (e.g. cheating, plagiarism, and unauthorized collaboration) may include: a grade of 0 or F for that test/assignment, failure in the course, and/or referred to the Dean for recommendation for academic probation or dismissal from the college system. This is especially important during the taking of Exams and Quizzes. Students are expected to do their own work on all assignments. Reports should be written in your own words-not cut and pasted from the internet. The use of notes, books, Google, cell phones, another electronic device, friends, family, or any other "Extra Help" during a test or exam will be considered cheating

- **Cheating** includes looking at or copying from another's paper or work, orally communicating, or receiving answers during an exam, having another student take an exam or complete an assigned project, use of unauthorized notes or other materials on an exam, and obtaining, copying, or distributing an unauthorized copy of an exam or portion of an exam.
- **Plagiarism** means to pass off as your own work the ideas or writings of another (that is, without giving proper credit for said work by documenting your sources). Plagiarism includes submitting a paper, report, or project that someone else has completed, either in whole or in part and trying to pass it off as your own work.

**Unauthorized Collaboration or Collusion** is inappropriately working together on assignments that are meant to be completed individually.

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

You are expected to attend all lecture classes regularly. You are also responsible for any material covered during your absences. Instructors **may** be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. *You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction.* For this 3 credit-hour lecture class meeting 3 hours per week, you can be dropped after 6 hours of absence (equal to 4 missed classes).

**Class begins promptly at 11 a.m.** Out of respect to your fellow students, and to maximize the efficiency of our class time, I will begin class that time. To discourage the disruption caused by late arrivals, if you consistently arrive after class begins you will be marked as "tardy". These "tardies" will be counted toward absences (3 = 1 missed class). Arriving late to class will also mean you will miss any assignments/quizzes that take place at the beginning of class – these cannot be made up.

**Course Withdrawals:** It is your responsibility to make sure you are attending classes / participating online, and doing the work necessary to pass this course. If you decide that it becomes necessary to drop this course, BE AWARE OF THE HCC DROP AND WITHDRAWAL POLICIES –see the HCC Student Handbook for details on the information regarding dropping and withdrawing from a course. Also be aware of Texas Legislative limits on the number of course withdrawals – a total of 6 courses during college career.

**\*\*\*\*\*Be aware of the following dates: \*\*\*\*\***

- **Sept. 8 – Date of Record - the Last Day to drop with no record on your transcripts**
- **October 30 – Last Day for Administrative/Student Withdrawal**

### Student Conduct

All students are required to follow all HCC policies and procedures, and the Student Code of Conduct, as outlined in the **HCC Student Handbook**, when interacting and communicating with the instructor and other students in the classroom. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and may result in removal from the class.

An informal classroom environment encourages questions and participation. However all students are to consider our Virtual class sessions just the same as a traditional "in-class meeting; there are some minimum standards expected – Respect your fellow students, no foul language, no talking in class unless part of the discussion. Working together during class exercises is encouraged, but everyone is responsible for turning in their own work. Come to class prepared to work at the start of the class time.

### **Electronic Devices/Technology Access**

HCC students can find assistance acquiring technology here: <https://www.hccs.edu/applying-and-paying/financial-aid/additional-technology-related-resources-for-hcc-students/>

### **Geology Program Information**

The Geology Program faculty are excited you are participating in this course! Please visit the LearningWeb page to find additional information about the HCC Geology degree plan, links to Geoscience programs across Texas, careers in Geosciences, Diversity in Geosciences, and program contact information.

<https://learning.hccs.edu/programs/geology>

Additionally, students can find more information about Science, Technology, Engineering, and Math (STEM) opportunities and events on the HCC STEM page: <https://www.hccs.edu/stem>

### **Instructional Modes (Fall 2020)**

Flex Campus (FC)

In person classes where students can choose to participate either on campus or online (streamed from classroom):

<https://www.hccs.edu/campaigns/college-your-way/flex-campus/>

Online on a Schedule (WS)

Fully online, scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-on-a-schedule/>

Online Anytime (WW)

Fully online, no scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-anytime/>

Lab-Based Courses (HL)

Online with required attendance at scheduled labs on campus

<https://www.hccs.edu/campaigns/college-your-way/lab-based-courses/>

## HCC Policies

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

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

## 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.

## Student Resources

COVID 19 Information:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>

Basic Needs Resources (HCC CARES):

<https://www.hccs.edu/support-services/counseling/hcc-cares/>

Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

## **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/>)

### **Ability 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 <https://www.hccs.edu/support-services/ability-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**

Chair of Department of Natural Sciences:

Dr. Kumela Tafa ([kumela.tafa@hccs.edu](mailto:kumela.tafa@hccs.edu)) office phone: 713-718-5569