



**Division of Social and Behavioral Sciences  
Psychology Department**

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

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**PSYC 2301: General Psychology | Lecture | 17339**  
Spring 2020 | Regular Term 16 Weeks (1.21.2020-5.17.2020)  
In-Person | Missouri City/Rm 102 | Tues/Thurs 2:00-3:20pm  
3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	NPashaZaidi	Office Phone:	713-718-2488
Office:	Fraga	Office Hours:	Tues/Thurs 3:30-4:30 or by appointment
HCC Email:	Nausheen.pashazaidi@hccs.edu	Office Location:	Fraga

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 just to discuss course topics.

**Instructor's Preferred Method of Contact**

Please contact me via Canvas Message or [nausheen.pashazaidi@hccs.edu](mailto:nausheen.pashazaidi@hccs.edu). I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday

**What's Exciting About This Course**

Welcome to Psyc2301: General Psychology! You will learn so much about your life and the lives of those around you. Do you know how one learns? How memory works? Why we have different personalities? How health is related to stress? The course will look at how and why we develop from children that seem to have so much in common to adults that do and do not. What happens? Are there best practices in child rearing and in life-long development or is it just luck? Where are you in your development? And what about schizophrenia and other psychological disorders? Are they avoidable? What causes them? The information in this course will enable you to understand the people in your life as well as develop new habits to increase your personal success.

**My Personal Welcome**

Welcome to General Psychology! It is such a pleasure having you in my course this semester. One of my passions is to know as much as I can about human behavior and how it is the same and different across cultural contexts. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully

throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am here to support you. The fastest way to reach me is through Canvas Inbox or my HCC email. We can also arrange to meet during my office hours or by appointment should you have questions that cannot be addressed through email. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me whenever you have a question.

## Prerequisites and/or Co-Requisites

PSYC 2301 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in PSYC 2301 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

This section of PSYC 2301 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. Most of the resources for this course are available on Canvas, including the *Final Exam Handbook*. All tests will be completed on Canvas and all graded materials must be uploaded on Canvas.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

## HCC Online Information and Policies

Although this is an in-person class, I encourage you to visit the HCC Online information pages. They contain a great deal of useful information about using Canvas. Here is the link to HCC Online: <http://www.hccs.edu/online/>.

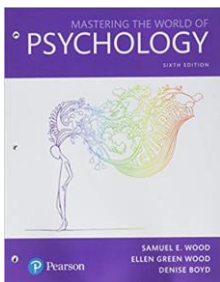
## Scoring Rubrics, Assignment Instructions, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, assignment instructions, exam instructions, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



The textbook listed below is **required** for this course. **Mastering the World of Psychology** (6<sup>th</sup> edition) by Wood, Wood, and Boyd (Pearson).

A package that includes the text as well as an access code for Pearson Revel (ISBN 9780135192870) may be purchased through the [HCC Bookstore's website](#).

## Temporary Free Access to E-Book

Students can get free access to a digital version of the textbook for a limited period of time. Here's how to get access. Look on Canvas for detailed instructions for activating temporary free access to the e-book.

## Other Instructional Resources

### Courseware

"Courseware" is a premium website designed to accompany a specific textbook that includes practice quizzes, videos, and other useful study tools. The courseware that accompanies the textbook is NOT required in this course.

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

PSYC 2301 is a survey course of the basic principles underlying human behavior. Emphasis is placed on major areas of study in the field of psychology, such as motivation, development, thought processes, and personality. (PSYC 2301 is included in the [Psychology Field of Study](#).)

## Core Curriculum Objectives (CCOs)

PSYC 2301 satisfies the social science requirement in the HCCS core curriculum. The HCCS Psychology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.

- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

## Course Student Learning Outcomes (CSLOs)

Upon completion of PSYC 2301, the student will be able to:

- Demonstrate knowledge in multiple (8) areas of psychology, including concepts, facts, and theoretical perspectives.
- Define and identify the basic research and evaluation methods used in psychology, including the strengths and weaknesses of each method.
- Demonstrate knowledge of and identify concepts related to personal development and the development and behavior of others.
- Apply psychological concepts to the solution of issues and problems including ethics, coping with stressful events, health and wellness, parenting, learning, memory, and /or evaluation of media presentations.

## Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2301](#)

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

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

## Instructor and Student Responsibilities

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

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make ups
- Provide the course outline and class calendar which 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](#)

## Assignments, Exams, and Activities

Please carefully review all of the information in this section and don't hesitate to ask questions if anything is unclear to you. Be assured that I have thoughtfully designed all of the assignments, exams, and activities in this course to enable you to learn the material and to be successful. By providing due dates, I am helping you stay on track and accomplish your goal of getting the best grade you can in this course.

### Written Assignment(s)

#### **Written Assignment: Video Documentary Notes (150 points)**

You must submit a set of Documentary Notes for **120 minutes of the documentaries (online videos)** for which hyperlinks are provided in Canvas. Notes can be in bullet point or numbered format. (NO PARAGRAPHS, ESSAYS, OR NARRATIVES) The standard against which notes for each documentary will be graded is that the instructor needs to be able to tell from the notes that the student watched the entire documentary and grasped all of the concepts and factual details presented in it. The following components are needed for this assignment:

#### **Grading Criteria:**

Video Title(s)	15 points
Time of <b>each video</b> Add time and show total time at the end of the notes (must equal at least 120 minutes or 2 hours)	15 points

Content of Notes: main points you learned from each of the videos in your own words in bullet form	100 points
Grammar, spelling and adhering to total word count for all notes of 1500 words	20 points

You can only submit a .doc, a .pdf, or a .jpg. If you are using a Mac, please make sure that you only submit these file extensions. I cannot read a .pages file so you will receive a zero on any assignment that is uploaded as a .pages or other Mac extension.

## Exams

You will take FIVE exams worth 100 points each. The exams will have 50 multiple-choice questions worth 2 points each that cover the material in your textbook chapters. Please read your textbook and take good notes. You are responsible for the information in the textbook, even if we do not discuss it in class! Exams will be available on Eagle Online Canvas until midnight of the due date (please see the Course Calendar). You will have 80 minutes to complete each exam. All questions will appear one at a time, no backtracking allowed. Exams must be completed individually, without help from your textbook, notes, or friends. You will be able to review your exam results, but correct answers will not be provided. You may take each exam TWICE. I will keep your highest grade.

## In-Class Activities

In this course, you will work individually and in teams to complete a variety of activities designed to help you explore and apply the concepts you are learning. There will be TWO graded class activities worth 25 points each for a total of 50 points total. Information on the activities will be provided in class and on EagleOnline. I expect that you will have read the chapter(s) assigned before coming to class. This is an interactive course that will include writing, researching information, and team presentations. Not all class activities will count towards a grade. However, participation in the class activities may be used to grade up to a higher grade if the total points earned are 10 points away from the higher letter grade.

Graded Activity 1 (Team Submission): Ch8-9 Team Presentations	25 points
Graded Activity 2 (Team Submission): Abnormal Psychology Case Study Presentations	25 points

## Other Assignments and Activities

The EGL3 Course Evaluation will be available online. You may earn up to 25 extra credit points for completing the evaluation. Additional information will be available on Canvas.

## Practice Final Exam

The Practice Final Exam is posted on EagleOnline Canvas. The practice final mimics the actual final. However, you can take the practice final as many times as you would like. The practice

final has 100 multiple choice questions and you will have 120 minutes to complete the test. The practice final is worth 100 points.

## Comprehensive Departmental Final Exam

All students in PSYC 2301 are required to take a comprehensive departmental final exam consisting of 100 multiple-choice questions. All of the information you need to succeed on the exam may be found at <https://learning.hccs.edu/programs/psychology/psyc-2301-departmental-final-exam-preparation-resources>. Each question on the final exam is worth 2 points for a total of 200 points.

The exam will be administered on Canvas with these restrictions:

- a. Available only on the dates listed in the Course Calendar
- b. May not be taken early under any circumstances
- c. Time limit: 120 minutes
- d. Attempts: 1
- e. Questions shown one at a time
- f. After a question has been answered, students cannot return to it.
- g. Viewing of exam questions and submitted answers is not permitted.

