

Division of Liberal Arts, Humanities & Education

[Humanities Department](https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/humanitiesinterdisciplinary-studies/)

# HUMA 1301: Introduction to Humanities | Lecture | CRN 19722

Spring 2021 | 16 Weeks (2.16.2021-5.16.2021)

Online on a Schedule (WS) | Canvas Kaltura Meeting Room |

Mondays and Wednesdays 10:00 to 11:50 a.m.

3 Credit Hours | 48 hours per semester

This section of Humanities 1301 is online on a schedule and meets on Mondays and Wednesdays from 10:00 to 11:50 a.m. in the Kaltura Meeting Room inside the Canvas Shell. Please click on “Media Gallery” and then “Join Meeting” at the appropriate time.

## Instructor Contact Information

Instructor: Meghan Roddy, J.D. Office Phone: use email

Office Hours: WILL BE SET IN THE FIRST WEEK OF CLASS

HCC Email: Meghan.roddy@hccs.edu Office Location: Kaltura Media Room

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

### Instructor’s Preferred Method of Contact

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics. The best way to communicate with me is through the Canvas Messaging System.

* **Communication:** All communication in this class should come through the Canvas Messaging Tool (Inbox). You may also email me, but response time is faster through Canvas. I usually respond to all communications sent within two business days, many times on the same day. Emails or messages sent after 4 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 -- 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.
* **College issued email account** – If you choose to email me, please be sure to use your school email account to email me. I do not open emails from unidentified senders (i.e. glitzglam23@hotmail), and the HCC system does not usually allow them to get through to me. In order to make our communication efficient and useful for you, here are some tips (These will help you with all your professor communications):
	+ Use your HCCS account.
	+ Include a signature that includes your first and last name
	+ Subject line should contain the name & section of the course
	+ If you are writing about an assignment, please include the name and title of the assignment. Do not assume I will figure it out!
	+ Emails should contain my responses in them.
* **Virtual Meetings:** I will be in the My Media Kaltura Room during regularly scheduled office hours to answer any questions and touch base with students. Please! Pop in – I love to see your faces and chat with you about the course – or anything! To get there, click on the My Media Tab on the left hand side of the Canvas Shell and click “Join live meeting.” This regular time will be posted in Canvas during the first week of class. If you can’t come during that time, please just email me and we can schedule another time.

## What’s Exciting About This Course

This class studies what it means to be human – what do we all share? How are we different? It probably sounds silly – you already know what it is to be human! You might find there’s still lots more to know!

## My Personal Welcome

This class is fun to teach. We do lots of digital publishing, and we get to play with making stuff – yes, making stuff, in an Humanities Class. You will work collaboratively on projects as well as complete individual assignments. It will likely be very different than any class you have had before. I hope you enjoy it.

## Prerequisites and/or Co-Requisites

Must be placed into college-level reading and college-level writing or be co-enrolled in INRW 0302. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## Canvas Learning Management System

This section of HUMA 1301 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) for all class assignments, exams, and activities.

* **Method of Instruction:** This semester, there are three modalities for English courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.
	+ **WS** - The course modality of this class is *online on A Schedule*.
	+ Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.
	+ Attendance will be taken each class period.

This section of Humanities 1301 is online on a schedule and meets on Mondays and Wednesdays from 10:00 to 11:50 a.m. in the Kaltura Meeting Room inside the Canvas Shell. Please click on “Media Gallery” and then “Join Meeting” at the appropriate time.

* 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). Please check with HCC to see when/how to sign up for computer lab use during COVID.
* It is recommended that you use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html) as your browser.

**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.

### 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

## Course Reader Information

* You do not need a **textbook** for this course. All of our resources will be online in Canvas.
* You will need a Children’s Book. Any children’s book will do EXCEPT those written by Dr. Seuss or Shell Silverstein. You also may not choose *The Rainbow Fish.*
* A positive and open **attitude** to challenging your writing habits.
* **College Library card/ID**

## Other Instructional Resources

* [Purdue Online Writing Lab](https://owl.english.purdue.edu/owl/resource/747/01/) This is an excellent writing resource for ANY college student, regardless of your major. If you wish to use your 1301 Writing Handbook, that is fine. What you need is an MLA style guide.
* **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!

