



**Center of Excellence for Visual and Performing Arts  
Visual Art**

<https://www.hccs.edu/centers/visual--performing-arts/>

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**ARTS 1301: Art Appreciation | Lecture | #17606**

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

Online | Canvas LMS | Asynchronous

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Maryellen (June) Hill

Office: Stafford FAC room 123A

Office Phone: 713-718-7913

Stafford Fine Arts Center Front Desk Phone: 713-718-7700

HCC Email: [Maryellen.hill@hccs.edu](mailto:Maryellen.hill@hccs.edu) (Please put your name and class in the subject line)

Office Location: Stafford FAC room 123A

Office Hours:

Virtual (please sign up through Canvas: Cisco Webex, and email me to let me know you have made an appointment)

Monday through Thursday: 10:00-11:00 a.m., 1:00-2:00 p.m.

Other times by appointment

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

**I prefer to be contacted by HCC email at [maryellen.hill@hccs.edu](mailto:maryellen.hill@hccs.edu) or through the canvas inbox. Please put your name and class in the subject box.** I will respond to emails that require a response within 24 hours Monday through Thursday; I will reply to weekend messages on Monday. Please note that I am teaching all my classes online, and will rarely be on campus, so calling or visiting my HCC office is unlikely to be productive.



The Online Anytime option gives students the flexibility to complete their coursework throughout the semester at the times it works best for them.

- At the start of the semester, faculty will share any pre-determined deadlines and requirements, along with the syllabus and full details of all assignments that must be completed to successfully finish the course.
- This option – what most would call a traditional online course – gives you flexibility to complete your coursework without ever stepping foot on campus.
- Make sure you have access to a computer and wifi to complete this class successfully.

### **Available Support Services:**

Students enrolling in Online Anytime classes will still have access to the support they need to succeed, including tutoring, student life, basic needs support, career and employment services, counseling and ability services, and supplemental instruction. HCC also provides financial aid options.

Earn a degree online with our affordable college experience. Whether you want to knock out some basics, head into the workforce, or move to a second career, HCC is the answer. Enroll today!

## **What's Exciting About This Course**

This introduction to the visual arts is a global investigation of artistic styles, methods of artistic production and media. Various works will be analyzed and defined in relation to the formal elements and the principles of design. Universal themes are studied within their historical, political, economic, theological, sociological, conceptual, and ethnic contexts. Students will also develop critical thinking and observational skills through the creation of hands-on art projects.

## **My Personal Welcome**

Welcome to Art Appreciation – I'm looking forward to sharing my enthusiasm for the visual arts with you. We will look at a lot of great art from many perspectives this semester, and I hope it will encourage you to notice the art that is all around you, as well as seeking out

viewing opportunities. I want you to learn to recognize the impact of the visual arts on the world around us, and how relevant it can be to lots of different disciplines.

### **Prerequisites and/or Co-Requisites**

Must be placed into college-level reading or into college-level writing. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Canvas Learning Management System**

This section of ARTS 1301 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class lectures, presentations, assignments, exams, and activities. Assignments and other course materials will be accessible through the course modules.

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

At this point, I plan to deliver lectures and demonstrations through Kaltura. When you are in the canvas class, these are accessed through the Media Gallery.

### **HCC Online Information and Policies**

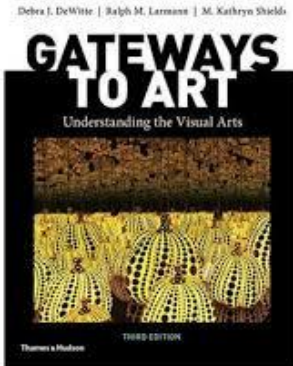
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, etc.**

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

## Instructional Materials

### Textbook Information



Title: **Gateways to Art:** Understanding the Visual Arts, 3rd edition

Authors: DeWitte, Larmann and Shields

ISBN: 978-0-500-84115-0

### Other Instructional Resources

#### Art Supplies

Due to the required hands on portion of the class, you will need some simple art supplies:

Plain White paper (printer paper is fine)

Pencil

Eraser

Ruler

White Glue

Scissors (sharp)

Compass and Protractor

Drawing materials: Any combination of crayons, markers, and colored pencils

Printed Materials for collaging: Magazines, old calendars, junk mail, old children's books, wrapping paper, printed boxes...