**Students must correctly answer at least 50 of the 100 questions on the final exam (50%) to pass the course.**

Students who are absent from the final exam must discuss their absence with the instructor in advance or within 24 hours afterward. You must have a doctor's note or some verifiable form of documentation of an emergency to show that you were unable to take the final exam on the date it was available.

## Grading Formula

Your final grade will be determined by the total points you earn based on the activities listed below.

Written Assignment: Video Documentary Notes for 120 minutes	150 points
Exams (5@100 points each)	500 points
In-Class Activities	50 points
Practice Final Exam	100 points
Comprehensive Departmental Final Exam	200 points
Total	1000
EGL3 Extra Credit Course Survey	25 points
Maximum Extra Credit	25 points

Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	<600



**Incomplete Policy**

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

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

**Course Calendar**

<b>Regular Term</b>		
<b>Week</b>	<b>Dates</b>	<b>Topic/What's due</b>
1	1/21 1/23	Syllabus Review and Introductions Chapter 1: Introduction to Psychology
2	1/28 1/30	Chapter 1: Introduction to Psychology Placebo Effect Video: <a href="http://www.learner.org/vod/vod_window.html?pid=1610">http://www.learner.org/vod/vod_window.html?pid=1610</a> Ungraded Class Activity 1: Experiments and Correlations
Census Day, Monday, February 3		
3	2/4 2/6	Chapter 2: Biology and Behavior Structure of a Neuron: <a href="https://www.youtube.com/watch?v=Ta_vWUsrjho">https://www.youtube.com/watch?v=Ta_vWUsrjho</a> Frontal Lobe Video: <a href="http://www.learner.org/vod/vod_window.html?pid=1614">http://www.learner.org/vod/vod_window.html?pid=1614</a>  <b>Exam 1 due by Sunday, 2/9 before midnight</b>
4	2/11 2/13	Chapter 5: Learning Little Albert video: <a href="https://www.youtube.com/watch?v=K2fVYkBbA88">https://www.youtube.com/watch?v=K2fVYkBbA88</a> Skinner Pigeon Turn: <a href="https://www.youtube.com/watch?v=TtfQlkGwE2U">https://www.youtube.com/watch?v=TtfQlkGwE2U</a> Classical vs. Operant Conditioning Video: <a href="https://www.youtube.com/watch?v=NmZpabCYzhE">https://www.youtube.com/watch?v=NmZpabCYzhE</a>  Reinforcement and Punishment Review Sheet
5	2/18 2/20	Chapter 6: Memory Clive Part I: <a href="http://www.learner.org/vod/vod_window.html?pid=1617">http://www.learner.org/vod/vod_window.html?pid=1617</a> Clive Part II: <a href="http://www.learner.org/vod/vod_window.html?pid=1618">http://www.learner.org/vod/vod_window.html?pid=1618</a>  Discussion of Study Strategies <b>Exam 2 due Sunday, 2/23 before midnight</b>
6	2/25 2/27	Chapter 8-9 (Lifespan Development and Motivation) Work on Team Presentations  Chapter 8-9 (Lifespan Development and Motivation) Continue working on team presentations



7	3/3 3/5	Chapter 8-9 (Lifespan Development and Motivation) Continue working on team presentations <b>Graded Class Activity 1: Team Presentations (Team Assignment)</b>
8	3/10 3/12	<b>Graded Class Activity 1: Team Presentations (Team Assignment)</b>
Spring Break 3/16-3/22		
9	3/24 3/26	<b>Graded Class Activity 1: Team Presentations (Team Assignment)</b>
10	3/31 4/2	<b>Graded Class Activity 1: Team Presentations (Team Assignment)</b>  Exam 3 due Sunday, 4/5 NO LATER than 11:59pm
Last day to withdraw is Friday, Apr 6		
11	4/7 4/9	Chapter 10: Health and Stress Meditation, Laughter Yoga
Spring Holiday 4/10-4/12		
12	4/14 4/16	Chapter 11: Personality Theory and Assessment Review results of Big 5 Personality Inventory  Exam 4 due Sunday, 4/19 NO LATER than 11:59pm
13	4/21 4/23	Chapter 12: Psychological Disorders <b>Written Assignment due on Canvas by midnight Sunday, 4/26</b>
14	4/28 4/30	Chapter 13: Therapies <b>Graded Class Activity 2: Case Study Diagnoses and Therapy (Team Assignment)</b>
15	5/5 5/7	Final Exam Review  <b>ALL COURSEWORK EXCEPT THE FINAL EXAM MUST BE SUBMITTED BY SUNDAY, 5/10</b>
16	5/11 – 5/14	Final exam on Canvas will open at midnight on Monday, 5/11 and will close at 11:59pm on Thursday, 5/14

