



**Division of English and Communication  
English Department**

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

**ENGL 1301: FRESHMAN COMPOSITION I | LECTURE | CRN 13228**

Summer II 2020 | 5 Weeks | (7.13-8.16.2020)  
Online | 3 Credit Hours | 48 hours per semester

**PART I: INSTRUCTOR CONTACT INFORMATION**

<b>Instructor:</b> Melinda Mejia, PhD	<b>Office Hours:</b> Mon 8:30 pm -10 pm, online OR by appointment
<b>Office Phone #:</b> 713-718-6230	<b>Office:</b> Rm 215, San Jacinto Bldg, Central Campus
<b>Learning Web Page:</b> <a href="http://learning.hccs.edu/faculty/melinda.mejia">http://learning.hccs.edu/faculty/melinda.mejia</a>	<b>Email:</b> <a href="mailto:melinda.mejia@hccs.edu">melinda.mejia@hccs.edu</a> ; USE CANVAS INBOX

The best way to reach me is by using our course inbox on Canvas. When you use the Canvas Inbox, your messages are categorized by course and it is easier for me to address your questions and issues. If you cannot use the Canvas Inbox for whatever reason, you may email me directly at [melinda.mejia@hccs.edu](mailto:melinda.mejia@hccs.edu). I will be checking Canvas Inbox and HCC email at least twice a day, Monday through Saturday. Expect a response from me within 24 hours. If I have not responded within the 24-window, feel free to email me again. **I will likely not be checking or responding to emails on Sundays.**

As an additional option for communication, I will be available for virtual conferencing (chat or video chat) during online office hours on Mondays from 8:30 pm to 10 pm or by appointment. The platform for that is still to be determined. Details will be provided on our Canvas course page.

**PART II: GENERAL COURSE INFORMATION**

**Prerequisites and/or Co-Requisites**

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

## Learning Management System

This section of ENGL 1301 will be taught entirely online using [Eagle Online Canvas](#). It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

## HCC Online Information and Policies

HCC Online policies can be accessed by clicking on the link below.  
<http://www.hccs.edu/online/>

## Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

## PART III: INSTRUCTIONAL MATERIALS FOR ENGL 1301

### Course Books

**The books required for this course are listed below in the order they will be used.** The books should be available to order at the HCC bookstore; they don't usually stock enough, so please **make sure you purchase books immediately after you read this syllabus**, in case your books need to be ordered. Also, keep in mind that HCC bookstore sometimes has a "price-match" offer; ask before you purchase. Your total for books in this course should be between 30 to 50 dollars depending on whether you rent, buy used, or buy new. You may also try to acquire your books on Amazon, Half Price Books, at any other bookstore, or at the HCC library or other local libraries. There will be OTHER readings in the course that I will provide online. The books below ARE NOT the only readings for the course.

- ***Stuff: Compulsive Hoarding and the Meaning of Things*** by Gail Steketee and Randy Frost ISBN-13: 978-0547422558
- ***The Whole Picture: The Colonial Story of the Art in Our Museums & Why We Need to Talk About It*** by Alice Proctor ISBN-13: 978-1788401555

### Other Materials

Other instructional materials for the course, such as articles and videos will be posted on your Canvas Course Page. You should have **a notebook and folder** dedicated to the course: the notebook for keeping notes on the readings and lessons and the folder for any handouts you decide to print out. You should have **Microsoft Word and a PDF viewer** for this course. **Microsoft Office (which has Microsoft Word) is available for free to all HCC students.** For

instructions on how to download it to your device, click on the following link:  
[Download Microsoft Office 365 Free](#)

## **PART IV: INSTRUCTIONAL RESOURCES AT HCC**

### **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 our 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. 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/>.

## **PART V: COURSE OVERVIEW FOR ENGL 1301**

### **Catalog Course Description**

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style; focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This is a Core Curriculum course.

