



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

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

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**PSYC 2301: General Psychology | Lecture | CRN 17199**

Fall 2020 | Second 8 Weeks (10.19.2020-12.13.2020)

Online | Online College

3 Credit Hours | 48 hours per semester

**Instructor Contact Information and Preferred Method of Contact**

|             |                           |                  |                     |
|-------------|---------------------------|------------------|---------------------|
| Instructor: | Shannon Baranski, MA      | Office Phone:    | (713) 718-7034      |
| Office:     | Online                    | Office Hours:    | T/TR 5:00-6:00 p.m. |
| HCC Email:  | Shannon.baranski@hccs.edu | Office Location: | Online              |

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

Canvas Inbox is my preferred method of contact. I will respond to emails within 24 hours Monday through Friday. I will reply to weekend messages on Monday mornings.

Virtual office hours will be on Tuesday and Thursday from 5:00-6:00 p.m. through Webex Canvas chat.

**What's Exciting About This Course**

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

**My Personal Welcome**

Welcome to General Psychology—I'm delighted that you have chosen this course. One of my passions is to know as much as I can about human behavior, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and

wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is through Canvas Inbox. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me whenever you have a question.

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

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

## **Canvas Learning Management System**

This course will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) as follows.

### **Online (WW)**

This is a fully online course. All instruction and assessments will take place in Canvas.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. Please visit <https://hccs.edu> for information about the availability of computer labs at specific HCC locations.

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

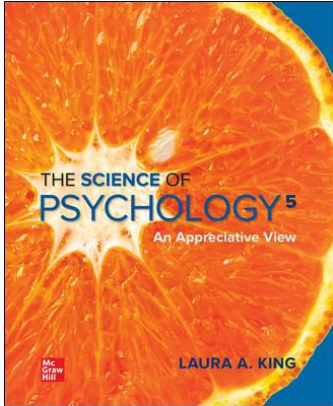
Please be aware that Canvas is optimized for desktop and laptop displays. Mobile device operating systems do not fully support some Canvas features. Visit this page for details on Canvas computer and browser requirements. <https://community.canvaslms.com/docs/DOC-10720-what-are-the-browser-and-computer-requirements-for-canvas>

If you have log-in or other technical issues that prevent you from completing coursework, please let me know. For technical assistance, consult HCC Online technical support <https://www.hccs.edu/online/technical-support/>.

## **Instructional Materials**

### **Textbook Information**

Access to a textbook is required for success in this course. The adopted textbook for this course is:



**King, L. (2020). *The Science of Psychology: An Appreciative View*. McGraw-Hill.**

Students will register for the e-book through a link in Canvas. Two weeks' free access is provided at registration. Pay with a credit/debit card or enter an access code purchased from the HCC bookstore.

For access code purchasing information:

1. Visit <https://hccs.bncollege.com/shop/hccs-central/home>
2. Click Textbooks
3. Select the appropriate bookstore for your class.
4. Select the semester, department, course, and CRN.
5. Click "Find Materials"

The e-book will provide students in the course access to the learning tools and resources to review content information within this course.

## 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

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

### Core Curriculum Objectives (CCOs)

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

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

### Program Student Learning Outcomes (PSLOs)

Can be found at:

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

### Course Student Learning Outcomes (CSLOs)

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

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

### Learning Objectives

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

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

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

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

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

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

## Written Assignment(s)

**Discussion Question Written Assignments:** Students will complete 6 discussion question assignments in this course. Each discussion question will pertain to specific content

information in the course, except for the first discussion question which is an "introduce yourself" discussion post.

#### Discussion Requirements

Your posts in the discussion areas should exhibit careful thought and logical reasoning with evidence from the posted video to support your answer. Each post must be a minimum of 100 words in one to two well developed paragraphs. The discussions and a minimum of **TWO** replies to other student's posts must be completed by the due date on the course calendar.

#### Replying to Other Students' Posts

You are required to read and reply to other students, as indicated in each discussion requirement. Your ideas should offer new substantiated ideas or thoughtful questions.

