



**Human Service Technology Program  
Coleman College for Health Sciences**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/human-service-technology/>

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**DAAC 1311 Counseling Theories  
Remote | CRN: 23605 | Fall 2020**

Online Schedule | 1:00pm – 3:50 pm | Wednesdays  
Credit Hours – 3.00-hour remote | 48 hours | 16 weeks (8/24/20 – 12/7/20)  
Official date of record: 9/8/20. Last day to withdraw: 10/30/20

**Syllabus**

**Professor Virtual Contact information**

Professor: Rick Parrott PhD, LCSW-S.

HCC Email: [rick.parrott@hccs.edu](mailto:rick.parrott@hccs.edu)

Office Hours: M-Th 4:00-5:00pm. You are welcome to schedule a private virtual appointment.

**Dr. Parrott's Preferred Virtual Method of Contact**

As a registered student in this course, you are to contact me exclusively through the Canvas email. After the last day of class, I can be contacted at my HCCS email.

**My Teaching Philosophy**

My goal as a professor is to inspire you to learn and to challenge you to reach your fullest potential in this course. Please read emails and announcements regularly.

I am pleased that you are in my class. Although you may look at this class as a stepping-stone to furthering your education, I hope you recognize that as the class proceeds you will be learning important lifelong skills that may help you in other classes, your career, and your personal life.

I base my teaching principles on the theories of a learning-centered class consisting of the following basic principles:

Promoting student-faculty interaction and involvement  
Encouraging cooperation among students  
Inspiring active learning and critical thinking  
Giving prompt feedback  
Emphasizing professionalism and appropriate time management  
Respecting diverse talents, identities, and learning styles

I encourage you to read this Syllabus and become familiar with all its sections. The syllabus describes and outlines the structure of the course, your obligations, explanations of how you will be evaluated with critical logistic and procedural information about this course. Registration in this course and acceptance of this syllabus constitutes a binding agreement between student and professor.

## **PREREQUISITES AND CO-REQUISITES**

**DAAC 1313 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 and HPRS 1201. The minimum requirements for enrollment in CMSW 1353 comprises placement in college-level reading INRW 0420 or ESOL 0360 as co-requisites. **I recommend successful completion of Microsoft/Apple basic computer skills.** If you have enrolled in this course having satisfied these prerequisites and basic computer skills, 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 course is conducted entirely online, which means you do not have to be on campus to complete any portion of it. You will participate in the course using HCC's learning management system called CANVAS.

This section of CMSW 1313 uses the Canvas Management System <https://eagleonline.hccs.edu> for all class assignments, exams, and activities. HCCS endorses the following browsers: Chrome and Safari.

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

Look in the Canvas course and syllabus for scoring and grading rubrics for all assignments and directions to assist you.

### **Computer Requirements**

You will need to have an up-to-date browser, operating system and some additional software on your computer to take this class. Some of the documents in this course is in PDF form. If you do not have Adobe Acrobat Reader software on your

computer, you can download it by going to <http://get.adobe.com/reader/> Additionally, below is a link to a 2-minute video showing you how to get free access to the entire Microsoft Office suite of products.

[https://edutube.hccs.edu/media/How+HCC+Students+Can+Obtain+Microsoft+Office+for+Free/1\\_pqegvkxr](https://edutube.hccs.edu/media/How+HCC+Students+Can+Obtain+Microsoft+Office+for+Free/1_pqegvkxr).

## **Free Wifi**

Free WiFi is available for all students.

<https://www.hccs.edu/resources-for/current-students/outdoor-wifi-zones/>

## **Announcements**

Announcements will be posted in Canvas on a regular basis. They will appear on your Canvas dashboard when you log in and/or will be sent to you directly through your preferred method of notification from Canvas. Please make certain to check them regularly as they will contain important information about upcoming projects or class concerns.

## **Email**

In the course Navigation Links on the left column, the icon “Inbox” is used to send email for private messages. You can check your messages in the canvas system or set your notifications to your preferred method of contact. Please check your messages regularly. When submitting messages, please do the following:

- Put a subject in the subject box that describes the email content.
- Send email only for private conversations. Do not send to my personal HCC email account during the semester.
- Do not send messages asking general information about the class, post those concerns in the Discussion Link.
- Do not submit your assignments by email, they will not be accepted.
- Make certain to check your messages frequently.

