



**Division of Social and Behavioral Sciences  
Anthropology and Geography Department**

<http://learning.hccs.edu/programs/geography>

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**GEOG 1301: Physical Geography | LECTURE | # 25220**  
**Spring 2021 | 8 Weeks (March 22 – May 16, 2021)**  
**ONLINE ANYTIME COURSE (Exams are also online.)**  
3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Ramin Zamanian	Office Phone:	713-718-2869
Office:	Katy Campus, Room 112C	Office Hours:	THURS 2:00-5:00, FRI 2:00-4:00
HCC Email:	<a href="mailto:ramin.zamanian@hccs.edu">ramin.zamanian@hccs.edu</a>	Office Location:	Katy Campus, 1 <sup>st</sup> floor

Note: My "Office Hours" are virtual this semester.

Preferred method of contact: [Ramin.Zamanian@hccs.edu](mailto:Ramin.Zamanian@hccs.edu)

I will respond to all emails within two business days, sooner if urgent. I will reply to non-urgent weekend messages on the following Monday.

Department of Anthropology and Geography Administrative Assistant:  
Mrs. Tomi Middleton [Tomi.Middleton@hccs.edu](mailto:Tomi.Middleton@hccs.edu) 713-718-5625

**What's Exciting About This Course**

Physical geography allows us to explore the dynamic nature of our amazing planet earth. Through this class, you will have an opportunity to expand your knowledge about the four great interconnected spheres that help define our planet. This class equips you with a deeper understanding of the science behind the physical forces that impact the earth while providing a greater awareness of the relevance physical geography has in our everyday lives. For example, we experience weather on a daily basis – after taking this class, you will have a more complete understanding of the elements that influence the weather conditions we experience. Taking a physical geography class therefore serves as a window in making the world a more meaningful place to each of us.

**My Personal Welcome**

I am delighted you have chosen this course. One of my passions is to know as much as I can about our one and only home planet, and I can hardly wait to pass that on. As you read and

think about 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 answer any questions you might have. My goal is for you to walk out of the course with a better understanding of your natural surroundings. Please do not hesitate to contact me whenever you have a question.

### **Prerequisites and/or Co-Requisites**

This course 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 this course 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**

**Your very first responsibility as a student in this course is to carefully read through the course orientation and the course syllabus.** The course itself will be available to you on the first day that the semester begins. This course will use [Eagle Online Canvas](#) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. Most of the materials and activities for the course will be in the "Modules" section of Canvas. Once the course is published for you to view, introduce yourself in the Discussion section of the Week 1 module. Then proceed to watch video lectures and other video clips starting with Week 1 module. Exam questions mostly come from the lecture videos, along with words in the Vocabulary Lists that you will see.

-You may also begin reading over the Reading Guide, Study Guide, Vocabulary Lists, and PowerPoint slides (which are discussed in detail in the lecture videos), all listed in the "Exam 1 Materials" part of Modules.

It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

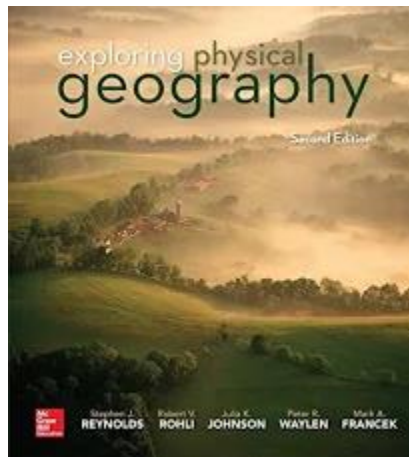
### Note About Our Course Instruction Mode

This semester, there are three primary modalities for Geography courses: Flex Campus, Online Anytime, and Online on a Schedule.

This class section of GEOG 1301 is an Online Anytime course and thus does not meet at any particular day/time for classes.

Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times.

### Textbook Information



This textbook is **required** for this course:

**"Exploring Physical Geography** (2nd edition) by Reynolds et al (McGraw Hill).

This is a digital textbook (ebook) and you have access to the E-book starting the first day of the semester. You will receive instructions to access the book at the beginning of semester. Other (free) readings may be assigned throughout the semester.