### **Core Curriculum Objectives (CCOs) for all ENGL Core Courses**

ENGL 1301 satisfies three (3) hours of the communication requirement in the

HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

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

### **Program Student Learning Outcomes (PSLOs) for all ENGL courses**

Can be found at:

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

### **Course Student Learning Outcomes (CSLOs) for ENGL 1301**

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

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

### **PART VI: STUDENT SUCCESS IN ENGLISH 1301**

As with any 3-hour course, expect to spend at least 6 hours per week outside of class reading and studying the material as well as completing relevant assignments. Additional time will be required for major writing assignments. Successful completion of this course requires a combination of reading the materials, completing assignments on Eagle Online, participating in class forums, and reaching out to peers or the professor when clarification or help is needed. There is no short cut for success in this course; to succeed you must engage with the course materials and assignments in a careful, dedicated, and serious manner.

### **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 calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures

- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

## **PART VII: ASSIGNMENTS AND GRADE BREAKDOWN**

### **Writing Requirement**

As a requirement for ENGL courses, students will write a minimum of 5,000 words over the course of the semester. For this course the writing requirement will be met by completing the exercises, forums, and essays.

### **Low Stakes versus High Stakes**

In this course you have two types of assignments, low stakes assignments and high stakes assignments. Low stakes assignments are meant "to provide students with an indication of their performance while taking a course and give students an opportunity to improve their performance prior to receiving a final grade, either on an assignment or in a course" (DePaul Teaching Commons). These assignments weigh less than major assignments and are meant to help you progress in steps towards the major assessments/high stakes assignments. Quizzes, exercises, drafts, forums, group work, and peer reviews are low stakes assignments. Essays 1, 2, 3, and 4 are high stakes assignments. See below for an explanation of each category of grades and for the grade breakdown formula.

### **Quizzes/Exercises/Drafts (20%)**

In this course you will have quizzes on some of our readings, power points, and lectures. Quizzes will have 5 to 10 multiple choice or short answer questions that are meant to confirm that you have read the material or listened to a lecture. They are not meant to be difficult but are simple information recall quizzes. Once in a while, you might have a more involved question, but mostly I assign quizzes to motivate you to read the material and generate easy points. Quizzes are timed. **Quizzes are not accepted late.**

In this category you may also have short writing exercises or specific questions about the readings to answer. Your first drafts of your essays will also count for a grade in this category. When a first draft is required for an essay, you will get a 100 if you meet the length requirement, submit it on time, and stay on topic. This is only a completion grade; a final grade for each essay is given to the final draft of each essay and is not part of this category. Expect 8 to 10 assignments in this category.

***None of the assignments in this category are accepted late. See "Late Policy and Dropped Assignments" section for more details.***

### **Forums/Group Work/Peer Reviews (20%)**

There will be some forums dedicated to discussion, free writing, brainstorming, or engaging with our course readings. These forums will be assigned in groups and your responses on these forums will be visible to all group members. Specific instructions will accompany each forum and/or group assignment. You will also have group peer review as part of this category where you will share your latest draft of an essay with your peers for feedback. Expect 8 to 10 assignments in this category.

***None of the assignments in this category are accepted late. See "Late Policy and Dropped Assignments" section for more details.***

### **Essays (13%, 15%, 22%, and 10%; total 60%)**

Each essay, Essay 1, 2, 3, and 4, in this course has its own weight attached to it. Please see the grade breakdown below. In total, the formal essays for this course make up 60 % of your grade. Essays 1, 2, and 4 will be stand-alone essays while Essay # 3 is a research project that will include a list of preliminary sources and an infographic requirement. Detailed instructions for each essay assignment will be provided on our Canvas course page. See **Instructor's Practices** (Part IX) for detailed instructions on the submission of formal essays.

***\*\*For due dates for all our coursework see our course schedule and the course calendar on Canvas.***

### **Grade Breakdown**

Quizzes/Exercises/Drafts	20%
Forums/Group Work/Peer Reviews	20%
Essay # 1 (850-1000 words)	13%
Essay # 2 (900 -1000 words)	15%
Essay # 3 (1500-1800 words)	22%
Essay # 4 (750-900 words)	10%

## PART VIII: HCC GRADING SYSTEM

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Pts
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
IP	In Progress	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

*All grade points listed in the table above are per semester hour. May be different for some health-science programs.*

### Grade Point Average (GPA)

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of semester hours the course carries. To compute a student's grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP", "W", "AUD", "COM", and "I" do not affect the student's GPA.