### Syllabus and Calendar Modifications

The instructor reserves the right to modify the syllabus and/or course calendar 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

All work must be completed by the due dates. I will allow makeups on a case-by-case basis. Any assignments that are accepted late will have a minimum of a 10% late penalty to the grade. **No work will be accepted after Sunday, May 10 except for the final exam.**

## Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxiant system. Possible punishments for scholastic dishonesty include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

I will give a warning for the first infraction for which you will have the opportunity to redo the assignment. A second infraction will result in a zero for the assignment and a third infraction will result in an F 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 Policy

Attendance is an important aspect of this course as much of the work will be completed in class in teams. Please be here on time and available for your peers!

## Student Conduct

Professional conduct is expected at all times. Please be considerate of others in your manner and speech, especially when discussing sensitive issues.

## Instructor's Course-Specific Information

I prefer to be addressed as Dr. N. Please check your Canvas at least once a day to ensure that you do not miss important information. All written assignments will be graded within one week of the due date. The online quizzes are automatically graded when you submit.

## Electronic Devices

Electronic devices are encouraged for learning purposes. You will be asked to bring in your laptops to work on projects in class. Please keep your phones on silent and if you need to make a call, please do so outside the classroom.

## Psychology Program Information

Visit the [Psychology Program Pages](#) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in psychology.

### Psychology Field of Study

[The Field of Study curriculum for Psychology](#) is an 18-credit-hour set of lower division courses that must be applied to a bachelor's degree in Psychology, regardless of degree designation. If a student successfully completes a field of study for an established degree program, the student may transfer that block of courses for full academic credit. The transferred field of study courses must be substituted for the receiving institution's lower-division requirements for the discipline degree program into which the student transfers. If a student completes only part of the field of study, then credit for those courses must also apply toward the major.

- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development
- PSYC 2317 Statistical Methods in Psychology
- PSYC 2319 Social Psychology
- PSYC 2320 Abnormal Psychology
- PSYC 2330 Biological Psychology

### Associate in Science in Psychology

HCC students may earn an Associate in Science (A.S.) degree in psychology by completing the approved [degree plan](https://learning.hccs.edu/programs/psychology/majoring-in-psychology-1) (<https://learning.hccs.edu/programs/psychology/majoring-in-psychology-1>).

### Student Organizations

#### Psi Kappa

All students are invited to join Psi Kappa, an organization that can help students learn about psychology outside the classroom, serve the community, meet students in other PSYC classes, interact with PSYC faculty, and learn leadership skills.

#### Psi Beta

HCC has an active chapter of Psi Beta: National Honor Society in Psychology for Community and Junior Colleges. To learn more about this organization visit the [Psi Beta](#) website. For information about the HCC chapter, visit the [Psi Beta page](#) on the HCC Learning Web.

### HCC Foundation: Psychology Achievers Scholarship

To be eligible for the \$125 per semester Psychology Achievers Scholarship, a student must (1) meet all HCC Foundation criteria for scholarship eligibility, and (2) make an A in either PSYC 2301 or PSYC 2314.

### HCC Policies

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

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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

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

### **Campus Carry Link**

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

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

### **HCC Email Policy**

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

### **Housing and Food Assistance for Students**

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

college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

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

### **disAbility Services**

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

### **Title IX**

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

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

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

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

## Department Chair Contact Information

Dr. Karen Saenz  
[Karen.Saenz@hccs.edu](mailto:Karen.Saenz@hccs.edu)  
713-718-7034