Paper copies of the textbook are available on reserve at following HCC libraries: Central, Eastside (Rustic Street), Spring Branch, Alief-Hayes, Stafford

### Temporary Free Access to E-Book

Not applicable – *you have complete access to the E-book starting the first day of the semester, for the entire semester.*

### Other Instructional Resources

### **Publisher’s Digital Workbook**

The digital textbook will be used for giving students access to read the textbook, for textbook assignments, and to learn the vocabulary words selected for each test. There will be no assignments from the textbook software itself; the instructor will provide textbook assignments on Canvas.

### **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 introduces students to the processes that drive Earth’s physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

### **Core Curriculum Objectives (CCOs)**

**Core Competencies** – Courses offered at HCC which are taken within “core” status meet a set of stringent guidelines which will help the student advance core skills in foundational areas. Physical Geography meets a Life and Physical Sciences core requirement at HCC. Life and Physical Sciences core area courses “focus on describing, explaining, and predicting natural phenomena using the scientific method” and “involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.”

By taking a Life and Physical Sciences core offering, you will have the opportunity to further develop the following core competencies: critical thinking skills, communication skills, empirical and quantitative skills, and teamwork skills. Throughout the semester, assignments and assessments in this class will help measure your advancement in each of these core competencies.

Assignments as they relate to each of the core competencies:

**Critical Thinking Skills** - Examples may include, but are not limited to: research, reports, writings, use of Scientific Method, technology-based compilations or presentations which include analysis, analysis/solutions of problems/case studies, analysis of spatial data and patterns, justification of results, and explanation of reasoning.

**Communication Skills** – Examples may include, but are not limited to: Assignments which present a grammatically correct essay or speech, effectively organized with a thesis statement, introduction, body, conclusion, supportive reasoning, and appropriately documented evidence. If the assignment is an oral presentation, the assignment should also require effective verbal and nonverbal delivery. Visual design elements should be incorporated into any communication assignment. Visual elements may include graphs, tables, slides, or streaming video as examples.

**Empirical and Quantitative Skills** – Examples may include, but are not limited to: case studies, atlas exercises, reports, creating or analyzing tables and graphs related to statistical data, projects that utilize applied mathematics.

**Teamwork Skills** – Examples may include, but are not limited to: collaborative work on case studies, atlas exercises, reports, projects or presentations which measure not only the end result, but quality of contribution, cooperation, and self-management in the process of working on a team-based assignments.

## **Program Student Learning Outcomes (PSLOs)**

The PSLOs for Geography can be found at the following link:

<http://learning.hccs.edu/programs/geography/more-about-geography-hcc>

## **Course Student Learning Outcomes (CSLOs)**

1. Demonstrate an understanding of the principles of scientific investigation as they apply to Earth's physical systems and processes.
2. Describe and explain the processes of Earth's physical systems: weather and climate, water, ecosystems, geologic processes and landform development.
3. Demonstrate an understanding of the interactions among the Earth's physical systems.
4. Demonstrate an understanding of the modifications humans make to the environment through interactions with Earth's physical systems.
5. Define geography, physical geography, and the earth's four interrelated spheres: the atmosphere, hydrosphere, lithosphere, and biosphere.
6. Describe and understand geography in terms of flows, maps, and place.

## **Learning Objectives**

- 1.1 Demonstrate an understanding of the principles of scientific investigation as they apply to Earth's shape, seasons, weather, climate, climate regions, biomes, the interior of Earth, volcanoes, tectonic activity, flooding, and weathering.
- 2.1 Describe and explain the processes of Earth's physical systems: weather and climate, water, biomes, geologic processes and landform development.
- 3.1 Demonstrate an understanding of the interactions among the Earth's physical systems.

4.1 Demonstrate an understanding of the modifications humans make to the environment through the enhanced greenhouse effect, deforestation, pollution, and thinning of the ozone layer.

5.1 Define geography, physical geography, and the earth's four interrelated spheres: the atmosphere, hydrosphere, lithosphere, and biosphere.

6.1 Describe and understand geography in terms of ocean current flows, wind flows, sediment flows, glacial flows, maps, and place.

