Math 1316: Plane Trigonometry | Lecture | # 19961
Online Fall 2020 | 16 Weeks (8.24.2020-12.12.2020)
3 Credit Hours | 48 hours per semester

Instructor Contact Information
Instructor: Phil Unruh
Office: Spring Branch AD6
HCC Email: phil.unruh@hccs.edu
Office Phone: 713-718-5874
Virtual Hours: Online via WebEx
Office Location: Online via Eagle
Online/Canvas

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

Instructor’s Preferred Method of Contact
The preferred method of contact in this course is via email originated from the online platform Canvas. The student may also email me directly from his HCC student email account to my email address stated above. Please include your full name and information to identify the class (such as course, CRN, days, times) whenever you email me from outside of Canvas. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

Virtual WebEx Meetings
This is an Online on a Schedule course, we will meet twice a week virtually using WebEx. Tentative schedule for WebEx meeting is Tuesday and Thursday 12:30 – 1:50 PM.

What’s Exciting About This Course
Trigonometry is a branch of mathematics that studies relationships between the sides and angles of triangles.

My Personal Welcome
Welcome to college algebra corequisite support class —I’m delighted that you have chosen this course! One of my passions is to know as much as I can about math in day-to-day life and I can hardly wait to pass that on. I will present the information in the straightest forward 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 available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I’m available during posted office hours to tackle the questions. My goal is for you to be successful in the college math course. So please visit me or contact me by email whenever you have a question.

I believe that students benefit from working collaboratively on mathematical problems. By working in groups, the students who understand the material benefits by explaining the material to others.

Prerequisites and/or Co-Requisites

Prerequisites: A grade of C or better in Math 1314 or its equivalent. (Plane Geometry is recommended). 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 MATH 1316 will use Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Canvas. USE FIREFOX OR CHROME AS THE INTERNET BROWSER.

Instructional Materials

Textbook Information

The textbook listed below is required for this course.


By Margaret L. Lial, John Hornsby, David I. Schneider, Callie J. Daniel.
It is included in a package that contains the text as well as an access code and are found at the HCC Bookstore. You may either use a hard copy of the book or the e-book through MyMathLab.

Temporary Free Access to E-Book

For temporary free access to MathLab and the online eBook, go canvas/MyLab Mastering.
Other Instructional Resources

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

This course is intended for students whose curriculum requires trigonometry as a prerequisite for higher mathematics courses. It may also be taken as a first course in trigonometry or as a review course. Students whose curricula are generally non-technical in nature may take this course as a mathematics elective if the necessary algebraic and geometric prerequisites have been met. The transferability of this course as either mathematics credit or elective credit is at the discretion of the school to which the student intends to transfer. This course is an In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

Core Curriculum Objectives (CCOs)

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

- **Critical Thinking**: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Quantitative and Empirical Literacy**: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Program Student Learning Outcomes (PSLOs)

Students in the Mathematics Program will:
1. Engage in problem solving strategies, such as organizing information, drawing diagrams and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Build the foundational mathematical skills that will enable a student to successfully complete a college level mathematics course.
4.

Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 1316, the student will be able to:
1. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
2. Graph trigonometric functions and their transformations.
3. Prove trigonometric identities.
4. Solve trigonometric equations.
5. Solve right and oblique triangles.
6. Use the concepts of trigonometry to solve applications.

