



ETWR 1302: Intro. To Tech Writing  
CN (11437)  
HCC Online Course (48 electronic instruction hours)

Professor Meghan H. Roddy  
Fall 2018  
Lecture 3 Hrs (Regular Term)

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Office Hours: I am based at the West Houston Institute at Alief and am available on Mondays, Wednesdays, and Fridays by appointment.

## Welcome!

### A little about the course:

This is a course in writing! Specifically, in learning to effectively write the college research paper. We will also be reading literature and studying the critical approaches to literature. This is an online course, which means that all instruction will be delivered through Canvas/Eagle Online.

### Important College Dates:

There are lots of important dates you should mark on your calendar, but these are two may have a financial and/or grade impact on you!

**Day of Record/Census Date:** **Sept. 10** (students without physical or electronic attendance are automatically dropped. This action cannot be undone).

**\*\*\* For this course, if you have not completed the Start Here Module and at least one of the course assignments, you are considered absent for the Census Date and will be dropped for non-attendance. You must complete at least one of the assignments inside one of the Learning Modules prior to Sept. 10.\*\*\***

**Last Day to WITHDRAW:** **Nov. 3**

Please be sure to check the HCC calendar for other important dates.

## What you need for this course (Course Materials):

- A positive and open **attitude** to challenging your writing habits.
- You do not need a **textbook** for this course. All our resources will be online in Canvas.
- [Purdue Online Writing Lab](#) This is an excellent writing resource for ANY college student, regardless of your major.

- **Proficient grammar:** Writing is about effectively communicating. The burden of effective communication is on the writer, not the reader. Effective communication occurs when language is used in a clear manner. This means: grammar. This is not a course in basic grammar. It is expected that you come into this course able to write complete sentences using correct grammar and mechanics. Persistent deficiencies in basic grammar and/or mechanics will have a major impact on your final course grade **Most grammatical issues can be fixed by simply printing your work and then reading it out loud!**
- You must have convenient daily access to a reliable **computer** with strong internet connection for this class. Do not attempt this class if you do not have this computer access. You may use any computer with Internet access. Current virus protection is required.

**This class is not recommended for computer novices.**

- Of course, as a student you may use a computer in the open **computer lab** of any campus when a computer is available. You may also use a public computer at a library or an Internet café. You may use a computer belonging to a friend or an employer (check with IT personnel about firewalls).

**WARNING:** Technical problems do happen. However, technical problems with your computer hardware, software, login capabilities or internet connection do not remove your obligation to meet deadlines. Therefore, never wait until just before a deadline to prepare and submit assignments.

- **College issued email account** – All communications to you about this course will be sent through the school account which is automatically placed in Canvas. You must use this student email account to contact me. I will not open emails from unidentified senders (i.e. glitzglam23@hotmail). Messages should have the following requirements:
  - They must come from your HCCS account.
  - You must have a signature that includes your first and last name
  - Subject line should contain the name & section of the course you are enrolled in
  - Emails should contain my responses in them.
- **College Library card/ID**
- This course has a heavy content load, and assignments have been carefully planned in a learning sequence. Failing to complete work is counterproductive, and course policies are structured accordingly. The **keys to success** are in time management, student-instructor-classmate interaction, and assignment rubrics and text annotation.