## **Student Success**

Expect to spend at least twice as many hours per week studying for the course as you do watching lecture videos. 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:

- *Watching the lecture videos (in the Modules part of Canvas) and taking detailed notes on them as if you were in an actual classroom.*
- *Reading the textbook and learning the vocabulary the instructor lists in Canvas.*
- *Completing all assignments and discussion forums.*

There is no shortcut for success in this course; it requires reading (and probably re-reading) and studying the material as needed in order to do well in the course.

## **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Facilitate an effective learning environment through learner-centered instructional techniques
- Maintain an environment of mutual respect among students and between students and the instructor
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Inform students of policies such as participation and withdrawal
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class frequently online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the assigned parts of 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Written Assignment

**RESEARCH PAPER/WRITING ASSIGNMENT:** The paper is worth 100 points. A paper assignment will come separately from this syllabus during the first week of the semester. However, a few very important points about the paper need to be made here:

Course papers will ONLY be accepted through the Canvas Dropbox. This includes papers being turned in early. Late papers lose 15 points per actual day. The late penalty still applies even if the reason for the paper being late involves software or other computer problems.

At the very least, papers will receive a score of ZERO if all or part of the writing from another author is copied into your paper, without acknowledging the source. More details about plagiarism will be explained at a later date.

Students sending papers via e-mail will be asked to submit the paper to the Canvas Dropbox, and the late penalty will still be assessed if the paper is emailed late. Only papers in the Canvas Dropbox will be graded.

### Exams

**3 EXAMS (all on campus)**, with the lowest score of the first 2 exams dropped. Each exam will have 60-80 questions, mostly multiple choice, plus several true/false questions. The vast majority, but not all, of the exam questions come from the lecture videos. Note: Many of the lecture slides and other material in the lecture videos will not come from the textbook, so be sure to pay close attention to the lecture videos.

For each exam, students will be given several terms to know which will not likely be covered in lectures. Approximately 5-10 exam questions will come from these.

Also, several questions will come from the lecture itself, not the text/pictures on the slides. Therefore, as with virtually all college courses, good note-taking skills during the lectures are crucial for success on the exams.

Exams are curved infrequently if at all. Do not expect any given exam to be curved.

### In-Class Activities

**DISCUSSION FORUMS:** Worth 120 points. There will be 2 rounds of Discussion Forums over the semester, consisting of a few forums each, and you will receive a grade after each round.

Students can receive a maximum of 15 points per forum: 2 original posts in that forum (5 points each), plus 1 thoughtful reply to another student's post that adds meaningfully to the conversation. (5 points).

When posting in the forums, you'll need do the following to get full credit:



1) Let the class know in the forum which question you will answer. If someone has already posted on a question that you want to discuss, you can either respond to their post in a thoughtful, meaningful way (maybe add an idea or question a part of the person's answer) or write a new post but make sure that you are not essentially repeating someone else's answer.

2) To answer questions with sufficient thoroughness and receive full credit, your forum posts should be at least 2-4 sentences each. If you are writing a response that is much longer, please write a brief summary of your main point at the top of your response. Posts that are not reasonably concise and to-the-point, or do not contribute in a meaningful way (such as merely repeating someone else's forum post) will not be graded.

Students are expected to give thoughtful answers to the questions posted online, and are encouraged to respectfully/professionally comment on other students' statements and opinions (do you agree/disagree, and WHY?). I encourage you to verbally either support your fellow students' arguments or disagree with them. Disagreements are not to devolve into personal attacks, but instead should respectfully encourage consideration of a different viewpoint or perspective - all of us are here to challenge our current knowledge about the world and expand our understanding of the world.

### **Final Exam**

Worth 100 points and NOT cumulative. It has the same format as the other exams. This exam score will NOT be dropped at the end of the semester.

### **Grading Formula**

First 2 Exams = 100 pts total (after lowest score dropped)

Final Exam: 150 pts

Research Paper: 100 pts

Discussion Forums: 120 pts

Total: 470 points

Reminder:

Dropped at the end of the semester: Lowest of the first 2 exams.

Not dropped at the end of the semester: Any other grade.

Final Average Grade Curving:

If, and only if, certain conditions are met, I will curve final averages at the end of the semester as follows: The limit for final average curving is 2.00 points below the next highest grade level. Therefore any final average of 87.99, 77.99, 67.99, or 57.99 will NOT be curved to the next highest grade level.