Please begin to assemble these materials now, so they are ready when you need them.

You will also need to be able to digitally photograph and submit your artwork. The camera on your cell phone is generally sufficient for this, but you will need to make the effort necessary to take accurate photographs. They should be:

-In focus and properly exposed

-Properly lit, with no shadows crossing the image and with minimal glare

-Large in the photo format but without cutting off part of the image

-Relatively level and squared off within the photo format

### Publisher's Digital Workbook

I don't plan on using the online material beyond the text itself, so please don't pay extra for it. Some new copies of the book come with it.

### 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

ARTS 1301 is a general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts (ACGM).

### **WW**

The course modality of this class is *online Anytime*.

**Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.**

Attendance will be taken through completion of online assignments.

### Core Curriculum Objectives (CCOs)

ARTS 1301 satisfies the creative arts requirement in the HCCS core curriculum. The HCCS Visual Art Program Committee has specified that the course address the following core objectives:

**Critical Thinking:** [HCC: to include creative thinking, innovation, inquiry and analysis, synthesis of information]

Art Appreciation is an investigation and analysis of the styles and modes of artistic production from prehistoric times to our own. Through the study of artistic media, universal themes are explored, and students will develop an appreciation for the creative process as one that represents an evolving synthesis of cultural, personal, and technological influences. Assessment of critical thinking in course work will count for no less than 10% of the final grade.

**Communication Skills:** [HCC: to include effective development, interpretation and expression of ideas through written, oral, and visual communication]

Art Appreciation students will learn to interpret the language of visual communication through the study of selected artworks and creation of their own hands-on art project. Students will demonstrate effective writing skills as they fulfill instructor specific writing assignments. In addition, students will develop verbal communication skills as they participate in discussions, critiques and presentations throughout the semester. Assessment of verbal and written communication in course work will count for no less than 10% of the final grade and may be combined with other core assignments.

**Teamwork:** [HCC: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal]

In Art Appreciation courses we use discussions, critiques, group assignments and hands-on art projects to analyze artistic production within various cultures and time periods. This exploration of culture through art allows students to connect with a variety of viewpoints and then exchange viewpoints with others. Students will demonstrate their ability to work effectively with others in class as they safely and responsibly manage shared media, tools, equipment and clean-up duties, as applicable. Each semester students will participate in at least one collaborative assignment designed to expand their experience in developing skills essential to working effectively with others to support a shared purpose or goal. Assessment of teamwork activities and assignments will count for no less than 10% of the final grade and may be combined with other core assignments.

**Social Responsibility:** [HCC: to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities]

By its very nature Art Appreciation is intercultural. As a subject it explores various historical, political, economic, theological, sociological, and ethnic contexts. Using this framework, students consider the community's responsibility in such issues as art destruction/defacement and restoration, art acquisition and public display, public funding of art and censorship. Students observe current events and how they influence or change art history, as new discoveries may change our perception about art. Students make use of the local art community (including museums, galleries, etc.) to augment their knowledge of and participation in their community. Assessment of social responsibility activities and assignments will count for no less than 10% of the final grade and may be combined with other core assignments.

### **Program Student Learning Outcomes (PSLOs)**

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/>

### **Course Student Learning Outcomes (CSLOs)**

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

1. Apply art terminology as it specifically relates to works of art.
2. Demonstrate knowledge of art elements and principles of design.
3. Differentiate between the processes and materials used in the production of various works of art.
4. Critically interpret and evaluate works of art.
5. Demonstrate an understanding of the impact of arts on culture.
6. Successfully collaborate on a curatorial **or** artistic project.