## **Taking a College Course: (Instructor Requirements/Policies)**

- The average **workload** for a college class is approximately 10-12 hours a week of work, plus approximately three hours of meeting time. This is a 16 week course.
- **Start Here/Syllabus Quiz:** you will need to complete the Start Here Module in Canvas and take the quiz at the end. When you have passed this quiz with a 30/30, the rest of the class will open for you. You are welcome to move through the class at your own pace; however, this is not a self-paced class. You must complete work by the deadline.
- **Discussion boards** are assigned. You will be expected to write a topic sentence (also known as a thesis) and then explain your position. Posts should contain two paragraphs, about 150-200 words each and should use the readings (when applicable) to support your position. You must respond to at least two other student's post. Responses should be more than just "I agree." Responses that simply reiterate or restate the initial poster's thoughts will not receive credit. Responses also require proper formatting. Therefore, students are expected to:
  - Use proper capitalization and use of other composition mechanics.
  - Not type in all caps.
  - Include an appropriate subject field for all postings and emails.
  - Avoid colored text and backgrounds.
  - Check for grammar and spelling in all communication.
  - Spelling and grammar mistakes will cause you to lose points on assignments, including discussion posts.
- **Contact with other students:** The discussion board is designed to promote discussion between you and your peers. In addition to the HCCS Code of Conduct, all students will also show consideration for classmates and treat all individuals with respect. This includes respecting your classmates by posting and responding in a timely manner.
- **Pacing:** This class is not self-paced. You may work ahead; however grading priority is given to the assignments currently due. Once an assignment is submitted, it is final. First submissions are the ones that are graded. Do not submit an assignment until you are ready for me to grade it. Please note: late assignments are not accepted, so be sure to pay attention to the deadlines.
- **Inclement Weather:** If the college is closed, some leeway may be granted on due dates - however, due to the online component of this course, this rarely happens and usually requires multiple consecutive days of closure.
- **Absences:** Students must participate in class if they want to be successful. You are allowed six absences. An absence includes physical absence as well as an incomplete assignment or coming to class unprepared, including not bring required materials and assignments to class. You may not be a "warm body" or "Canvas lurker" and pass this class. If you exceed

the allowable number of absences, you may be administratively withdrawn from the class. Depending on whether this occurs before or after the “W” date will determine whether you receive a “W” or an “FX.” Absences are not classified as “excused” or “unexcused.” They are simply counted.

- **Internet classes** demand that you are self-motivated and self-disciplined. You are responsible to keep up with the schedule, due dates, assignments, and exams. Computer hardware or software problems do not remove your responsibility to meet due dates and the activity requirement. You may use ANY computer with Internet access to remain active in the class and/or to submit your work.
- **Communication with me:** The most effective way to reach me is through the Eagle Online/Canvas Messaging platform. I usually respond to all communications sent within two business days, many times on the same day. Emails sent after 5 p.m. are treated as though received the next morning for the purposes of calculating time. I typically, though, check my email often and respond frequently -- and if you catch me online (hint: online hours!) -- usually right away! I rarely check my messages on the weekends, so be sure to ask your questions by Thursday to ensure a timely response.
- **Work submission policies:** No late work is accepted. All assignments are due at 7 a.m. on their due date. Just because Canvas will accept the work late does not mean that you will receive credit. Submissions after the deadline are considered late and will not receive credit.
  - All work must be submitted through Canvas assignment submissions. No emailed or messaged submissions will be graded.
  - All work is considered final upon submission. First submissions are the ones graded -- just as if you handed the assignment in during a class meeting.
  - You must submit your work in doc or pdf format. If I cannot open your document, you will receive a zero. Do NOT use Apple's Pages.

**College is not a dead-end job.  
It is your ticket out of a dead-end job.  
If you take it seriously, I will take you seriously.**

### **The Class (what you'll have to do!):**

**ASSIGNMENTS:** You will have a series of discussion board posts, short (one/two paragraph) writing assignments, written essays, projects, online quizzes, and a final exam (not proctored -- administered through Canvas). You will use a variety of mediums to submit your work: videos, mp4s, electronic presentations,

**\*\*\*NOTE: All assignments are due by 7 a.m. \*\*\***

**Research and Writing:** In this class, some of the assignments are research based. More information will be provided in Canvas. All written work is submitted through Canvas' Turn It In program. These will vary in length and will be research based using library sources. In total, students will write approximately 5000 words in this course.

**NOTE:** You are not allowed to use open web sources in this class for ANY assignment. All your sources must be appropriate academic sources – from the library and its databases.'

You are also not allowed to use direct quotes in this class. You will be paraphrasing all the information you gather for your research-based assignments. Do not worry! We will work on how to do this properly.