## **Questions Forum**

In remote courses it is normal to have questions about things that relate to the course, such as clarification about assignments, course materials, etc. Please post these in the Discussion Forum which you can access by clicking the Discussion button in the course navigation links. This is an open forum; thus, you are encouraged to give answers and help each other.

## **INSTRUCTIONAL MATERIALS**

### **Textbook Information**

The textbook listed below is **required** for this course.

Corey, G. (2017). *Theory and practice of counseling and psychotherapy*. 10<sup>th</sup> ed. Cengage Learning, Boston MA. ISBN: 978-1-305-26372-7 or loose-leaf edition ISBN: 978-1-305-85746-9.

Due to COVID-19, all HCC Bookstore personnel are able to handle your needs during normal business hours, which are as follows: Monday to Thursday 9am to 5pm:

Textbooks & Academic Materials– Submit your order through our HCC website, [www.HCCS.BNCollege.com](http://www.HCCS.BNCollege.com) for Home Delivery with Free Shipping

To check in Rental Book(s) – Go to Rental FAQ link on the bottom left on [www.HCCS.BNCollege.com](http://www.HCCS.BNCollege.com) to learn how you can ship in your rental book(s) with prepaid UPS return label. Campus contact information:

Northline Campus - [sm508@bncollege.com](mailto:sm508@bncollege.com)

Eastside, Central & Online Campus - [sm515@bncollege.com](mailto:sm515@bncollege.com)

Katy & Spring Branch Campus - [sm520@bncollege.com](mailto:sm520@bncollege.com)

Alief Campus - [sm517@bncollege.com](mailto:sm517@bncollege.com)

Stafford Campus - [sm518@bncollege.com](mailto:sm518@bncollege.com)

Westloop Campus - [sm519@bncollege.com](mailto:sm519@bncollege.com)

Books may be purchased at the HCC West Loop Campus located at 5601 West Loop South, Houston, TX 77081; 713-718-7868.

Please pre-order books prior to the start of a semester. You may either purchase or rent a hard copy or digital copy of the book. The DSM-5 book is no longer required for this course.

The Human Services Program faculty and staff are not responsible for the supply of books at the HCC Bookstore.

## SUPPLEMENTAL INSTRUCTIONAL RESOURCES

### Tutoring

The HCC Tutoring Centers provide general academic support to the general student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, HCC will assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. HCC emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners. Visit the website:

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

General tutoring is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor) for times and locations. For more information about tutoring at HCC, please go to [www.hccs.edu/tutoring](http://www.hccs.edu/tutoring). For 24/7 online tutoring, go to: <https://hccs.upswing.io>

I will also be available to assist you if you are experiencing academic difficulties in this class. Schedule virtual appointment.

## **COURSE OVERVIEW**

CMSW 1313 is a professional course involving clinical interviewing as a professional activity.

Emphasis is on interviewing, report writing and developing assessment skills as they relate to mental health. Skill development will focus on data collection of a person's chief complaint and its history to include a systemic evaluation of a client's overall mental and emotional functioning.

By structuring the interview, this course will also examine mental status, suicide risks, special populations, multicultural and diversity issues. Collected client data and demographic information will be used to develop a Psychosocial Evaluation and to formulate a Master Treatment Plan.

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

CMSW 1313 satisfies the core curriculum of 270 hours of substance abuse education set forth by the Texas Department of State Health Services (DSHS). The HCCS Human Service 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 that pertain to Course Student Learning Outcomes.

**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 that pertain to Course Student Learning Outcomes.

**Ethics.** Employ counseling procedures, observe the code of ethics and state laws.

**Analysis.** Administer and analyze evidence-based diagnostic testing instruments and other relevant protocols.

**Evidence Based Practice.** Construct screening and assessment reports, treatment plans, and other relevant materials in patients' records.

**Introspection.** Examine and perform self-analysis in the areas of theory, techniques and attitudes toward self and others.

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

1. Produce a comprehensive psychosocial history.
- 2.1. Develop a referral network of community resources for needs identified in the psychosocial.
- 2.2. The use of ROI in the referral process.
- 3.1. Recognize and familiarize with various codes of ethics as it relates to practice and violation.
- 3.2. Recognize HIPPA standards as it relates to maintaining confidentiality of electronic records.
- 3.3 Compare the Texas Code of Mental Health as it relates to law and practice.
- 4.1. Familiarize use as a reference the Texas State Law on confidentiality.
5. 1. Incorporate other professionals who would be able to provide additional assessment information systemically.
- 5.2. Develop a comprehensive network of professionals.