### **Learning Objectives**

Learning Objectives for each CSLO can be found at <https://learning.hccs.edu/programs/art>

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments, visual projects and to prepare group presentations. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through lectures, hands-on art projects, activities, discussions and critiques
- Provide a clear description of projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up work
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange group work

As a student, it is your responsibility to:

- Participate in class, respect deadlines, and be prepared for each class meeting
- Use time wisely to focus on assignments, projects and exams
- Keep and organize copies of all materials, including the syllabus, articles, links and online resources
- Respect other class members
- Clean up thoroughly after each work session, when applicable
- Be prepared for critique: have complete assignments ready on time and be prepared to participate in the verbal critique process
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook



## Assignments, Exams, and Activities

### Written Assignment

At least 2000 words in written assignment are required. There will be one major graded writing assignment, and written work may be part of the requirements for projects, presentations, and tests. The graded assignment will be a researched, Art History-related essay that you will write in preparation for your presentation, and will be worth 100 points.

Additional requirements for Honors students:  
Honors students will write an additional 2,000 words. They will complete a project or oral presentation that shows a higher level of analytical thinking and satisfies the requirement of the honors contract

### Exams

There will be three tests and a comprehensive final exam. Each is worth 100 points. They will be administered online through canvas, and will require the use of a lockdown browser. If a student misses an exam, the weight of that exam will be added to the final.

### In-Class Activities

In class activities will consist of slide lectures, discussions, demonstrations, hands-on visual projects, and group work/presentations. This semester you should read the chapters and look at the Publisher's PowerPoint presentations for each before the corresponding class. We will begin with questions about that, then I will provide supplemental materials to support the concepts.

Group Presentation: Students will be divided into groups to work on a collaborative presentation which will be submitted.

Projects: There will be two hands-on projects, one of which is created as part of the group project, but is graded independently for each student.

### Final Exam

The final is comprehensive, but it does not have a higher point value than the other tests (100 points). All students should plan to take the final exam, and should bring a scantron.

### Grading Formula

These are the assignments, tests, and essays I expect that the class will complete, along with their corresponding point values. This list is subject to change, and the class will be told in advance of any such changes. You can keep track of your grades in the canvas gradebook.

	First day stuff - syllabus quiz and Meet & Greet Discussion:	20 points	
3	Tests	100 points each	300 points total
1	Art History Essay	100 points	100 points total
2	Projects	100 points each	200 points total

1	Group Presentation	100 points	100 points
1	Final	100 points	<u>100 points</u>
			820 points total

Your Grade (%) = your total points/820

Grade	Total Points (projected)	%
A	738-820	90-100
B	656-737	80-89
C	574-655	70-79
D	492-573	60-69
F	0-491	0-59

Grades will be determined according to the specific assignments. Details will be provided in a separate handout.

Tests will be graded by a straight averaging of the student's total points from the scantron form and any test essay questions: student's points / total possible points = % grade.

Essays will be graded with consideration to content, writing (spelling and grammar), and adhering to the requirements of the essay. This includes being of sufficient length.

Projects will be graded based on time and effort, creative exploration, and adhering to the requirements of the assignments.

Presentations will be graded on group participation, visual content, time and effort, quality of research, and adhering to the requirements of the assignment.

### **Incomplete Policy:**

In order to receive a grade of Incomplete ("I"), a student must have completed **at least 85%** of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

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

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

## Course Calendar

HCC Calendar: Per specific Semester;	
Classes Begin	January 19
Last day for drop/add	
Holidays and Breaks	Martin Luther King, Jr. Day – Jan. 18 President's Day – Feb. 15 Spring Break- March 15-21 Spring Holiday - April 2
Last day to drop classes with a grade of W	April 6
Instruction ends	May 7
Final examination	May 10-16 (May 12 for us)