### 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](http://www.hccs.edu/resources-for/current-students/tutoring/) 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](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

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

## Core Curriculum Objectives (CCOs)

HUMA 1301 satisfies the Creative Arts or Component Area Option of the HCC core. THECB established the following objectives:

* ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking.
* ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
* ***Team Work***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
* ***Social Responsibility***: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/humanitiesinterdisciplinary-studies/>

## Course Student Learning Outcomes (CSLOs)

Can be found at:

<https://learning.hccs.edu/programs/humanities/course-student-learning-outcomes-and-learning-objectives/huma-1301>

## Sample Learning Objectives

Sample Learning Objectives for each CSLO can be found at <https://learning.hccs.edu/programs/humanities/course-student-learning-outcomes-and-learning-objectives/huma-1301>

# 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. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the material
* 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 a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain a raw score of at least 50% on the departmental final exam
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

## Written Assignment

**ASSIGNMENTS:** You will have a series of discussion board posts, short (one/two paragraph) writing assignments, written essays and/or projects (some research based), and a final exam (not proctored -- administered through Canvas). Students will write a minimum of 5,000 words over the course of the semester. You may use a variety of mediums to submit your work: videos, mp4s, electronic presentations, Adobe Spark (part of Adobe Creative Cloud Suite), Video editing software and traditional Office Products.

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

* **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 and completed the Start Here Module assignments for full credit, 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 to three 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.
	+ Do not type in all caps.
	+ Include an appropriate subject field for all postings.
	+ 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.
* **Software needs:** You will use a variety of mediums to submit your work: the Office Suite (word, powerpoint, excel, etc), videos, mp4s, electronic presentations, the Adobe Platform (Spark, Rush, etc), pdfs, powerpoints, and other web-based platforms. You are not expected to pay for any additional software. When we use web-based software, the free version will provide you with that you need. As an HCC student, you have free access to WeVideo and the Office Suite. I will provide information about WeVideo in the Canvas Shell. To get the Office Suite as a student, please follow this link: [https://edutube.hccs.edu/media/How+HCC+Students+Can+Obtain+Microsoft+Office+for+Free/1\_pqegvkxr](https://edutube.hccs.edu/media/How%2BHCC%2BStudents%2BCan%2BObtain%2BMicrosoft%2BOffice%2Bfor%2BFree/1_pqegvkxr)
* **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 of 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.

## Exams

**You do not have a final exam; there is a final project involving a digital presentation and a written research-based paper.**

## Grading Formula

**Breakdown of Grades:**

Essays and projects: 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 75 percent of the course with a passing grade.

**Grading Rubric:** 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

**Grading Policies:**

* **Revision and feedback policies:** It is extremely important that you read the INLINE feedback provided to you in your course. For instructions on how to do this, please go to this link:

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-annotation-feedback-comments-from-my-instructor/ta-p/523>

Revision of writing is an important part of the writing process. It is also very beneficial to your learning and knowledge retention. From time to time, I provide revision opportunities. **If you receive a grade lower than a 5 on an assignment, you must read the feedback in order to understand why. In most circumstances, you have been given an opportunity to revise the work during a certain timeframe. No revision opportunities are granted for plagiarized work. Revisions are not accepted unless you have been instructed to revise an assignment.**

* **Work submission policies:** 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 must be submitted in the format required for the assignment. Be sure to read the instructions.
	+ 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.
* **Missed Assignments:** Late work is accepted for the first 24 hours after a due date with a point reduction. No late work is accepted after the 24 hour period has passed. Additionally, work submitted after the 24 hour window will not receive feedback.

* **Work Extensions:**I will entertain any justification for an extension for work so long as such justification is presented to me at least 36 hours prior to the due date. Even then, any allowances are at my discretion.
* **Extra Credit:** From time to time, there may be extra credit opportunities available to you. These will require attendance at various HCC events. You will be required to take screen shots and write a couple of paragraphs about what you learned at that event. Specific instructions and requirements will be posted in Canvas.
	+ You may only receive credit for up to three of these events. The opportunities are all or nothing – no partial credit. If you do not follow the instructions regarding screen shots, etc., you will not receive credit.
	+ These extra credit opportunities are not graded until the week of finals after your final grade and final project.
	+ You must complete the final exam and final project in order for these to be graded.
	+ These opportunities may not be used to raise your grade from an F to a D.

### Incomplete Policy:

In order to be considered for a grade of Incomplete (“I”), a student must have completed at least 75% of the coursework. It is the responsibility of the student to make arrangements with the instructor or to submit requisite work to complete the course and be assigned a grade. Student and instructor should execute a statement of work to be completed. A grade of incomplete which has not been made up after six months from the end of the term in which the “I” was assigned will be converted to an “F.” 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/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

### Withdrawal Policy:

Students may withdraw themselves on or before the withdrawal date. It is the student’s responsibility to withdraw from a course. If students stop attending the class and don’t withdraw by this date, they are subject to the FX grading policy. Instructors cannot withdraw students after the withdrawal date.

### Final Grade of FX:

FX is assigned to students who stop attending class (participating in assignments, quizzes, discussions, etc.) and who do not withdraw themselves prior to the withdrawal deadline; either they may be dropped by their HCC faculty for non - attendance 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. It may also apply to students who disappear after the withdrawal deadline or fail to take the final exam in a course where one is administered. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress. However, students who receive financial aid and receive an “FX” will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status.

