



**Coleman College for Health Sciences
Diagnostic Medical Sonography Program
Course Syllabus**

DMSO 1266 Practicum (or Field Experience)
CRN 17111 – Spring 2019

Students are assigned to various clinical rotations
Mondays and Tuesdays from 8:00 am to 5:00 pm
0 Lecture / 0 Lab Hours / 16 External Hours / 256 Contact Hours
16 Weeks/ Face-to-Face Instruction

Instructor contact information (phone number and email address)	<p>Elizabeth Ho, RDMS (primary) Elizabeth.ho@hccs.edu (Preferred contact) 713-718-7345</p> <p>Lucy Quinn, RDMS (primary) Lucy.quinn@hccs.edu (Preferred contact) 713-718-7343</p> <p>Ishita Bollavaram (primary) ishita.bollavaram@hccs.edu (Preferred contact) 713-718-7345</p> <p>Timeline for response to email: Response time is 72 hours (3days) not including weekends or holidays.</p> <p>Please feel free to contact us concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for our assistance. Your performance in our class is very important to us. We are available to hear your concerns and just to discuss course topics. Feel free to come by our offices anytime during these hours.</p>	
Office Location and Hours	<p>Lucy Quinn Office location: Room 528 Office Hours: Friday 12:00 to 4:00 pm</p>	<p>Elizabeth Ho and Ishita Bollavaram Room 527 Friday 8:00 to 12:00 pm</p>
Type of Instruction	<p>Practicum In-person</p>	
Course	<p>Practical, general workplace training supported by an individualized learning plan</p>	

Description:	developed by the employer, college, and student.
Course Prerequisite(s)	<p>PREREQUISITE(S):</p> <ul style="list-style-type: none"> • DMSO 1302 • DMSO 1355 • DMSO 1441 • DMSO 1451 <p>FREQUENT REQUISITES</p> <ul style="list-style-type: none"> • Departmental approval • College Level Reading • College Level Mathematics • College Level Writing
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none"> 1. Provide basic patient care and practices in general diagnostic medical sonography, including employ professional judgment, ethics and communication skills. 2. Recognize sonographic appearance and/or Doppler patterns of normal structures, disease processes, and pathologies. 3. Apply acoustic physics and Doppler ultrasound principles to operate the ultrasound machine. 4. Perform sonographic examinations according to protocols.
Course Student Learning Outcomes (SLO): 4 to 7	<ol style="list-style-type: none"> 1. Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws 2. Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. 3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. 4. Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	<p>Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws</p> <ol style="list-style-type: none"> 1. Perform basic patient care tasks. 2. Explains the examination procedure to the patient and responds to patient questions and concerns. 3. Strives to minimize patient exposure to acoustic energy without compromising examination quality or completeness. 4. Uses accessory equipment, when appropriate. 5. Analyzes sonographic findings throughout the course of examination so that a comprehensive exam is completed and sufficient data is provided to the physician to direct patient management and render a final diagnosis. 6. Performs measurements and calculations according to laboratory protocol. 7. Demonstrates competency in performing ultrasound exams on abdominal organs. <p>Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.</p> <ol style="list-style-type: none"> 1. Work in partnership with other health care professionals to provide the best medical care possible for all patients. 2. Effectively communicates with all members of the health care team regarding the welfare of the patient.