Learning Objectives

Upon completion of MATH 1350, the student will be able to:
1. Recognize the graphs of the six basic trigonometric functions.
2. Know the amplitude, period, and phase shift for sine and cosine functions.
3. Sketch functions exhibiting the above properties.
4. Solve problems dealing with vectors.
5. Recognize polar graphs.
6. Solve right triangles.
7. Convert degrees to radians and vice-versa.
8. Solve problems dealing with the application of radian measures.
9. Solve problems relating to linear and angular velocities.
10. Recognize identities including sum and difference angle formula, double angle formula, and half angle formulas.
11. Prove trigonometric identities using the formulas given above.
12. Solve trigonometric equations and inverse trigonometric equations.
13. Solve triangles using the sine and cosine laws.
14. Find areas of triangles.
15. Recognize the six basic trigonometric functions and understand the relationships between them.
16. Evaluate the trigonometric functions of special angles.
17. Find reference or related angles and coterminal angles.
18. Use a calculator or a table (not on exams) to find trigonometric function values of any angle.
19. Rewrite a complex number in polar form.
20. Use DeMoivre’s Theorem to simplify a complex number raised to a whole number exponent.
21. Find the nth root of a complex number.
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 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

Assignments, Exams, and Activities

Assignments

The homework grade will come from assignments in Canvas from MyLab and Mastering. An average of all the homework sections will be the grade for your homework. To register for MyMathlab and access the homework, go to canvas/MyLab and Mastering.

Course Outline:

<table>
<thead>
<tr>
<th>Section Numbers</th>
<th>Approximate Time</th>
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</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Trigonometric Functions (3 hours)</td>
</tr>
<tr>
<td>1.1 Angles</td>
<td></td>
</tr>
</tbody>
</table>
1.3 Trigonometric Functions
1.4 Using the Definitions of the Trigonometric Functions

Chapter 2 Acute Angles and Right Triangles (4.5 hours)
2.1 Trigonometric Functions of Acute Angles
2.2 Trigonometric Functions of Non-Acute Angles
2.3 Approximations of Trigonometric Functions Values
2.4 Solution and Applications of Right Triangles
2.5 Further Applications of Right Triangles

Chapter 3 Radian Measure and the Unit Circle (3 hours)
3.1 Radian Measure
3.2 Applications of Radian Measure
3.3 The Unit Circle and Circular Functions
3.4 Linear and Angular Speed

Chapter 4 Graphs of the Circular Functions (4.5 hours)
4.1 Graphs of the Sine and Cosine Functions
4.2 Translations of the Graphs of the Sine and Cosine Functions
4.3 Graphs of the Tangent and Cotangent Functions
4.4 Graphs of the Secant and Cosecant Functions

Chapter 5 Trigonometric Identities (9 hours)
5.1 Fundamental Identities
5.2 Verifying Trigonometric Identities
5.3 Sum and Difference Identities for Cosine
5.4 Sum and Difference Identities for Sine and Tangent
5.5 Double-Angle Identities
5.6 Half-Angle Identities

Chapter 6 Inverse Circular Functions and Trigonometric Equations (4 hours)
6.1 Inverse Circular Functions
6.2 Trigonometric Equations I
6.3 Trigonometric Equations II
6.4 Equations Involving Inverse Trigonometric Functions

Chapter 7 Applications of Trigonometry and Vectors (7.5 hours)
7.1 Oblique Triangles and the Law of Sines
7.2 The Ambiguous Case of the Law of Sines
7.3 The Law of Cosines
7.4 Geometrically Defined Vectors and Applications
7.5 Algebraically Defined Vectors and Dot Product