# Course Calendar

*This is a tentative calendar*

*If there is a discrepancy between a date in the syllabus and a date in Canvas, the Canvas date will govern. Communication about a change in date or syllabus will be through the Canvas mail system and/or the course Announcements. Specific due dates are in Canvas*

| **Module** | **Dates (week of)**  | **Topic / Assignments Due** |
| --- | --- | --- |
| SH | 2/23 | Start Here Module; introduction to Humanities  |
| 1 | 2/23 | What is Art?  |
| 2 | 3/1 | Photography or Painting |
| 3 | 3/1 | Public Art  |
| 4 | 3/8 | Public Art con’t. Essay One due this module  |
| 5 | 3/8 | Architecture  |
| 6 | 3/22 | Literature  |
| 7 | 3/8 and 3/22 | Midterm Paper Due in this module – requires an onsite or virtual visit to three museums  |
| 8 | 3/22 | Theater  |
| 9 | 3/22 | Music |
| 10 | 3/29 | Movies |
| 11 | 3/29 | Dance; paper no. 2 due in this module  |
| 12 | 4/5 | Television  |
| 13 | 4/12 | Paper No. 3 due in this module; How to research;  |
| 14 | 4/14 to 5/3 | Final project on Cultural Event  |
| Final Presentations in Class  | 5/3-5/5 | Digital presentations on final project; final paper due  |

## 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

## Academic Integrity

**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. You are responsible for the plagiarism integrity of your work. Ignorance is not a defense to plagiarism. If you need help, please reach out to me and/or the library.

**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.

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

* **Absences:** Students must participate in class if they want to be successful. You are allowed four 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 will receive an “FX.” Absences are not classified as “excused” or “unexcused.” They are simply counted.
	+ **Synchronous Classes require participation in order to be marked present for the meeting period.** This means that you must participate regularly throughout the class. The most effective means of meeting this requirement is to have your camera and microphone on. You are expected to have these on at all times during class meetings; however, if you cannot, you are required to participate regularly in the chat. Additionally, class work may be required to be submitted immediately following our class meeting. This work will be used to take attendance.
* **COVID:** Students who test positive are expected to report their COVID-19/Coronavirus status to the college. In order for me to make any accommodations for an assignment missed to do COVID, the student should first comply with the “student self-reporting” form found at the link below. In addition, if you report as positive to me, I will be required to report you to the Risk Management department at HCC. This may result in you being quarantined from all campuses for the required amount of time. Use this link to self-report: <https://forms.hccs.edu/PerfectForms/PresentationServer/Form.aspx/Play/RkhAggYi?f=RkhAggYi>
* **Never Attending:** Students who have not completed any assignment by the official date of record will be dropped for non-attendance. This action cannot be undone.
* **Withdrawal:** I do not withdraw students from class. If you wish to withdraw, you will need to do this through the registration system.

**Online on a Schedule Courses** – Failure to log in during your scheduled class time and/or failure to actively participate (including failure to submit assignments) is equivalent to being absent.

## Student Conduct

* **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.
* **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.
* **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.

Students are expected to show proper etiquette, respect the ideas of others, and ask for clarification if necessary. You are free to disagree with any ideas that are presented by others in class; this is part of the learning process, but you must be willing to support your own perspective, maintain a civil tone, and accept (not necessarily agree with) differences of opinion. At all times students are expected to maintain a professional presence. Abusive and hate language are considered disruptive behavior and will not be tolerated; a first offense will result in dismissal from the class session and a Maxient report. A second offense will result in dismissal from course and a second Maxient report.

## Instructor’s Course-Specific Information (As Needed)

I generally grade each morning. This means that once you submit your work, even if it is early, it is final. It may be graded early. After I grade the assignments due that week, I post a weekly “Round Up” in the announcements which goes over some generic issues about the assignments and provides feedback to the class as a whole.

For individual feedback, you will need to reopen your submission and click on “see feedback.” Failure to do this after each assignment will result in you missing out on ways to make your work even better. For instructions on how to do this, please go to this link: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-annotation-feedback-comments-from-my-instructor/ta-p/523>

**Social Justice Statement:** 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.

# Instructional Modes

Flex Campus (FC)

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

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

Online on a Schedule (WS)

Fully online, scheduled meetings

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

Online Anytime (WW)

Fully online, no scheduled meetings

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

Lab-Based Courses (HL)

Online with required attendance at scheduled labs on campus

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

# HCC Policies

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

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

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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. EGLS3 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](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-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.

## Student Resources

COVID 19 Information:

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

Resources for Students:

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

Basic Needs Resources:

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

Student Basic Needs Application:

<https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH>

# Office of Institutional Equity

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

## Ability Services

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

## Title IX

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

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

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

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

## Department Chair Contact Information

Dr. Helen Graham, helen.graham@hccs.edu, 713-718-7258