### Incomplete Policy

An incomplete grade for this course (I) will only be granted after an online virtual conference with the professor and only in instances of extreme emergencies. In order to receive an incomplete, you must be passing the course with a C or better and have no more than 3 minor assignments missing and/or no more than 1 major assignment missing. When you receive an (I), you must complete the coursework within 6 months of the original end date of the course. If an "Incomplete" is not completed within the 6-month period, your grade defaults to an F.

## PART IX: INSTRUCTOR'S PRACTICES & PROCEDURES

### Policies Regarding the Submission of Essays

Each essay assignment will have its own instruction sheet posted on our Canvas Course Page. These instructions will specify length, topic, and other requirements for each essay. Below are some **general guidelines for ALL essays, ALL drafts:**

1. Essays must be typed and double-spaced. Font should be Times New Roman size 12.
2. Essays must meet minimum length requirement.
3. Essays must follow MLA formatting and have the correct MLA heading on the first page. There will be a unit/module within the course website that covers MLA formatting and there are many resources on the internet that you can refer to on your own: <https://style.mla.org/>
4. Essays **SHOULD NOT** have a separate title page.
5. Essays must be submitted as Microsoft Word documents or RTF documents (rich text file) ONLY.
6. Essays must be submitted on time.

### Penalties Associated with Policies Above

1. Failure to use MLA formatting conventions correctly will result in a 5 to 10-point penalty.
2. Failure to meet minimum length requirement will result in the following point deductions:
  - A final draft that is 20 to 50 words short will lose 10 points.
  - A final draft that is 51 to 100 words short will lose 15 points.
  - A final draft that is 101 to 150 words short will lose 20 points.
  - A final draft that is 151 to 200 words short will lose 25 points.
  - A final draft that is 201 to 300 words short will lose 30 points.
  - A final draft that is 301 to 350 words short will lose 40 points.
  - A final draft that is more than 350 words short will not be read by the instructor and will receive an F.
3. Late submissions of final drafts of essays are permitted but are subject to the following point deductions:
  - A final draft that is submitted late up to 24 hours will receive a 5-point penalty.
  - A final draft that is submitted more than 24 hours and up to 72 hours late will result in a 10-point penalty.
  - A final draft that is submitted more than 72 hours late and up to 96 hours late (4<sup>th</sup> day past the deadline) will receive a 20-point penalty.
  - Late submissions are not accepted 4 days past the deadline.

*\*The penalties stipulated in this section are applicable to final drafts only.*



## Policies for First Drafts

I will be giving comments on the first drafts you provide. All first drafts get a grade of 100 as a completion grade, if they tackle the assignment and if they meet the length requirement. If the first draft is no more than 75 words short, I will provide comments and award it a B or C or D, depending on how short it is.

**If the draft is shorter than 75 words, you will receive an F on the assignment, and I will not be reading it or providing comments. This rule applies to *all first drafts* assigned unless otherwise noted in your individual instructions.** The instructions for each essay will clarify draft submissions as needed.

**\*\*\*IMPORTANT\*\*\*** Receiving a 100 on a first draft **DOES NOT MEAN** that you do not have to revise your essay and turn in a final draft. It does not mean that you will be getting an A on your final. That 100, or whatever grade you get, is a completion grade only. You must still read the comments, revise, and turn in a second/final draft for an official grade for that essay.

Late submissions of first drafts (for instructor comments) are not permitted.

## Late Policy & Dropped Assignments (Low Stakes Assignments)

Refer to the schedule/calendar provided to see due dates for the assignments in this course. Low stake assignments such as quizzes, exercises, drafts, forums, group work, and peer reviews **ARE NOT ACCEPTED LATE**. There are no exceptions to this rule regardless of the reason or excuse for missing a deadline. That is, even if you have a good reason for missing the deadline, an exception will not be made. To account for emergencies and/or other legitimate issues that may arise, your TWO lowest grades from the low stake assignment categories will be dropped. This way you don't have to ask for exceptions to be made for you if you miss a deadline. Asking for an exception to be made for you, may result in you forfeiting your privilege of dropping your two lowest grades from the low stake assignment categories. Note that even if you are running behind on a couple of minor assignments in this course, you should be okay. That is the purpose of this DROPPED ASSIGNMENTS rule -- to help you succeed even in the case of an emergency and even though I don't accept late work. Remember that the low-stakes assignment categories are Quizzes/Exercises/Drafts and Forums/Group Work/Peer Reviews.