	<p>3. Shares knowledge and expertise with colleagues, patients, students, and all members of the health care team.</p> <p>Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.</p> <ol style="list-style-type: none"> 1. Strives to maintain a safe workplace environment. 2. Maintain confidentiality of acquired patient information. <p>Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.</p> <ol style="list-style-type: none"> 1. Interacts with the interpreting physician or other designated physicians with oral or written summary of findings as permitted by employer policy and procedure. 2. Maintains clinical records.
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<p>SCANS and/or Core Curriculum Competencies: If applicable</p>	<p>SCANS</p> <p>Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws Workplace Competencies - Information -Acquires & Evaluates</p> <p>Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. Foundation Skills - Personal Qualities -Social</p> <p>Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. Foundation Skills - Personal Qualities -Integrity/Honesty</p> <p>Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Workplace Competencies - Interpersonal -Serves Clients/Customers</p>
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<p>Course Calendar</p>	<table border="1"> <thead> <tr> <th data-bbox="488 1178 824 1220">Due Dates:</th> <th data-bbox="824 1178 1464 1220">Assignments</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1220 824 1440"> <p>Monthly February 15, 2019 March 15, 2019 April 19, 2019 May 10, 2010</p> </td> <td data-bbox="824 1220 1464 1440"> <p>Submit the following in Eagle Online Canvas</p> <ul style="list-style-type: none"> • Time sheet • Log sheet • Journal </td> </tr> <tr> <td data-bbox="488 1440 824 1556"> <p>Week 2 January 25, 2019</p> </td> <td data-bbox="824 1440 1464 1556"> <ul style="list-style-type: none"> • Writing Assignments Due: Orientation Acknowledgement </td> </tr> <tr> <td data-bbox="488 1556 824 1745"> <p>Week 4 February 8, 2019</p> </td> <td data-bbox="824 1556 1464 1745"> <ul style="list-style-type: none"> • Reading Assignment and Article Quiz: Pancreas Sonography • Preliminary Summative Evaluation and Action Plan </td> </tr> <tr> <td data-bbox="488 1745 824 1860"> <p>Week 8 March 8, 2019</p> </td> <td data-bbox="824 1745 1464 1860"> <ul style="list-style-type: none"> • Writing Assignments Due: Exam Observation • Reading Assignment and Article Quiz: : </td> </tr> </tbody> </table>	Due Dates:	Assignments	<p>Monthly February 15, 2019 March 15, 2019 April 19, 2019 May 10, 2010</p>	<p>Submit the following in Eagle Online Canvas</p> <ul style="list-style-type: none"> • Time sheet • Log sheet • Journal 	<p>Week 2 January 25, 2019</p>	<ul style="list-style-type: none"> • Writing Assignments Due: Orientation Acknowledgement 	<p>Week 4 February 8, 2019</p>	<ul style="list-style-type: none"> • Reading Assignment and Article Quiz: Pancreas Sonography • Preliminary Summative Evaluation and Action Plan 	<p>Week 8 March 8, 2019</p>	<ul style="list-style-type: none"> • Writing Assignments Due: Exam Observation • Reading Assignment and Article Quiz: :
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		<p>Gallbladder Sonography</p> <ul style="list-style-type: none"> • Midterm Summative Evaluation on Canvas and Action Plan
	<p>Week 12 April 19, 2019</p>	<ul style="list-style-type: none"> • Writing Assignments Due: Image Acquisition • Reading Assignment and Article Quiz: Pelvic Sonography • Do course evaluation with EGLS3 in People Soft
	<p>Week 16 May 10, 2019</p>	<ul style="list-style-type: none"> • Submit Clinical Booklet <ul style="list-style-type: none"> -Complete all competencies -Make sure all documents are signed and completed -Tally your log sheets • Submit Final Summative Evaluation • Submit Student evaluation of the clinic(s)- Primary and Elective site • Submit Competency Book on 5-15-19
Instructional Methods	<p>Web-enhanced (49% or less) Face to Face In-person</p>	
Student Assignments	<p>Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws Presentations</p> <p>Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. Presentations</p> <p>Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. Presentations</p> <p>Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Presentations</p> <p>COMPETENCIES: The student's goal for the practicum classes is to complete all the required ultrasound exams listed in the Master Competencies List. <u>For this semester, each student is recommended to complete competency test over the aorta (no Doppler), liver, pancreas, gallbladder, spleen, urinary tract, right upper quadrant, and abdominal exam; however, if the clinical site offers other exams which the student is competent in, he or she may also comp-out on those exams. By the end of the semester, the student must demonstrate a total of 8 passed or attempted</u></p>	

competency and earns a passing score in this course order to forward to next semester.