I encourage friendly debate and disagreement, but ask that it be courteous and respectful. Do not be afraid to speak your mind, but remember that yours is only one opinion.

#### Grading

Each discussion post is worth 40 points. The number of points you can earn is determined as follows. There are eleven discussion questions in this course for a total of 220 points (22%) towards the final grade for the course. 10 points- Logical Reasoning and Evidence

10 points- Spelling and grammar

10 points- Length of post (minimum 100 words)

10 points- Replies to another students' post

Please view the "discussion post" rubric located in the resources module in Canvas for detailed grading based on the above points.

Discussion Questions will be graded within 36 hours prior to the turn in date for the assignment.

#### Discussion Board Guidelines

These guidelines will help ensure that you have a good Discussion Board experience and make the best grade possible:

1. You may access my feedback on your discussion grade by clicking on "Grades" and then clicking the assignment.
2. In order to see other students' posts, you must first submit your initial post to each forum. This encourages each student to fully engage with the assignment and provide original thoughts while prohibiting students from merely rehashing what other students have already posted.
3. Copying text without proper documentation from any source, including the textbook, will be considered plagiarism. Therefore, do not copy and paste any information into the Discussion Board.
4. With that said, short quotes from the video to support your stance is fine.
5. Make certain replies to classmates are new thoughts. Saying "good job" or "I agree" and summarizing what a classmate has posted does not meet the discussion board qualifications for replies to classmates.
6. Due to the interactive nature of the discussion board, there is no makeup work for discussion forums.

If you have any questions regarding these guidelines, please do not hesitate to contact me or speak with me before or after class.

#### **Movie Review Paper Written Assignment**

#### **Movie Paper Instructions**

Pick a movie that portrays a character who is/are experiencing a psychological

disorder/mental illness. Alternatively, pick a movie that portrays an example of a certain type of therapy. Watch the movie and then do the following:

1. Write a summary of the movie. Give clear evidence that you watched it.
2. Write a description of how the psychological disorder or therapy was portrayed in the movie.
3. Write a critical analysis of how accurate or inaccurate you found the portrayal of the disorder or therapy. Show evidence of your knowledge of the psychological disorder, mental illness or the type of therapy (include information from the textbook or other sources).
4. All sources must be cited.

### **Movie Paper Guidelines**

Your paper should be 2-3 pages in length, 12-point font and double spaced in APA format in a minimum of 800 words. To access how to write and submit in paper in APA format, go to the "movie paper written assignment" module in Canvas. To submit your paper, use the Movie Paper submission link in the "movie review written paper" module in Canvas. The rubric for this assignment is located in the "movie review module" in Canvas. This assignment is worth 50 points (5%) of the final grade in this course.

The due date for this assignment is **Tuesday November 24<sup>th</sup> by 11:59 p.m.** **Assignments may be submitted before the due date, NO ASSIGNMENTS will be accepted past the due date.**

## **Exams**

There are four exams in this course. Each exam will cover 2-3 chapters of content information in the course. All exams will be taken online in Canvas. Students will be required to close all other open browsers while they are taking the exam. Students will have 70 minutes to complete the exam once they start. All four exams will be 50 multiple choice questions. Each multiple choice question is worth 2 points each for a total of 100 points for each exam. The total points for all four exams in this course is 400 points.

**Exam One:** Chapter 1,2 and 3

**Exam Two:** Chapter 6 and 7

**Exam Three:** Chapter 9 and 12

**Exam Four:** Chapter 15, 16 and 17

## **In-Class Activities**

This is an online class. So, there are no In-Class Activities

## **Other Assignments and Activities**

**Academic Integrity Pledge:** Students are required to complete the academic integrity pledge quiz in the "Start Here" module. This quiz is worth 30 points (3%) of the final grade in this course.

**Chapter Quizzes:** Students will have 10 multiple choice chapter exam quizzes in this course. All quizzes will be taken online in Canvas. Students have two attempts for each quiz, the recorded grade will be the highest score earned for each quiz. Students will have 20-40 minutes to complete each quiz, depending on the number of questions in the quiz. Each chapter quiz is worth 10 points each. The point(s) per each multiple choice question on the quizzes will vary from 0.5-1.0 point each based on the number of questions on the quiz. The total points of all quizzes is 100 points (10%) of the final grade in this course.