Week	Dates	Topic/What's due	Post Winter Storm Schedule NOTE: highlighted material below will be delivered asynchronously
1	1/19-1/24	Course introduction, Syllabus review, Reading: Introduction  Introductory Presentations, syllabus quiz, 1st Discussion	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
2	1/25-1/31	Introductory material, Exercise portfolio Project  Ch 1.1	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
3	2/1-2/7	Ch 1.2, 1.3, 1.4	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
4	2/8-2/14	1.4, 1.5, 1.6 Exercises 3 and 4 of Portfolio Project Assign Group Project and form groups	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
5	2/15-2/21	Ch. 1.6, Ch. 1.7, 1.8, 1.9, Exercise 5 of Portfolio Project	Presidents' Day 2/15 College Closed 2/16-2/20
6	2/22-2/28	Ch. 1.9, 1.10, <b>Portfolio Project Due Test: Chapters 1.1 - 1.10</b>	College Closed 2/21-2/23 Ch. 1.6, Exercise 5 of Portfolio Project <b>Portfolio Project Due February 26</b>
7	3/1-3/7	Ch. 3.1, 3.2, 3.3, Create collaborative document. Contact Info and list of 5 pieces due	Ch. 1.7, 1.8, 1.9, Ch. 1.9, 1.10, Create collaborative document <b>Contact Info due 3/1 and list of 5 pieces due 3/3. Contact Group Members to set up a virtual meeting for next week.</b>
8	3/8-3/14	Ch.3.4, 3.5, 3.6, 3.7. Final list of presentation pieces due. Begin research for presentation essay and individual art piece	Ch.3.4, 3.5, 3.6. Final list of presentation pieces due. Begin research for presentation essay and individual art piece <b>TEST on Chapters 1.1 through 1.10 available 3/11, 3/12, 3/13</b> (Through Canvas Home Page, Quizzes. Will require Respondus Lock-Down Browser)

9	3/15-3/21	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
10	3/22-3/28	Ch. 3.7, 3.8, Ch. 3.9. Presentation essay research	Ch. 3.7, 3.8, Ch. 3.9. Presentation essay research
11	3/29-4/4	Ch. 3.9, 3.10 <b>Test</b> Chapters 3.1 - 3.10, Days TBA	Ch. 3.9, 3.10
12	4/5-4/11	Ch. 2.1, 2.2, 2.3, <b>Presentation Essays Due</b>	<b>Test</b> Chapters 3.1 - 3.10, Days TBA Ch. 2.1, 2.2, 2.3, <b>Presentation Essays Due</b>
13	4/12-4/18	Ch. 2.4, 2.5 Ch. 2.6, <b>Group Presentation Materials due: Friday, April 16</b> Copy of slide show including <b>original artwork</b> , researched captioned artworks, text slides, and supporting material.	Ch. 2.4, 2.5 Ch. 2.6, <b>Group Presentation Materials due: Friday, April 16</b> Copy of slide show including <b>original artwork</b> , researched captioned artworks, text slides, and supporting material.
14	4/19-4/25	Ch. 2.7, 2.8, Work on Presentation responses	Ch. 2.7, 2.8, Watch Presentations and work on Presentation responses
15	4/26-5/2	Ch. 2.9, 2.10 Presentation responses due	Ch. 2.9, 2.10 Presentation responses due
16	5/3-5/9	<b>Test:</b> Chapters 2.1 - 2.10 Review for Final	<b>Test:</b> Chapters 2.1 - 2.10 Review for Final
17	5/10-5/16 EXAM WEEK	<b>Final Exam due by 5/12</b>	<b>Final Exam due by 5/12</b>

Note: Everything is delivered asynchronously in this class. Due to the storm, I moved a test on the material back a couple of weeks to give them time with the material, and pushed the next test back a week for further catch-up, since more presentations had to be squeezed into fewer weeks.