Conditions for Grade Curving:

- Final Average no more than 2.00 points below next highest grade level
- All exams must have a grade of at least 50%, even the dropped exam grade.
- The student posts at least half of the number of required (and acceptable) forum posts.
- Students, individually and as a class, adhere to the Class Etiquette and the Academic Integrity standards.



\* Reasons for withdrawing the bonus points and grade curving include people generally not following class etiquette and academic integrity guidelines on misconduct. If I need to cancel the attendance bonuses/grade curving, a final average of 89.99, 79.99, 69.99, and 59.99 will mark the limits of an A, B, etc, and will NOT be curved to the next highest grade level.

**Aside from the curve, final semester averages do not get raised under any circumstances,** unless you show me a grading error, which I will gladly fix. It does not matter what grade you tell me you want/need in the course – your final average is solely based on the total points you earn. Having a scholarship or needing to get a scholarship in the future are not excuses for me to raise your grade. Earn that scholarship! Also, enthusiasm and good attendance alone, while appreciated, are not valid reasons for asking to raise a grade, especially the final average. Any personal troubles over the course of the semester that are not excused in an official written document do not qualify as a reason for raising a grade. **Please do not ask me to make special considerations for you, as I will simply refer you to this paragraph.**

**Incomplete Policy:**

An incomplete grade can only be given if the student has completed at least 2/3rds (roughly 67%) of all the graded coursework for the semester by the semester's end. Furthermore, an Incomplete can only be given under extreme emergency conditions accompanied by acceptable written documentation, given that the student has already completed 2/3rds of the graded coursework. 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

Please note that the content for specific dates given are "best estimates;" they may be adjusted from time to time, although the exam dates will most likely remain as is.

Please print out this schedule and have it somewhere easily accessible.

**\*EACH OF THE EXAMS WILL BE AVAILABLE FOR THREE DAYS AND DUE AT 11:59PM ON THE THIRD DAY.**

<b>WEEK</b>	<b>EVENT</b>	<b>LECTURE TOPIC</b>	<b>CHAP.</b>
<b>Start Date</b>	(Note: Forum deadlines will be announced in Canvas)		
<b>1:</b> Mar 22		-The Nature of Physical Geography	1
<b>2:</b> Mar 29		-Energy and Matter in the Atmosphere	2
<b>3:</b> April 5	<b>EXAM 1: CH 1, 2 Deadline: Apr. 7*</b>	- Atmospheric Motion -Atmospheric Moisture	3, 4
<b>4:</b> April 12		-Weather Systems & Severe Weather -Atmos-Ocean-Cryos Interactions	5, 6
<b>5:</b> April 19	<b>EXAM 2: CH 3,4,5,6 Deadline: Apr. 21</b>	-Climates around the World -Biomes	7, 18
<b>6:</b> April 26	<b>- Monday: Last Day to Withdraw -RESEARCH PAPER DUE WEDS 11:59PM</b>	-Plate Tectonics -Earthquakes, Volcanoes	10, 11
<b>7:</b> May 3	<b>-BONUS Due Friday 11:59PM</b>	-Water Resources -Glaciers	8, 14
<b>8:</b> May 10	<b>FINAL EXAM (Ch. 7, 18, 8, 10, 11, 14) Deadline: Thursday May 13</b>	<b>FINALS WEEK – NO NEW LECTURES, JUST STUDY. Final Exam Available on Tuesday, May 11. Complete by Thursday May 13, 11:59pm</b>	

### 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

Exams need to be taken on the weekends designated on the class schedule. For forums, students will have at least 7 days from the day a discussion forum thread is started to respond. Students are expected to post in discussion by the end of those respective weeks. The research paper has a specific date when it is due, which is shown in the syllabus schedule.

MAKE-UP EXAMS need to be taken no later than one week after the scheduled exam date. Make-up exams are only for emergencies, when official written documentation can be provided to me at any time before taking the make-up exam. Written documentation excusing your absence is required. Grades for make-up exams will not be posted until official written documentation is shown.