Chapter 8 Complex Numbers, Polar Equations, and Parametric Equations (6.5 hours)
8.2 Trigonometric (Polar) Form of Complex Numbers
8.3 The Product and Quotient Theorems
8.4 DeMoivre’s Theorem; Powers and Roots of Complex Numbers
8.5 Polar Equations and Graphs
<table>
<thead>
<tr>
<th>Approx. Day</th>
<th>Reading Assignment</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug-25</td>
<td>1.1 Angles</td>
<td>CHAPTER 1</td>
</tr>
<tr>
<td></td>
<td>1.2 Angle relationships and Similar Triangles(optional)</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>1.3 Trigonometric Functions</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>1.4 Using the Definitions of the Trigonometric Functions</td>
<td></td>
</tr>
<tr>
<td>Sept-1</td>
<td>2.1 Trigonometric Functions of Acute Angles</td>
<td>CHAPTER 2</td>
</tr>
<tr>
<td>1</td>
<td>2.2 Trigonometric Functions of Non-Acute Angles</td>
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<tr>
<td>3</td>
<td>2.3 Finding Trigonometric Function values Using a Calculator</td>
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<tr>
<td>3</td>
<td>2.4 Solving Right Triangles</td>
<td></td>
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<tr>
<td>8</td>
<td>2.5 Further Applications of Right Triangles.</td>
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</tr>
<tr>
<td>8,10</td>
<td>Review and Test 1 Sept. 10</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>3.1 Radian Measure</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>15</td>
<td>3.2 Applications of Radian Measure</td>
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<tr>
<td>17</td>
<td>3.3 The Unit Circle and Circular Functions</td>
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<td>17</td>
<td>3.4 Linear and Angular Speed</td>
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<tr>
<td>22</td>
<td>4.1 Graphs of the Sine and Cosine Functions</td>
<td>Chapter 4</td>
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<tr>
<td>22</td>
<td>4.2 Translations of the Graphs of the Sine and Cosine Functions</td>
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<tr>
<td>24</td>
<td>4.3 Graphs of the Tangent and Cotangent Functions</td>
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<tr>
<td>24</td>
<td>4.4 Graphs of the Secant and Cosecant Functions</td>
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<tr>
<td>29-1</td>
<td>Review and Test 2 Oct. 1</td>
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<tr>
<td>Oct-6</td>
<td>5.1 Fundamental Identities</td>
<td>CHAPTER 5</td>
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<tr>
<td>6</td>
<td>5.2 Verifying Trigonometric Identities</td>
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</tr>
<tr>
<td>8</td>
<td>5.3 Sum and Difference Identities for Cosine</td>
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<tr>
<td>13</td>
<td>5.4 Sum and Difference Identities for Sine and Tangent</td>
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<tr>
<td>13</td>
<td>5.5 Double-Angle Identities</td>
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<td>15</td>
<td>5.6 Half-Angle Identities</td>
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<tr>
<td>20</td>
<td>6.1 Inverse Circular Functions</td>
<td>CHAPTER 6</td>
</tr>
<tr>
<td>20</td>
<td>6.2 Trigonometric Equations I</td>
<td></td>
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<tr>
<td>22</td>
<td>6.3 Trigonometric Equations II</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>6.4 Equations Involving Inverse Trigonometric Functions</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Review and Test 3 Oct. 27</td>
<td></td>
</tr>
<tr>
<td>Nov-3</td>
<td>7.1 Oblique Triangles and the Law of Sines</td>
<td>CHAPTER 7</td>
</tr>
<tr>
<td>5</td>
<td>7.2 The Ambiguous Case of the Law of Sines</td>
<td></td>
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<tr>
<td>7</td>
<td>7.3 The Law of Cosines</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>7.4 Vectors, Operations, and the Dot Product</td>
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<tr>
<td>10</td>
<td>7.5 Applications of Vectors</td>
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</tr>
<tr>
<td>12</td>
<td>8.2 Trigonometric (Polar) Form of Complex Numbers</td>
<td>CHAPTER 8</td>
</tr>
<tr>
<td>12</td>
<td>8.3 The Product and Quotient Theorems</td>
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<tr>
<td>17</td>
<td>8.4 DeMoivre's Theorem; Powers and Roots</td>
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<tr>
<td>19</td>
<td>8.5 Polar equations and Graphs</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Review and Test 4 Nov. 24</td>
<td></td>
</tr>
<tr>
<td>Dec-1,3</td>
<td>Review for Final</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>FINAL EXAM December 10</td>
<td></td>
</tr>
</tbody>
</table>
Exams

All test will be given in Canvas using Respondus Lockdown Browser and Respondus Monitor. The lockdown browser needed is NOT compatible with Chromebooks or with Linux/UNIX systems.