### **Course Objectives**

1. Identify and synthesize the Biopsychosocial Models of assessment.
2. Recognize the code of ethics and clarify your values.
3. Illustrate professional boundaries.
4. Comprehend HIPAA Law.
5. Evaluate suicidality and homicidality.
6. Analyze and construct a psychosocial and treatment plan through screening, assessing, diagnosing and treatment planning.
7. Manage student responsibilities and professionalism.

## **STUDENT PROSPERITY**

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:

- Read the required materials
- Attend virtual classes or view their recordings
- Complete all assignments and submit them on time
- Participate in class discussions

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

## **PROFESSOR AND STUDENT RESPONSIBILITIES**

### **Professor Responsibilities**

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

### **Student Responsibilities and Behavior/Attitude**

The following list is inclusive, meaning if you fail to exhibit any one part of the following can result in a 0 for this portion of your grade:

- 1) Attend and be prepared before class by reading and completing assigned work.
- 2) Submit assignments, according to instruction, on time—no late assignments are accepted.
- 3) Demonstrate emotional stability (i.e., congruence between mood & affect), self-control (i.e., impulse control) & frustration tolerance in relationships with professors and peers.
- 4) Actively participate in lectures, discussions, and activities.
- 5) Open to feedback by responding non-defensively & by altering behavior and academic work in accordance to feedback.
- 6) Professionalism: you behave and wear appropriate dress, demonstrate cooperative and collaborative attitudes of professionalism toward your professors and peers.
- 7) Communicate with Dr. Parrott concerning any academic issue and/or difficulty, preferably before it becomes a significant problem.
- 8) Put forth your fullest potential on all assignments and readings. Remember, you earn your grades.
- 9) Maintain class confidentiality.
- 10) Adhere to the college's academic standards, guidelines and policies.

Students with an overall hostile attitude and/or behavior will receive a score of 0 for this rubric. Additionally, if you do not demonstrate any one or a combination of the above responsibilities you may not be endorsed for a practicum until such deficiencies are corrected.

The Student Classroom Behavior Measurement may be used as an early warning method measuring your classroom behavior, attitude and/or performance. The form can be found in the Canvas course homepage under its name.

## **STUDENT ASSIGNMENTS**

### **Files**

All files are to be submitted digitally with the file extension being **doc** or **docx** or **PDF**, depending on the assignment. When uploading your file, title it with your first and last name and the name of the assignment e.g.: John Doe Assignment 1. Five (5) points can be subtracted for each file labeled incorrectly. Late files are not accepted resulting in a score of 0 for that assignment. Submitting a portion of work with no effort in following the grading rubrics can result in a failing score. I recommend you have your work edited by utilizing Upswing: [hccs.upswing.io](http://hccs.upswing.io).

### **Class Confidentiality (Student Responsibilities grade)**

Maintaining confidentiality is not only a professional responsibility but a requirement of this class measured in the Student Responsibilities and Behavior/Attitude rubric. In the natural progression of this class, your or a peer may self-disclose very private information. To protect those who self-disclose, you are not to record in any fashion or share any information outside of this class.

If you feel there has been a breach of your confidentiality, bring this to Dr. Parrott's attention who will investigate and conclude the results.

Those who are found guilty of any type of breach of confidentiality may be sited for academic dishonesty, and/or asked not to return to class, and/or administratively dropped from this course. If the breach is after the drop date, then the student may receive an F for the course. A note of this violation will be posted in the student's record.

### **Important Dates**

The due dates for your assignments can be found in the Calendar as well as in the Assignment Link.

### **Late Work**

Late work will not be accepted. Assignments will not be available after the deadline.

### **Weekly Exams**

Multiple-choice time exams will be online through Canvas reflecting the required readings. View the calendar for dates. Exams are open-book available for a 48-hour window. When you submit your exam, you acknowledge that you have neither given nor receive help while taking an exam, nor have witnessed anyone else do the same.



## **Weekly Written Assignments**

Weekly assignments that cover the material from each chapter. Follow directions in the handout given.

## **Integrative Paper**

You are to write a paper that integrates the theories studied and articulate your personal theoretical concept of counseling. Follow the instructions found in the handout.