Before a student perform proficiency test on an exam, he/she must practice that exam independently at least two times on actual patients. When the student is prepared, he/she can notify the clinical preceptor in the clinic and perform the exams practiced. The clinical preceptor could only test a student in an area which he/she is certified in. (EX: a sonographer who is RDMS (AB) could only test a student on abdominal exams and not obstetric exams). Additionally, the performance objectives are on technically difficult examinations or examinations with pathology.

Failed competencies do not count against the student's grade during the semester and should be used by the student as a guide to areas requiring more practice. It is necessary for the sonographer to mark "attempted" and the student could retest whenever he or she is ready again. Attempted competencies will be collected and included in the student's file. The attempted competency gives the student credit for trying and allows the student to continue to the next semester if the course final score is over 75 points. Attempted competencies for this semester will be added to the following semester. In the following semester, the student must pass all the "attempted" competency from this semester before testing out on competencies for next semester. Student who does not show any attempt or pass on the required competency will result in an "F" in clinic. The clinical preceptor is not responsible for students who wait until close to the end of the semester to "test out" on exams that the student could have achieved during the semester. If little initiative is shown by the student to test out during the semester, this will be noted and the student will be in hazard of failing clinic.

At the end of the semester, the student must pass all the required competencies listed above or the competency grades will be deducted. The competency grade is based on the number of passed competency over the total required competency. The student will not graduate unless he or she completes all the required ultrasound exams listed in the Master Competencies List at the end of the program.

Students who have passed all the required competencies for this semester and would like to test out on addition competencies may do so; but, only up to four (4) competencies will count toward the next semester.

It is the responsibility of the student to keep track of his or her work accordingly. If the student feels that he/she is not able to complete the required competencies, it is important that he/she share that concern with the clinical instructor(s) early in the semester so the clinical instructor(s) could make all attempts to resolved this matter or find alternative solutions to help the student.

ASSIGNMENTS

Students will participate in a writing program to improve their communication skills. The writing program consists of completing the written assignments and journals on the assigned date. Assignments will be given throughout the semester which students will answer questions relating to exams they observed during clinical experiences. Journal writing consists of impressions, questions, and concerns students may have during the clinical rotation, which informs the clinical instructor(s) of their status in the clinic. Journals are written monthly and due on the assigned dates as stated in Canvas.

	<p>ARTICLES Students will participate in a reading program to improve their knowledge about current issues in the field. The students will read different articles and will be tested on their reading skills throughout the semester. <u>Due dates for the article tests are posted on Canvas under the Article tab.</u></p> <p>EVALUATIONS Students will be evaluated by the clinical preceptor twice this semester. <u>It is the responsibility of the students to notify and give the evaluation form to the clinical preceptor two weeks before the due date so the clinical preceptor can thoroughly evaluate the students.</u> After the evaluation form is completed, the students must review the form with the clinical preceptor to discuss the status of the performance of the students. It is encouraged that communication between the students and the clinical preceptor is transparent so expectations from both side are met throughout this course. The students must also sign the evaluation forms before submitting it to the program. <u>Due dates for the evaluations are posted on Canvas.</u></p> <p>At the end of the semester, students will have the opportunity to evaluate all the clinical sites they been through this semester. These evaluation forms will be shared with the clinical affiliates for assessment and improvement.</p>
Student Assessment(s)	<p>Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws Presentations Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay Competency tests on procedures.</p> <p>Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. Presentations Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay Competency tests on procedures.</p> <p>Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. Presentations Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay Perform competency tests on procedures.</p> <p>Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Presentations Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay Competency test on procedures.</p>
Instructor's Requirements	<p>Students are expected to follow the program rules and regulations as outlined in the program's Student Handbook for Dress Code, Professional Conduct, and the Disciplinary Guidelines.</p>

Students will not be allowed to attend clinical unless they have an acceptable physical examination, all immunizations, a negative drug screen, acceptable background check and valid CPR certification.

STANDARDS FOR WRITTEN ASSIGNMENTS

- Nomenclature for naming files when paper are uploaded: please put your first name when saving the assignment, such as Elizabeth Journal 1.docx. Papers without names will not be accepted
- Submission of assignment in Word document or PDF only (.doc, .docx, .pdf). Other formats will not be accepted.