Make-up Exams: No make-up exams will be given for any reason. One of the four major test grades (the lowest grade) will be dropped.

Grade Determination:

<table>
<thead>
<tr>
<th>Your grade will be determined by the following</th>
<th>Details</th>
<th>Points (if applicable)</th>
<th>Percent of Final Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>Four exams will be given</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Computer/Lab Assignments</td>
<td>MyMath Lab</td>
<td>100</td>
<td>25</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Thursday, Dec.10,</td>
<td>100</td>
<td>25</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

All your grades will be posted in canvas.

Letter Grade Assignment:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Final Average in Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59-</td>
</tr>
</tbody>
</table>

Final Exam

All students will be required to take a cumulative Final exam.

Remote Exam Proctoring (Remote Invigilation)

The Math Department is requiring the remote proctoring of all major examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements: a) a functioning webcam and microphone, and b) a computer with operating system that can run the Respondus LockDown Browser and Respondus Monitor.
Final Exam Review Sessions: HCC MATH DAYS

The Math Department will offer several Final Exam Review sessions (i.e., HCC Math Days) for this course near the end of the semester (Fall and Spring semesters only). We encourage you to attend at least one of these sessions as you prepare for the comprehensive Final Exam. Your professor will provide you with more information regarding HCC Math Days locations and session times later in this semester.

While the full-time Math Department faculty leading these review sessions are prepared to answer students’ questions on a variety of course topics, the Final Exam Study Guide will provide the basis for the HCC Math Days sessions. Therefore, to get the most out of these review sessions, be sure to review and to work through the Final Exam Study Guide before you attend the review session(s). Please ask your professor if you have any questions regarding these sessions. Finally, the Math 1316 Final Exam Study Guide and the dates for the Math Days review sessions are located at:
https://cofinite.com/MathDays/Math1316.php

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/

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
There will be no makeup exam for the missing exam. However, if you have valid reason, it will be replaced by the final grade.

Technical Compliance
As this is an Online on a Schedule course, it is necessary for you to have basic to moderate knowledge of handling a computer system and both its hardware and software, including downloading, installing and updating software programs (for which you must have administrator rights over the computer), and opening, creating and printing files of various kinds. You must also be knowledgeable of navigating the internet through different browsers, including fixing preferences and settings in those browsers, performing searches, opening links and web pages, downloading and saving files, etc.

You must also have an active HCC email account that you check daily. All instructor emails sent from Eagle Online will go to your HCC email address. Make sure that you provide your HCC email address when you set your account on MyMathLab. That way, all our course emails will go to the same account, namely your HCC email. Not
having read an email will NOT constitute an excuse for not being informed. **Emails sent from external servers such as gmail, yahoo, hotmail, aol, etc. will not get a reply.** Therefore, use only your HCC student email account to email the instructor.

The student must also have **access to a computer with a safe, reliable internet connection.** Having access to such **reliable and secure** electronic equipment and Internet connection is imperative and it is the student’s responsibility.

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**Academic Integrity**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

All forms of academic dishonesty including, but not limited to cheating, plagiarism, and collusion are serious offenses. Possible consequences for academic dishonesty include a grade a 0 or F in the particular assignment, failure in the course, and/or recommendations for probation or dismissal from the institution.

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/](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

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**Attendance Procedures**

**Class Attendance** is required! As stated in the HCC Catalog, all students are expected to **attend** their Online on a Schedule course classes regularly. Students in online courses must log into their Eagle Online class and on MyMathLab at least 5 times per week or they will be counted as absent. Just like an on-campus class, your regular participation is required. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online, MyMathLab, and/or to drop a student for excessive absences or failure to participate regularly. **Online students who do not log into their Eagle Online or MyMathLab class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance.** Completing the online orientation does **not** count as attendance. However, it is required. Refer to information in that course orientation regarding class attendance requirements for online courses. **Again, logging into an online course without active participation and performance of required activities will be considered as not attending.** **Student must be engaged in the course by participating in the discussions and completing homework assignments and exams to be considered attending the course.**
If a student is absent from class it still remains the student’s responsibility to secure the notes from one of the other members of the class and to submit any required assignments. **The last day to withdraw October 30, 2020.**

**Student Conduct**
Students and teachers have the right to be treated with respect. Everyone has the right to feel safe in the teaching and learning environment. Any student who violates one of these rights will be subject to penalty. Mutual respect is necessary in the classroom.