### **Holocaust Museum Paper**

This paper is a reflection of incorporating your understanding of existential philosophy and Viktor Frankl's Logotherapy. You are to visit the Houston Holocaust Museum to assist you in writing this paper. Follow the instructions found in the handout.

## **GRADING FORMULA**

Student Responsibilities and Behavior/Attitude.....	10%
Chapter Exams .....	15%
Weekly Assignments .....	25%
Integrative Paper .....	25%
Existential Paper .....	25%

I will administer assignments that you can use to determine how successful you are at achieving the course's learning outcomes (mastery of course content and skills) outlined in this syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for class. I welcome a dialogue to help you recognize your study habits and may be able to assist you in finding resources on campus that will improve your performance.

## **Incompletes**

Faculty may assign a grade of "I" (incomplete) on the Official Grade Roster Report. In such cases, faculty must have some reasonable expectation that the student will finish the work within the allotted time. The rules of the College give the student who receives an "Incomplete" six months to complete the course work and change an "I" to a letter grade. After the deadline, the "I" automatically will be changed to a grade of "F". In the case of an incomplete, it is the student's responsibility to contact the instructor to arrange to complete the missing work. However, faculty are responsible for working with students receiving "Incompletes" to afford them an opportunity to complete their work. Faculty must grade the completed work and compute final grades. Faculty can then remove the student's "Incomplete" and assign a grade.

The decision to assess an "Incomplete" for student's course work belongs to the professor. When making such a decision, faculty are encouraged to consider the

implications of assigning an "I" to a student. There must be some indication from the student that he or she intends to complete the required work within the time allotted by policy. In the case of a student missing the final exam or failing to turn in a final paper, it is a customary practice that many faculties will award an "Incomplete" if the student has been attending class regularly and has successfully completed a substantial portion of the course work. This is not a universal rule, however. Faculty are discouraged from giving the grade of "Incomplete" to a student who stopped coming to class several weeks before the final exam without an appropriate reason for the absences or to a student who has missed several major assignments in the class and has not provided the instructor with any indication of when he or she will make up the work. Faculty are discouraged from using an assigned grade of "I" to simply comply with finalizing the grade submission process and meeting deadlines.

Schedule an appointment with Dr. Parrott to discuss and complete the details on the "Request for Incomplete Form." If you are approved for an Incomplete, you are not required to participate in the course. You are to contact me through my HCCS email: [rick.parrott@hccs.edu](mailto:rick.parrott@hccs.edu).

## **Grading Scale**

A = 100 - 90.....4 points per semester hours.

B = 89 - 80.....3 points per semester hours.

C = 79 - 70.....2 points per semester hours.

D = 69 - 60.....1 point per semester hours.

F = 59 and below...0 points per semester hours.

IP is In Progress...0 points per semester hours.

W is Withdrawn...0 points per semester hours.

I am Incomplete....0 points per semester hours.

AUD is In Audit....0 points per semester hours.

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

## **HSTP Grade Criteria**

While you may earn a grade of "D" in a Human Service course, the Program does not recognize that grade. You are encouraged to repeat the course. To be eligible for a practicum, you are required to maintain a 3.0 or above grade point average in all Human Service courses in which a grade of D will not be calculated.

**FX** is a special category of failing grade. FX is assigned to students who stop attending class (participating in assignments, quizzes, discussions, etc.) and who do not withdraw themselves prior to the withdrawal deadline; either they may be dropped by their HCC faculty for non - attendance or be assigned the final grade of "FX" at the end

of the semester. Students who stop attending classes will receive a grade of “FX,” compared to an earned grade of “F” which is due to poor performance. It may also apply to students who disappear after the withdrawal deadline or fail to take the final exam in a course where one is administered.

A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress. However, students who receive financial aid but fail to attend class, as shown by your assigning an "FX" as their grade, will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status.

## **CLASS TIME SCHEDULE**

**16 Week Calendar:** Please refer to the Online Canvas class schedule.

Class Time is 1:00pm – 2:00pm virtual lecture.

### **Syllabus Up-Dates and Revisions**

Dr. Parrott reserves the right to alter or amend this syllabus as needed in the best interest of the class at any time during the semester and will promptly notify students in writing, typically in Announcements.

Most Recent Up-Date: 8/24/20

Revisions: All previous syllabi are null and void.

Registration in this course and acceptance of this syllabus constitutes a binding agreement between student and professor.