ATTENDANCE POLICY:

How Clinic Attendance Is Recorded:

Clinic attendance is recorded based on the accumulative hours. At the beginning of the semester, the total number of hours a student will spend in clinic during that semester is calculated. Hours reflecting holidays and lunch are deducted accordingly. Total hours for the week are calculated. When a student is tardy, absent, leaves early, is unaccounted for, those hours are deducted from the total number of hours the student is in clinic that week. Any misrepresentation on the clinical time sheet is a major infraction.

When absent, arriving late, or leaving early from clinic, it is absolutely necessary to call Ms. Ho at (713) 718-7345 and the clinical site (CI/CS) within 60 minutes prior of the scheduled arrival time in clinic.

FAILURE TO PROPERLY NOTIFY THE (CLINICAL INSTRUCTOR and PERSON IN CHARGE) OF IMPENDING ABSENCE/ TARDY IS A MAJOR VIOLATION OF THE PROGRAM

Five points will be deducted of the final grade for each offense, i.e. for each time a student is absent and does not notify the clinical site person in charge and/or the clinical coordinator.

When a student is absent from the clinic, the point deduction will be as follow:

- 1 day missed = 10 points
- 2 days missed = 30 points
- 3 days missed = 60 points
- 4 days missed = 80 points
- More than 4 days = 100 points

Any student who accumulates more than three (3) absences in a clinic will be administratively withdrawn from the course without notification. If the student exceeds 3 absences after the administrative drop date, the student will get 5 points deduction from the overall grade for each absent.

Arriving late for clinic or leaving clinic prior to the required time must reflect the time missed on the clinical time sheet. Points will be deducted for each incidence of missed time.

- 0-2 hours = 3 points
- 2-4 hours = 6 points
- 4-6 hours = 9 points
- 6-8 hours = 10 points