**The Final exam:** The final is not proctored and is administered through Canvas. It is cumulative based on some readings, but mostly on the process of writing we study throughout the semester. Once you begin the test, you will have limited time to complete it; there is no reset. Do not begin the exam until you are prepared to finish it in one sitting. No resets are granted for any reason, including but not limited to computer failure, Canvas issues, power surge, dog jumping on the keyboard, etc. No resets!!

#### **Breakdown of Grades:**

Four Essays	400 Points
All other assignments/discussion boards, etc:	550 Points
Final Exam:	100 Points

**The course has 1050 possible points, but the grade is calculated on a scale of 1000. This means that there are already 50 extra credit points built into the syllabus.**

I rarely grant **incompletes**, only in extremely distressful situations. Accidents requiring long term hospitalization or rehabilitation or reporting for duty in the active service are two examples. However, to qualify to ask for an incomplete, you must have completed at least 60 percent of the course with a passing grade, per college policy.

**Grading:** Students are graded on the following components: This is a "rubric." Ultimately, however, you are graded on the overall content and presentation of the work.

- Following the directions. This sounds simple, but in reality, more points are lost because students did not complete the assignment as assigned. Don't let this be you. Always go back to the Assignment Sheet and make sure you have met all the elements of the work.
- Format: Use MLA style. A sample work can be found on the Purdue OWL website. Format matters even in online courses.
- Structure: Is the writing organized properly? Does it have a topic sentence (for shorter works such as discussion posts or reading assignments) or a thesis (for longer written

works). Do the sentences that follow support and relate back to the thesis and topic sentences.

- Clarity: Does it make sense? Can a reader follow along and read your work without getting frustrated by errors or poorly worded sentences?
- Overall Effectiveness: This is about whether or not what you meant to say is really what the reader gets from your words. Remember, the burden is on you, the writer, to tell the reader what you mean. The reader does not have to work to figure it out.

#### Grade Scale:

- A (900 to 1000 points): Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.
- B (800-899 points): Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.
- C (700-799 points): Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.
- D (600-699 points): Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.
- F (<599 points): Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

#### PLAGIARISM POLICIES:

Plagiarism occurs in the following ways:

- Copy and Paste without citation
- Paraphrasing without citation
- Improper paraphrasing WITH or WITHOUT citation – when paraphrasing, the entire sentence must be in your own words.
- Incorrect citation format – accidental or intentional
- Use of a previously submitted work, even if it is your OWN work

Note: If part of your written work is plagiarized, the entire paper is plagiarized, no matter how small the plagiarism is. These policies apply to all written work submitted in this course.

**Plagiarism Policy:** If evidence of academic dishonesty is found for any (including discussion boards or homework assignments) assignment, a 0 (0 points) for the assignment will be recorded and the college may be notified of the incident and the grade. If a second incident of academic dishonesty occurs, an F for the course grade will be recorded and the college may be notified of the incident and the grade.

**Academic Honesty:** Unless students are instructed to work together, it is understood that all papers, tests, and assignments are their own individual honest work. Plagiarism and other forms

of cheating will earn students a 0 on the assignment and/or for the course. Late work is NOT accepted

## **The Course itself (SLOs and other legislative items):**

**COURSE DESCRIPTION:** Introduction to the principles, techniques, and skills need for scientific, technical and business writing. Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email, messages, letters and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**Prerequisites: (frequent requisites):** MATH 0306, GUST 0342 and ENGL 0300 or 0347

### **Academic Discipline/CTE Program Learning Outcomes**

- Identify essential management skills necessary for career success.
- Describe the relationships of social responsibility, ethics, and law in business.
- Construct a business plan.
- Examine the role of strategic human resource planning in support of organizational mission and objectives.

### **Course Student Learning Outcomes (SLO): 4 to 7**

- Recognize, analyze, and accommodate diverse audiences.
- Produce documents appropriate to audience, purpose, and genre.
- Analyze the ethical responsibilities involved in technical communication.
- Locate, evaluate, and incorporate pertinent information.
- Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
- Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
- Design and test documents for easy reading and navigation.