## **Final Exam Review**

**. Final Exam Chapter Notes Packet:** In each weekly module, there is a chapter note guide outline posted in the weekly modules. Students should take notes pertaining to these chapter notes guideline

domain. As we progress through the course, taking these notes based on these guidelines will build your final exam review. At the end of the course, students have the opportunity to turn in these chapter notes for extra credit in Canvas. Each chapter with notes completed based on the guidelines provided, will earn 2 points of extra credit. There are ten chapters covered in this course. A student has the opportunity to earn a total of 20 extra credit points in completion of all ten chapters. Students may handwrite or type their notes based on the information provided in the King textbook. The turn in link for this extra credit assignment is provided in the final exam review module.

**Practice Final Exam:** Students will have the opportunity to complete a practice final exam in Canvas before the comprehensive final exam for this course. Students who complete the practice final exam will earn 5 points of extra credit in the course.

## Comprehensive Departmental Final Exam

All students in PSYC 2301 are required to take a comprehensive departmental final exam consisting of 100 multiple-choice questions. The exam tests your knowledge and comprehension of the objectives and key terms listed in the Final Exam Handbook. The comprehensive final exam is worth 200 (20%) points of the final grade in this course. .

The exam will be administered online with these restrictions:

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

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

Students who are absent from the final exam must discuss their absence with the instructor in advance or within 24 hours afterward.

## Grading Formula

The following chart is the grading formula towards the final grade in this course. No matter which system an instructor chooses to use, course grade criteria must be consistent with HCC policy: 90% A, 80% B, 70% C, 60% D, <60% F.

Grade Calculation in this course:

|                       |                        |
|-----------------------|------------------------|
| Written Assignment(s) | 270<br>points<br>(27%) |
| Exams                 | 400<br>Points<br>(40%) |
| Chapter Quizzes       | 100<br>Points<br>(10%) |



|   |                          |
|---|--------------------------|
| Academic Integrity Pledge   | 30<br>Points<br>(3%)     |
| Comprehensive Departmental Final Exam   | 200<br>Points<br>(20%)   |
| Total   | 1000<br>Points<br>(100%) |
| Maximum Extra Credit<br>Final Exam Review Chapter Notes (20 points)<br>Practice Final Exam (5 points)<br>EGLS Survey (5 points) | 30 (3%)<br>Points        |

| Grade | Criteria     |
|-------|--------------|
| A     | 90-100%      |
| B     | 80-89%       |
| C     | 70-79%       |
| D     | 60-69%       |
| F     | 59% or below |

### Incomplete Policy

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

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

## Course Calendar

| Eight Weeks |  |  |
|-------------|--|--|
| Week        | Dates  | Topic/What's due   |
| 1           | October<br>19 <sup>th</sup> - 25 <sup>th</sup>               | <b>Syllabus Quiz Due 10/22</b><br><b>Academic Integrity Pledge Due 10/22</b><br><b>"Introduce Yourself" Discussion Due 10/22</b><br>Chapter One: What is Psychology<br><b>Chapter One Quiz: Due 10/25</b>  |
| 2           | October<br>26 <sup>th</sup> -<br>November<br>1 <sup>st</sup> | <b>Official Day of Record- October 26<sup>th</sup></b><br>Chapter Two: Psychology's Scientific Method<br>Chapter Three: Brain and Behavior<br><b>Discussion #2: Due 10/31</b><br><b>Chapter Two Quiz: Due 10/31</b><br><b>Chapter Three Quiz Due: 10/31</b><br><b>CHAPTER ONE EXAM: DUE 11/1</b> |
| 3           | November<br>2 <sup>nd</sup> - 8 <sup>th</sup>                | Chapter Six: Learning<br>Chapter Seven: Memory<br><b>Discussion #3: Due 11/7</b>   |