The late policy and dropped assignments rule does not apply to Essay 1, 2, 3, and 4. The late policy for these assignments has been detailed above.

## Attendance Procedures

As stated in the HCC catalog, all students are expected to attend classes

regularly. Students in ONLINE courses must log into their Eagle Online class weekly and actively participate or they will be counted as absent. (Because this is a summer course, you really will need to be signing in at least three times a week). Signing in alone will not count as attendance. Active participation and completion of assignments is required. Although it is the responsibility of the student to withdraw officially from a course when necessary, the professor also has the authority to block a student from accessing Eagle Online, and/or to withdraw a student for excessive absences or failure to participate regularly.

**\*\*\*IMPORTANT\*\*\**Students who miss more than 3 assignments in a row may be dropped from the course for excessive absences. However, do not rely on this; if you desire to be dropped before the WITHDRAWAL date which is Monday, August 3, please contact the instructor immediately.***

***Students who have not signed in and completed at least one assignment by the official day of record (Thur, July 16) will be dropped for noncompliance with the attendance policy. Completing the DE online orientation does not count as attendance.***

### My Grading Practices

The Gradebook on CANVAS keeps track of all your grades as I punch them in. You can check your average there throughout the semester. However, I do not always grade assignments as they come in; I grade the first few assignments (first week) as soon as possible just so you can verify that you are doing what you are supposed to by seeing grades come in. But after the first week, I begin to grade in chunks. This means I will grade a bunch of assignments at once, every five or six days. What I prioritize is getting comments out on drafts to you with enough time for you to revise. So, if you don't see a grade for something that means I haven't graded it. A grade of 0 means I have graded it and assigned a 0 to you. A "T" means "TEXT" and that you've made a submission, but it has not been graded.

### Note on Course Content

Many of the materials used in a variety of college courses are meant to cover or express a broad range of human experience; so is the case with works of art (literature included) and with works in history, sociology, psychology, etc. Therefore, the content of this course may include topics that are difficult for some people to confront or discuss; these may include but are not limited to rape, abuse, death, violence, war, and racism. Furthermore, we will deal with sensitive material about controversial topics and we may encounter adult content. If you foresee this getting in the way of your successful completion of the course, you must email me as soon as possible and before any problems

arise. You may also consider taking another course. However, I want to stress that I am careful with the materials I choose, and I am committed to my students. So, I do not choose material that is irresponsibly or gratuitously violent.

## **PART X: STUDENT CONDUCT**

### **Academic Integrity**

In this course, you are expected to conduct yourself with integrity and honesty. Your assignments should be completed by you; your internet searching and referencing should be limited to assignments that require sources. Sources should be cited and acknowledged properly.

Plagiarism is a serious offense. It includes using another person's words or ideas as your own and/or incorporating them into your own work without quotation marks and/or appropriate and correct acknowledgement. Collusion includes any "unauthorized collaboration" with your classmates or any other students—present or past—in the composition of work that you claim as your own. According to the Student Handbook for the Houston Community College System, scholastic dishonesty includes cheating on a test, plagiarism, and collusion and is punishable by a grade of 0 or F on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College.

Plagiarism, collusion, or cheating of any sort in this course will result, at a minimum, in a grade of 0 for the assignment, **NO DISCUSSION. You will not be allowed to rewrite, revise, or resubmit ANY plagiarized assignments.** Please note also that "accidental" plagiarism or collusion will result in the same penalty. **A second instance of plagiarism or cheating in this course will result in an F for the course.** When any plagiarism is caught, it is never up for discussion. You get an F, no questions asked, no explanations necessary. Further disciplinary action may be taken by the instructor and may result in a referral to the Dean of Student Services. If you are still not sure what constitutes plagiarism, it is your responsibility to contact the instructor or inform yourself. There will also be a short lesson on plagiarism incorporated into the course. You are expected to be familiar with HCC's policy on Academic Integrity and Scholastic Dishonesty which appears in the Student Handbook (page 82) found at the link below: <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentprocedures/>