### **Learning Objectives**

- 1.1 Explain what it means to communicate as a professional in a business context.
- 1.2 Describe the common types of routine business writing requests.
- 2.1 Describe the steps you can take to improve the clarity of your writing.
- 3.1 Describe the use of social networks in business communication.
- 4.1 Develop a business presentation.
- 5.1 Develop a business presentation.
- 6.1 Identify the major digital channels used for business messages and describe their uses.
- 7.1 List the topics commonly covered in the introduction, body, and close of informational reports, analytical reports and proposals. Describe the tasks involved in writing a resume and cover letter.

**SCANS:** The following support Foundation skills in basic reading, writing, math, listening and speaking:

- Explain and apply the various theories, processes, and small business management
- Identify essential management skills required of a successful entrepreneur.
- Conduct industry profile and marketing research using Internet resources in order to develop a marketing plan for a business
- Develop cost and revenue projections that are utilized in constructing projected financial statements
- Utilize tax and cash flow methodologies in order to manage an enterprise as an entrepreneur
- Construct a business plan

#### English Program Learning Outcomes

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- Communicate ideas effectively through discussion.

**Core Objectives:** Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

#### Things you're paying for (HCC Services and Resources):

**Student Support Services:** 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 Student Success 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.



**Ability Services:** Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

**Ability Service Contact Information:**

Central College  
713.718.6164

Coleman College  
713-718-7376

Northeast College  
713-718-8322

Southeast College  
713-718-7144

Northwest College  
713-718-5422  
713-718-5408

Southwest College  
713-718-5910

Adaptive Equipment/Assistive Technology  
713-718-6629  
713-718-5604

Interpreting and CART services  
713-718-6333

**Accommodations due to a Qualified Disability:** 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/support-services/disability-services/>

**Libraries:** HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu>. Additionally, many of the

required texts are on reserve at the library. Find out library locations and hours here: [http://library.hccs.edu/about\\_us/locations\\_hours](http://library.hccs.edu/about_us/locations_hours)

**Online Tutoring:** The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to <https://hccs.upswing.io/>. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

**Open Computer Labs:** Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

**Tutoring Centers:** The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor) for times and locations. For more information about tutoring at HCC, please go to <http://www.hccs.edu/resources-for/current-students/tutoring/>.

**Important HCCS and Course Policies:** Please see <http://www.hccs.edu/resources-for/current-students/student-handbook/> for any changes to HCC policies that might happen during the semester.

**Academic Honesty:** A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in

our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook)

**Attendance:** Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you have more than four (4) absences before the official date of record, you may be automatically withdrawn from the course.

**Campus Carry:** 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/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

**Campus Safety:** If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

**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 division chairs for continual improvement of instruction. Go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> for directions.

**Final Grade of FX:** Students who stop attending class or stop actively participating in 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 or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. 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 treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

**HCC Online:** Access HCC Online Policies on their Web site: <http://www.hccs.edu/online/>

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link: <http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

**International Students:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.

**Repeating Courses:** Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

**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 EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or [institutional.equity@hccs.edu](mailto:institutional.equity@hccs.edu).

**Title IX Discrimination:** 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](mailto:Institutional.Equity@hccs.edu)

**Withdrawal Policy:** Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself by the date listed at the beginning of this syllabus. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

**COPYRIGHT POLICY:** Copyright and Fair Use Laws are designed to protect the individuals who created the work. Imagine if you drew a picture on your iPad, published it on your personal website and another person downloaded as their own and sold it for a million bucks. You'd want a cut of that money, right? Well, the Copyright Laws would help you possibly get your fair share.

Now, remember that everything we read, watch or listen to this semester is the work product of another, whether a published and paid author or a classmate or even your professor!! These works may be protected by Copyright laws. They are intended for use by students actively registered in this course and for the sole purpose of supporting the instructional activities of this course. They may not be retained, saved, copied or given out in any other manner. They may not be shared with another person not registered in this course. YOU, the student, are responsible for your own actions regarding violations of Copyright Law. Violation of those laws could subject you to civil liabilities and criminal penalties, neither of which the university nor your professor will defend or protect you.

The materials in this course are provided in compliance with the provisions of the TEACH Act of 2002.