|   |   |  |
|---|---|--|
|   |   | <b>Chapter Six Quiz: Due 11/7</b><br><b>Chapter Seven Quiz: Due 11/7</b><br><b>EXAM TWO: Due 11/8</b>  |
| 4 | November 9 <sup>th</sup> - 15 <sup>th</sup>             | Chapter Nine: Human Development<br>Chapter Twelve: Personality<br><b>Discussion#4: Due 11/15</b><br><b>Chapter Nine Quiz: Due 11/15</b>  |
| 5 | November 16 <sup>th</sup> - 22 <sup>nd</sup>            | <b>Last Day to Withdraw from Course: November 20<sup>th</sup></b><br>Chapter Twelve: Personality<br><b>Discussion #5: Due 11/21</b><br><b>Chapter Twelve Quiz: Due 11/21</b><br><b>EXAM THREE: Due 11/22</b>   |
| 6 | November 23 <sup>rd</sup> - 29 <sup>th</sup>            | Chapter 15: Psychological Disorders<br>Chapter 16: Therapies<br>Chapter 17: Health Psychology<br><b>Movie Review Assignment: Due 11/24</b><br><b>Holiday: Thursday November 26<sup>th</sup>-November 29<sup>th</sup></b><br><b>Chapter 15 Quiz: Due November 30<sup>th</sup></b><br><b>Chapter 16 Quiz: Due November 30<sup>th</sup></b> |
| 7 | November 30 <sup>th</sup> -<br>December 6 <sup>th</sup> | Chapter 17: Health Psychology<br><b>Chapter Seventeen Quiz: Due December 5th</b><br><b>EXAM FOUR: Due 12/5</b>   |
| 8 | December 7 <sup>th</sup> - 13 <sup>th</sup>             | <b>Comprehensive Final Exam</b>  |

## Syllabus and Calendar Modifications

The instructor reserves the right to modify the syllabus and/or course calendar at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Students who do not complete assignments by the due date will receive a zero on the assignment in Canvas. If you have technical issues in completing or turning in a discussion, quiz or exam in Canvas, I must be notified within 24 hours of the due date for the assignment, preferably through the Canvas inbox. I will evaluate missed assignments on a case to case basis. If you are provided with the opportunity to complete an assignment past the due date, there will be an automatic deduction of 20% in the grade earned for that assignment.

### Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty"

includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxiant system. Possible punishments for scholastic dishonesty include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

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

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

### **Attendance Policy**

Students need to log into this course daily each weekday to be counted as present for the course. It is important to keep up with all online discussions, quizzes and exams to earn credit in the course

### **Student Conduct**

It is important for students to follow the conduct's rules according to HCC's student handbook policies.

### **Instructor's Course-Specific Information**

Please address me as "Professor" or "Professor Baranski (Ba-ran-ski)" in person and online. Please do not refer to me as "Ms. Shannon", "Ms." or "Shannon" in person or online. Please also feel free to correct me if I am pronouncing your name wrong or prefer to be addressed by other name than posted.

### **Electronic Devices**

This is an online course, so the use of electronic devices during class time will not be an issue which needs to be discussed.

### **Psychology Program Information**

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

### **Psychology Field of Study**

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

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

## **Associate in Science in Psychology**

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

## **Student Organizations**

### **Psi Kappa**

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

### **Psi Beta**

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

## **HCC Foundation: Psychology Achievers Scholarship**

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

## **Instructional Modes**

### Flex Campus (FC)

In person classes where students can choose to participate either on campus or online (streamed from classroom):

<https://www.hccs.edu/campaigns/college-your-way/flex-campus/>

### Online on a Schedule (WS)

Fully online, scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-on-a-schedule/>

### Online Anytime (WW)

Fully online, no scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-anytime/>

### Lab-Based Courses (HL)

Online with required attendance at scheduled labs on campus

<https://www.hccs.edu/campaigns/college-your-way/lab-based-courses/>

## HCC Policies

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

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

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

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

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

### Campus Carry Link

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

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

### HCC Email Policy

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

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

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

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

### **disAbility Services**

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

### **Title IX**

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

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

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

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints. <https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## **Department Chair Contact Information**

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