### **Note on Professionalism**

The classes you take at HCC are not only beginning points for your academic career; they also prepare you for your professional life, whatever that may be in the future. As such, your HCC classes are opportunities for you to polish your professional persona. Respectful, responsible, and professional engagement is a

must in this course. The following are some detailed guidelines for student conduct that you are expected to abide by and that foster professionalization:

- Acquire all materials necessary for the course in a timely manner.
- Complete all reading assignments for the course; approach the readings with curiosity and seriousness. Annotating readings is one way to engage fruitfully with the coursework of this class.
- Be prepared to engage with the readings; you will be expected to be able to recall some information as well as discuss and write about ideas presented in the readings.
- Actively participate in discussion forums and group work. Discussion forums and group assignments give us an opportunity to share our thoughts with our peers and to practice discussion and collaboration as a form of learning.
- Ask questions, respectfully, of your colleagues or of me when clarification is needed.
- When engaging in any discussion or interaction with your peers or the professor, be respectful and open-minded. Expect to engage with ideas, beliefs, & worldviews that are not your own.
- Do not present opinions as facts but do argue for your opinion WITH facts and/or other forms of reasoning. That is, your opinion is something that may be valid and valuable, but you should be ready to back it up with legitimate facts, sources, or rational thinking.
- Do serious and extensive research when research is required
- Work hard for the grade you desire.
- Seek help from professor, peers, or tutors if you are struggling in the course.
- Abide by course policies.

### Forums and Other Engagement with Peers

In this course we might be exposed to material that is new to us and that will cause us to ask questions and voice particular experiences and opinions in order to try to understand the material. Treat the topics, reading materials, and discussions as subjects of study rather than as attacks on your personal views or beliefs. But certainly, do speak up when you have something relevant to contribute even if it differs from someone's opinion. A diversity of voices is important in the process of learning. While everyone might be entitled to an opinion, not all opinions are equal; **furthermore, voicing opinions that are clearly racist, bigoted, misogynist, homophobic, transphobic, or mean-spirited is in no way permitted in my classroom.** I encourage you to ask questions, explore problems, and be open-minded and I trust that you know the difference between critical thinking and purposely inflammatory discussion. If you are unsure, preface your comment or question by saying that you are unsure.

## Group Work

Part of the work you do for this class will be in groups. During group work you are expected to act responsibly and respectfully. Your individual participation in groups will be evaluated in multiple ways including content contribution, preparedness, and communication with other group members. Remember that the success of your peers, in part, depends on your contribution.

## Disruptive Behavior

Although I have had no experiences of disruptive behavior in online courses, I do reserve the right to withdraw you from my course if you engage in disruptive behavior.

### **PART XI: ABBREVIATED & TENTATIVE COURSE CALENDAR**

Week 1A Intro to the Course & Critical Thinking; begin Reading & Writing Unit I  
 Week 1B Reading & Writing Unit I, continued  
 Week 2A Reading & Writing Unit I, end; begin Reading & Writing Unit II  
 Week 2B Reading & Writing Unit II, continued  
 Week 3A Reading & Writing Unit II, end  
 Week 3B Begin Reading & Writing Unit III  
 Week 4A Reading & Writing Unit III, continued  
 Week 4B Reading & Writing Unit III, continued  
 Week 5A Reading & Writing Unit III, end; begin Reading & Writing Unit IV  
 Week 5B Reading & Writing Unit IV, end; finalize all coursework

### **PART XII: SYLLABUS MODIFICATIONS**

The instructor reserves the right to modify the syllabus and schedule at any time during the semester and will promptly notify students in writing, typically in the announcement page of our Canvas and over an email, about any changes to the syllabus.

### **PART XIII: HCC POLICIES**

## Student Handbook

Here's the link for the HCC Student Handbook - [Student Handbook](#).  
 In it you can 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

### **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.

#### **PART XIV: EGLS<sup>3</sup> – STUDENT SURVEY**

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. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints. <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

#### **PART XV: OTHER IMPORTANT INFORMATION**

**Office of Ability Services:** <https://www.hccs.edu/support-services/ability-services/>

**Office of Institutional Equity:** <http://www.hccs.edu/departments/institutional-equity/>

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

**Office of the Dean of Students:** <https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentcomplaints/speak-with-the-dean-of-students/>

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