## **PROFESSOR’S PRACTICES AND PROCEDURES**

### **Human Service Technology Program (HSTP)- Virtual Learning Policy**

In response to COVID-19, temporary measures have been enacted to ensure that all students are provided with a safe, supportive, and professional online learning environment. This course will be offered online on a schedule in that students take this class online at a scheduled class time. Students never come to campus. Approximately 1/3 of lecture classes will be delivered via online.

The HSTP ask that our students be in a location that is conducive to an effective online learning environment. This location should model, as close as possible, a classroom atmosphere. Anything that can't or shouldn't be done in a face-to-face classroom setting should not be done during your online lecture. Inappropriate online behavior is a distraction. Examples include excessive smoking,

alcohol consumption, driving, inappropriate attire, lying in bed, logging in and leaving your screen for an extended period, children or uninvited guests in the room. If this inappropriate behavior is witnessed, you may be logged out of the live virtual class session.

While in a virtual class session, a desktop or laptop is the preferred method to login because of better stability rather than the use of a phone or only voice. Students who do not have the appropriate equipment can consider checking out a laptop from HCC.

## **Netiquette Guidelines**

Netiquette is a set of rules for behaving properly online. Your professor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

- Do not dominate any discussion.
  - Give other students the opportunity to join in the discussion.
  - Do not use offensive language. Present ideas appropriately.
  - Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
  - Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
  - Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
    - Never make fun of someone's ability to read or write.
    - Share tips with other students.
    - Keep an "open-mind" and be willing to express even your minority opinion.
- Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
  - Do not hesitate to ask for feedback.
  - Using humor is acceptable

## **Attendance**

Students whose activity is minimal; who do not submit required work measured by Student Analytics; and who do not officially withdraw themselves may either receive an F or a W for the course.

## **Withdrawal/Drop Policy**

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you must pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting

students to no more than 6 total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, an Early Alert process by which your professor will “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or academic counselor to learn about what, if any, HCCS interventions might be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you decide to withdraw from this course, contact me before the withdrawal deadline to receive a “W” on your transcript. Do not submit a request to discuss withdrawal options less than 3 days before the deadline. If you do not withdraw before the deadline, you will receive the grade that you averaged in the class as your final grade. Check the HCC calendar for the last day to withdraw.

Students who do not complete and/or fail to submit the equivalent of two weeks’ worth of gradable work, i.e. assignments, exams, etc. defined by satisfy the grading criteria explained in assignments, may be dropped from the course for non-attendance. Students who consistently do not complete assignments, quizzes, respond to forums or turn in other work, or show minimal online activity may be dropped from the course for non-participation. If this occurs after the last day to withdraw, the student may receive an F.

### **Duplicating Assignments**

If you are repeating this course, you will be required to create new assignments. Duplicated work from previous semesters or other similar courses will be viewed as scholastic dishonesty, resulting in a 0 for that assignment. Please refer to Student Policies at: <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>

### **Computer Technical & Software Difficulties**

No modifications will be granted because of technical difficulties unless the difficulty was a malfunction in the college’s technical or software systems. Additionally, you are responsible to become familiar with the software used in this course. Students unfamiliar with the software are encouraged to seek assistance in Student Services. Failure to submit assignments because you are unfamiliar with the software may result in a 0 for that assignment.

### **Cell Phones**

While in virtual class, I request all cell phones be placed on silent mode.

### **International Students**

Receiving a W or an F may affect the status of your Student Visa. Once a W is recorded on your transcript, it will not be changed to an F because of Visa

consideration. International students may contact the International Student Office at 713-718-8520 for further information concerning Visa status.

### **Use of Camera / Recording Devices**

Use of recording devices, such as camera phones, voice recorders etc., is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. This is an HCC policy. If you obtain special permission to record, then the conditions of that promissory document will take effect after it is submitted to Dr. Parrott.

## **HCCS POLICIES**

Here is a link to the HCCS student handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/>

### **Evaluation for Greater Learning Student Survey System (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 may not be offered during the Summer semester due to logistical constraints.

### **Campus Carry**

At HCC, the safety of our students, staff, and faculty is our priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <https://www.hccs.edu/departments/police/campus-carry/>

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

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students, Dr. Patricia Ugwu (patricia.ugwu@hccs.edu or 713-718-7061) for support. Furthermore, please notify the professor if you are comfortable in doing so.