Make-up exams will NOT be given for personal, familial, or social functions, routine dental/medical/legal appointments, vacation travel, being arrested and/or in jail, oversleeping (even if due to power outages or inconsiderate roommates – I recommend having two alarms, with at least one battery-operated).

The ACCEPTABLE EXCUSES for missing exam, assignment, or attendance check days are:

1. College-sponsored activities: This usually relates to class-related field trips and conferences. An official written document from the sponsoring group or person must be shown prior to taking the make-up exam.
2. Jury duty and court appearances: An official note from the court/judge must be shown.
3. Family emergency/death in the family: A letter from a parent or spouse confirming the emergency situation must be shown. The letter must indicate their willingness to be called over the phone by me, and must come with a phone number, as they will be contacted. The student will not be able to take the exam until a family member has been contacted and the situation confirmed. An obituary or funeral program is not sufficient unless you are specifically mentioned as a participant or surviving family member. This is the only case where a parent or spouse will not need to be contacted by me.
4. Severe personal illness or injury: If you are sick enough to miss an exam, you are sick enough to seek medical attention. Thus official documentation from a doctor or hospital must be shown, indicating that the student was ill or injured on the exact day of the exam. Any claims of illness/injury without a doctor's excuse note are not acceptable for making up an exam.
5. Atypical work-related duties: Work-related emergencies or unexpected work activities. For example, being called for active duty while serving in the military. A written note from a supervisor will be needed.

## **Academic Integrity**

**College students are expected to maintain an environment conducive to learning in an online setting. Students are expected to treat all others with respect, and to avoid posting inappropriate content or causing unnecessary distractions or disruptions in the forums.**

The professor has the right to eject any student from the class, or revoke privileges such as potential bonus points and grade curving, if deemed necessary. Students are also expected to report cheating, which is part of academic integrity, described below.

Academic integrity involves the avoidance of dishonesty and misconduct in their many forms.

Acts of dishonesty include attempts at cheating on exams, and copying/plagiarism on assignments. Any cheating/plagiarism will be documented in a report sent to HCC administration. Acts of dishonesty will result in an automatic grade of zero for the assignment on the 1st offense, and an F for the course on the 2nd offense. All acts of dishonesty will be reported to the Dean as required by HCC policy.

Violations of scholastic ethics are considered serious offenses by Houston Community College, the Department of Anthropology and Geography, and by your instructor.

Here is the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## **Attendance Procedures**

### **Drop/Withdrawal:**

*It is the responsibility of the student to drop or withdraw from this course. Aside from behavioral problems, the instructor will not drop/withdraw any student. If you do not initiate a withdrawal yourself, it will result in you receiving an "F" or "FX" for the course.*

*The last day for student withdrawals is **April 26, 2021**. This must be done prior to 4:30 PM on that date in order to receive a "W" on your transcript.*

**Incomplete (I) Grades:** An incomplete grade can only be given if the student has completed at least 2/3rds (roughly 67%) of all the graded coursework for the semester by the semester's end. Furthermore, an I can only be given under extreme emergency conditions accompanied by acceptable written documentation, given that the student has already completed 2/3rds of the graded coursework.

The State of Texas imposes penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. The Texas Legislature passed a law in 2007 limiting new students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. For more information, you are encouraged to review the HCC 6 Drop Policy.

"Course Repeat" Policy. Students who take a course for a third time (or more) will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades

## **Student Conduct**

See "Academic Integrity" section.

### **Instructor's Course-Specific Information (As Needed)**

Exam grades are automatically posted by the Canvas software. Research Papers will be graded within 2-3 weeks of the deadline at the latest.

### **Electronic Devices**

N/A – exams are online.

## **Geography Program Information**

- Geography Program at HCC Learning Web:  
<http://learning.hccs.edu/programs/geography>
- Geography Library Website:  
<https://library.hccs.edu/geography>
- The HCC Anthropology and Geography Club meets several times each academic year. Officer positions are available. Please contact club adviser Prof. Zamanian at [ramin.zamanian@hccs.edu](mailto:ramin.zamanian@hccs.edu) for more information and meeting dates.

## **Social Justice Statement**

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## **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/epls3-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](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**

Anthropology and Geography Department Chair:

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