	<p><u>Any student who arrives late for clinic or leaves prior to the required time of more than three (3) times will be administratively withdrawn from the course without notification. If the student exceeds more than 3 tardy or leaves early more than 3 times after the administrative drop date, the student will get 5 points deduction for each tardy or leave early.</u></p> <p>In the incident that the clinical site is slow or closes early for holiday or training and the student is send home by the clinical preceptor, it is the responsibility of the student to get approval from Ms. Ho before leaving the clinical site. Students who fail to notify Ms. Ho will have points deducted toward his or her attendance grade.</p> <p>THERE WILL BE NO MAKE-UP TIME FOR ABSENCES, TARDIES OR EARLY DEPARTURES FROM CLINIC. (Catastrophic events are reviewed on an individual basis)</p> <p>If you have any questions or are unclear of any topic regarding my class, please come to me first before going to any other instructors. After we meet, if you feel that your concerns have not been met, then you are free to discuss your concerns with Mrs. Ho, the Program Director of the DMSO program.</p>																				
Program/Discipline Requirements: If applicable	Refer to the DMSO Student Handbook and the Disciplinary Guidelines.																				
HCC Grading Scale:	<table border="0"> <tr> <td>A = 100- 90</td> <td>4 points per semester hour</td> </tr> <tr> <td>B = 89 - 80:</td> <td>3 points per semester hour</td> </tr> <tr> <td>C = 79 - 70:</td> <td>2 points per semester hour</td> </tr> <tr> <td>D = 69 - 60:</td> <td>1 point per semester hour</td> </tr> <tr> <td>59 and below = F</td> <td>0 points per semester hour</td> </tr> <tr> <td>FX (Failure due to non-attendance)</td> <td>0 points per semester hour</td> </tr> <tr> <td>IP (In Progress)</td> <td>0 points per semester hour</td> </tr> <tr> <td>W (Withdrawn)</td> <td>0 points per semester hour</td> </tr> <tr> <td>I (Incomplete)</td> <td>0 points per semester hour</td> </tr> <tr> <td>AUD (Audit)</td> <td>0 points per semester hour</td> </tr> </table> <p>IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.</p> <p>FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.</p> <p>Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is</p>	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	59 and below = F	0 points per semester hour	FX (Failure due to non-attendance)	0 points per semester hour	IP (In Progress)	0 points per semester hour	W (Withdrawn)	0 points per semester hour	I (Incomplete)	0 points per semester hour	AUD (Audit)	0 points per semester hour
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	<p>treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.</p> <p>To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.</p> <p>Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.</p>
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<p>Instructor Grading Criteria</p>	<p>GRADE DETERMINATION:</p> <p>Log Sheets, Time Sheets, and student evaluation of the clinic..... 10%</p> <p>Attendance.....10%</p> <p>Articles Quizzes.....5%</p> <p>Preliminary and Midterm Summative Evaluations and action plan..... 10%</p> <p>Final Summative Evaluations..... 15%</p> <p>Assignments and Journals.....20%</p> <p>Competencies.....30%</p> <ul style="list-style-type: none"> • Please go by the grade distribution and due dates as stated in the syllabus and not on Canvas • Ten (10) points will be deducted for incomplete forms. Incomplete forms will be returned to the students and the students will have one week to correct it. If the students do not return the incomplete forms after that, it will be considered as late work. • Late work will be accepted this semester with 20 points deduction within 7 days after the due date. Late work will not be accepted after 14 days after the due date. • It is the responsibility of the students to make sure that all forms get submitted under the appropriate tab, get the evaluation form back from the clinical preceptors before the deadline, and that the internet in their area is working properly when submitting documents. • The clinical instructors will not accept assignments or any course work through Canvas or HCC e-mail. <p>If a student's behavior is such that a technologist, supervisor, department head or physician writes a letter requesting that the student be dismissed from or not return to their clinical facility will result in dismissal from the program.</p> <p>GRADING SCALE</p> <p>100-90 A</p> <p>89-80 B</p> <p>79-75 C</p> <p><74 F</p> <p>No D's given in this course</p>
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<p>Instructional Materials</p>	<p>DMSO Competency Booklet</p>
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HCC POLICIES

ATTENDANCE

Research has shown that the single most important factor in student success is attendance! Therefore, attendance and punctuality are mandatory. HCCS policy states that students absent from this course for more than 12.5% of the total hours of instruction will be administratively dropped. This class has 64 contact hours. A student may be dropped after 8 hours of absence from lab and lecture combined.

Any student is absent from the class for more than 25% on one class session will be counted absent for the day. (30 minutes for lecture and 90 minutes for lab)

Poor attendance records tend to correlate with poor grades. If you miss any class, you are responsible for all material missed. It is good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidable miss a class.

BASIC NEEDS SECURITY

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

3-PEATERS

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC has been charging a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

WITHDRAWAL

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course, please take time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

COUNSELING AND GUIDANCE

HCCS maintains a staff of professional counselors to assist students. Specific counseling and guidance services are detailed in the HCCS Student Handbook. The Sonography program students may visit the counseling department in room 144 on the first floor of the Coleman College for Health Sciences.

SEXUAL MISCONDUCT

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. 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 of EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

ADA INFORMATION

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment.

Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a new, updated letter of accommodation within the first three days of each semester.

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the Ms. Brandy Lerman (email: b.lerman@hccs.edu) at 713-718-7376.

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

EARLY ALERT

To help students avoid having to drop//withdraw from any class, HCC has instituted an Early Alert process by which your professor may "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you- online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HOUSE BILL 1508

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

CAMPUS CARRY LAW

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

PEER TUTORING

Peer tutoring is available for all students in this course. Please contact Stephanie Partida to schedule for tutoring.
Email:Steph_n18@hotmail.com

EGLS3- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs

for continual improvement of instruction. Go to www.hccs.edu/egls3 for more information.

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

<http://central.hccs.edu/students/student-handbook/>

<http://library.hccs.edu/home>

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

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Ms. Ho may make changes to the syllabus after reasonable notice is provided to the students.