### **Office of Institutional Equity**

HCC prohibits discrimination in its educational programs or activities based on race, color, national origin, age, religion, disability, sex or gender-including pregnancy or parental status, gender identity, gender expression, sexual orientation, Veteran status

or genetic information. Furthermore, HCC prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, rape, sexual assault, sexual exploitation, domestic violence, interpersonal violence, dating violence and stalking.

HCC will comply with state and federal laws such Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination.

Any student that requires an academic accommodation due to pregnancy and pregnancy related conditions (i.e., pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions) or parental status, should consult with an Abilities Services Counselor to initiate an academic accommodation request. An academic accommodation may include, but is not limited to, receiving a grade of an "I" (Incomplete) on a course, an official withdrawal from a course, voluntarily leave of absence from the program with a conditional return, or the opportunity to resume enrollment later without being subjected to a new admission process.

Students may report an incident of discrimination, sexual misconduct, or discrimination based on pregnancy or parental status to the Title IX Coordinator listed below. Individuals may also report incidents by using the complaint for online or to any Title IX Contact.

Title IX Coordinator: James David Cross, Director of EEO/Compliance, Office of Institutional Equity, 3100 Main, Suite 702, Houston, Texas 77002; 713.718.8271  
[Institutional.equity@hccs.edu](mailto:Institutional.equity@hccs.edu) For more information and resources related to HCC's non-discrimination policies and Title IX, visit:  
<http://www.hccs.edu/departments/institutional-equity/>

## **ADA Services**

HCCS recognizes its responsibility to not discriminate against anyone who has: a documented limitation that substantially limits one or more major life activities; a record of such impairment; or is regarded as having an medical/mental impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, room 101 of the Learning Success Center (LSC) in the Coleman Building. The ADA Counselor may also be reached by phone at (713) 718-7376. For more information, go to: <https://www.hccs.edu/support-services/disability-services/>

Faculty are authorized to provide accommodations only to those with the approved letter. After receiving the authorized letter, you are expected to submit a copy to your professor.

## PROGRAM DISCIPLINE REQUIREMENTS

### Office of the Dean of Students

You can 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.

### Procedure for Grievance and/or Grade Appeal

A grievance is an actual incident that can be substantiated and is regarded by the student as a just cause for protest. Persons whom a student can file against can be a student, a professor, an administrator or a staff member.

The **first step** to resolve the issue is to discuss the problem with the person in question and reach a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, there are steps to follow:

1. Contact the Professor.
2. Contact your Academic Advisor.
3. Contact the Program Director/Department Chair.
4. File a Grievance and/or a Grade Appeal Form.

Please refer to Student Policies at: <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>

## ACADEMIC SUPPORT

### Personal Development

I promote the full development of personal and professional capacities and therefore, strongly recommend you to be involved in your own personal therapy. If you are interested, I will gladly offer you some referrals.

### Early Alert

The HCC Early Alert Initiative is a college-wide effort to successfully retain students who are at risk of failing, withdrawing or dropping a course. This joint effort between Instruction and Student Services identifies students that are performing poorly in the classroom so that effective support services can be provided to you. If for any reason, I suspect a student at risk of failing, your name will be referred to the Early Alert Initiative.

### HCC Policy Statement: Academic Honesty

Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class but are unethical and unprofessional. In this class, students found guilty of academic dishonesty will receive a



0 for that assignment or an F for the course. Individuals found guilty for unprofessional behavior will not be allowed to return to the class. If you are no longer allowed to return to the class, then you may receive an F or a W for the course.

If you are aware of anyone behaving unethically and/or unprofessionally, both inside and outside of this class; then you are encouraged to bring it to my attention otherwise, maintaining secrecy may subject you to the same consequence. If you report unethical/unprofessional behavior, then your privacy will be protected and if the accused is found guilty, you will receive 2 bonus points added to your final score.

Please refer to HCC Student Handbook: <http://www.hccs.edu/resources-for/current-students/student-handbook/> Violations may be documented in your student file and may subject you to a consequence such as denial for a practicum or dismissal from the program. Violators' names will be posted in this class.

## **STUDENT SERVICES & POLICIES**

### **Texas HB 1508**

The Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

The following link you can check on criminal history for the LCDC:

[https://www.dshs.texas.gov/plc\\_cheval.shtm](https://www.dshs.texas.gov/plc_cheval.shtm)

## **END OF SYLLABUS**