### 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.

## Instructor's Practices and Procedures

### Missed Assignments

A missed assignment is counted as a zero in the student's final average, and late projects lose points (10 points for each class period they are late, and will not be accepted after 3 missed classes). However, in cases of **serious emergency**, please contact me. While I cannot compromise the integrity of the class, I can work with you to create a make-up schedule for turning in the missing work. Please understand that it may not be possible for you to pass the class if you miss a lot of class time, regardless of the reason. Work will always be accepted early.

Students who miss an exam due to emergency will have the weight of that exam added to the final. In other words, the final will count twice.

## Academic Integrity

All projects for this class should be created by the student specifically for this assignment, this semester. Work created for other classes or in previous semesters is not acceptable.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:

- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit. **THIS ALSO APPLIES TO VISUAL MATERIAL.**

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

**Violations:** 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. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

If you cheat on a test, you will receive a grade of zero for the test. Projects and essays that employ collusion or plagiarism will lose points, possibly receiving an “F” or a zero, depending on the severity of the problem. Willful cheating can also get you a zero in the entire class, and it will be reported to the administration.

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

Students are expected to attend classes regularly and punctually, and on-line students are expected to be "active participants". I will be consider postings to our discussions on two SEPARATE days of the week between Monday and Friday to constitute attendance for the week (for an in-person class we would meet twice a week). While I will occasionally give you discussion prompts, my hope is that this will organically grow into a discussion of the class material directed by you - you can ask any questions you have, or answer other people's questions, and I will be answering and clarifying things based on what you post.

## Student Conduct

Adult behavior is expected, and disruptive behavior will not be tolerated. While I expect and encourage you to participate in class discussions, ask questions, and express opinions, you

should do so in an appropriate manner and at an appropriate time. Students who interfere with my ability to teach the class or with fellow students' ability to learn may be removed from class. Depending on the severity and/or frequency of such disruptions, students may be administratively withdrawn from the course without refund. Please do not bring guests or children to class. (Obviously, this was written with face-to-face classes in mind. Disruptions are less likely, although not impossible on-line).

### **Instructor's Course-Specific Information (As Needed)**

Disclaimer: This is a college course for adults. As such, students need to understand that there may be information that they find disagreeable. Nudity and controversial subjects are not uncommon in works of art. Also, religion has inspired countless art works, and will be discussed to put the work in context. This is not meant to challenge or change your personal beliefs.

### **Art Program Requirements:**

By the end of the semester the student who passes with a final grade of "C" or above will have demonstrated the ability to:

- Complete and comprehend the objectives of all graded assignments
- Arrive at class promptly and with the required materials for that day's session
- Participate in the shared responsibilities for clean-up when applicable
- Practice safe work habits when applicable
- Be prepared for and participate in class critiques, small group or class discussions
- Complete assignments through inquiry, analysis, evaluation and synthesis of information
- Express knowledge of the historical role and cultural impact of artists in society
- Effectively work on a team/collaborative project
- Exhibit knowledge of intercultural competence through engaging effectively with issues of social responsibility
- Communicate in clear, coherent, and persuasive language
- Communicate effectively by completing a minimum of 2,000 words in writing assignments and/or projects
- Differentiate between the various materials, techniques, and processes traditionally used by artists
- Compare and contrast works of art using the terminology and iconography of art
- Identify stylistic characteristics of each of the various cultures and styles included in the course syllabus
- Explain the function and significance of art within its historical and cultural contexts
- Complete a hands-on art project which demonstrates knowledge of the elements and principles of design

### **Electronic Devices**

Since we are working at home, I will rely on your good judgement to minimize distractions while you are doing your course work

## **Visual Art Program Information**

The Visual Art Program offers an Associate Degree in Studio Art that is transferable to 4-year university programs. For more information, visit

<http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/>

## 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<sup>3</sup>

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

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

### Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### HCC Email Policy

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

### Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

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

### **disAbility Services**

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

### **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**

Katherine Rhodes Fields, M.F.A., katherine.fields@hccs.edu, 713-718-8264

“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.”