**Instructor’s Course-Specific Information (As Needed)**
Teaching of mathematics must be interactive and involve the student. Asking meaningful and engaging questions helps to facilitate dialogue and leads the student to think about deeper mathematical concepts. I will try to make the material interesting and understandable by explaining concepts as clearly as possible and giving enough examples. I also encourage that students benefit from working collaboratively on mathematical problems. When students work in group, students who have understand the material benefits by explaining the material to others. Students need to learn mathematics by doing, and so solving problems is essential, especially outside of class. It will be very important to review exercises at the end of each chapter. Also, it will be beneficial to visit the Academic Support Center at Central Campus.

**Electronic Devices**
The use of electronic devices for this course by students in the classroom is up to the discretion of the instructor. Any use of such devices for the purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor. A scientific calculator is required for this course.

**Mathematics Program Information**

**HCC Policies**
Here’s the link to the HCC Student Handbook [http://www.hccs.edu/resources-for/current-students/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*) 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 and activate it now. You may also use Canvas Inbox to communicate.

**Housing and Food Assistance for Students**
Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

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

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

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

**Title IX**

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

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


**Department Chair Contact Information**

<table>
<thead>
<tr>
<th>Chair of Math</th>
<th>Susan Fife</th>
<th>SW Campus</th>
<th>713-718-7241</th>
<th>Stafford, Scarcella, N108</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Admin. Assistant</td>
<td>Tiffany Pham</td>
<td>SW Campus</td>
<td>713-718-7770</td>
<td>Stafford, Scarcella, N108</td>
</tr>
<tr>
<td>Math Assoc. Chair</td>
<td>Jaime Hernandez</td>
<td>CE Campus</td>
<td>713-718-7772</td>
<td>San Jacinto Building, Rm 369</td>
</tr>
<tr>
<td>Math Assoc. Chair</td>
<td>Mahmoud Basharat</td>
<td>NW Campus</td>
<td>713-718-5512</td>
<td>Katy Campus Building, Rm 112</td>
</tr>
<tr>
<td>Math Assoc. Chair</td>
<td>Emmanuel Usen</td>
<td>NE Campus</td>
<td>713-718-2438</td>
<td>Codwell Hall Rm 105</td>
</tr>
</tbody>
</table>
## Developmental Math Courses

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Campus</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Dev. Math</td>
<td>Marisol Montemayor</td>
<td>SE</td>
<td>713-718-2434</td>
<td>Felix Morales Building, Rm 124</td>
</tr>
<tr>
<td>- Admin. Assistant</td>
<td>Carmen Vasquez</td>
<td>SE</td>
<td>713-718-7056</td>
<td>Felix Morales Building, Rm 124</td>
</tr>
<tr>
<td>Dev. Math Assoc. Chair</td>
<td>Hien Nguyen</td>
<td>SE</td>
<td>713-718-2440</td>
<td>Felix Morales Building, Rm 124</td>
</tr>
<tr>
<td>Dev. Math Assoc. Chair</td>
<td>Jach Hatton</td>
<td>SW</td>
<td>713-718-5463</td>
<td>Stafford, Learning Hub, Room 208</td>
</tr>
</tbody>
</table>

For issues related to your class, please first contact your instructor. If you need to contact departmental administration, then contact the appropriate Associate Chair. If further administrative contact is necessary, then contact the appropriate Department Chair. Mahmoud Basharat