



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

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

PSYC 2301: General Psychology | Lecture | CRN 14544
SPRING 2020 | SS Term- 12 Weeks (02.18.2020-05.17.2020)
In-Person | Stafford Campus /Rm#218| Mods-Weds, 8:00 AM to 9:50 AM
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Professor Cailet, PhD/c	Office Phone:	713-718-7180
Office:	Stafford Campus, 10041, Cash Rd, Stafford, TX 77477	Office Hours:	Mods 9:50 to 10:15 am
HCC Email:	Solange.cailet@hccs.edu	Office Location:	Stafford Learning Hub

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

Instructor's Preferred Method of Contact

HCCS policy requires instructors and students to communicate only through The HCCS email system. **The best way to contact me is through my [hcc email](mailto:Solange.cailet@hccs.edu).** I normally check my email every business-days. I make efforts to respond to students within 24 hours. I will respond to emails within 24 hours Monday through Friday. I will reply to weekend messages on Monday mornings. If I may have to deviate from this schedule students will be notified.

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 by my HCC email. 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 section of PSYC 2301 will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. We are not going to use Canvas to post in-class written assignments or activities. Most of our learning experiences will be face-to-face. Therefore, be prepared to learn in a fun environment with your classmates. Nevertheless, there is important information you need to review when accessing CANVAS. *The Final Exam Handbook*, Instructions Materials related to the class activities and Textbook information can be accessed on CANVAS. Grades, rubrics, Class Calendar with due dates and weekly topics will also be available on CANVAS. The Final Exam and Quizzes will be completed in class; however, the instructions are in CANVAS.

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

HCC Online Information and Policies

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

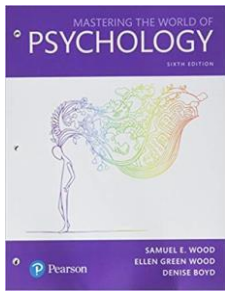
Scoring Rubrics, Assignment Instructions, etc.

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

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

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course. **Mastering the World of Psychology** (6th edition) by Wood, Wood, and Boyd (Pearson). ISBN: 9780134761732.

It is included in a package that contains the text as well as an access code that may be purchased at the [HCC Bookstore](#). You may either use a print copy of the book or rent the e-book from the publisher. Order your book here: [HCC Bookstore](#)

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for a limited period of time: [Pearson Revel](#). Students who register for Revel can get two weeks free access to an e-book version of the textbook. You will be presented with three options: Purchase now using a credit or debit card Enter access code purchased from a bookseller Click "Start temporary access" to register for a free two-week subscription to Revel. Here it is your Revel invitation link <https://console.pearson.com/enrollment/ldenjo> Then, sign in to your Pearson Account or create one. (Temporary access option for financial aid is also available.)

Other Instructional Resources

Publisher's Digital Workbook

A "digital workbook" will not be used in this class.

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.

Core Curriculum Objectives (CCOs)

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

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

Program Student Learning Outcomes (PSLOs)

Can be found at:

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

Course Student Learning Outcomes (CSLOs)

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

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

Learning Objectives

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

Student Success

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

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

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

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

Assignments, Exams, and Activities

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

TWO Written Assignment(s)

Case Study Summary, reflection paper written assignment. Worth 105 points; And Mental Disorder, Reflection Paper Project - Written Assignment. Worth 105 points! **All Assignments should be submitted in Canvas.** The Grade Rubrics for the Assignments can be found in Canvas. Requirements! Must write a minimum of 1 full page, and maximum of 3 pages for each written assignment. All papers must include one last page with the list of the sources from the place you collected the information to write your paper, meaning, one *reference page* must be provided for each written assignment. Do not use Wikipedia as a reference in your written assignments. Use books, articles, or internet sources that are reliable. All Papers should be written in formal standard written English, grammatically correct and thoroughly proofread. Make use of both dictionaries and the spell checker on your computer. The paper must be typed, double-spaced. The font size should be no smaller than 12". The font type recommended is Arial, The Times Roman, or Courier.

Exams – Taken IN-CLASS

There will be the total of THREE exams worth 130 points each. The exams will have 50 multiple-choice type questions worth 2.6 points each that cover the material of our textbook chapters. Read the textbook, study each chapter. Students are responsible for reading the chapters of the textbook, even if we do not discuss all the topics in class! For all the Exams, Students must bring scantron cards to complete the exams (FORM NUMBER 882-E-LOVAS). You have 50 minutes to complete each exam. Two of these Exams must be completed individually with no use of books. And one exam can be done in groups of maximum three people, using brief notes with "hints". The Exams are not designed to re-taking. In case of extenuating circumstances, I need to be notified **before** the date of the exam. Be prepared to bring some documentation related to the reason of absence or a zero will be assigned. See the "Calendar" at the end of the syllabus for the Exams schedule.

In-Class Activities

Total of 7 In-Class Activities in this course. **Each class activity worth 25 points. Total points = 175.** Students will work individually and in teams to complete a variety of activities designed to help students explore and apply the concepts we need to learn. All activities will be graded with 25 points that may exceed. Activities will use creative and logical thinking and will be done individually or in the group. Debates, crosswords, and other FUN activities to motivate your learning experience. Make no mistake; the activities are designed as a learning tool for your success in this course. See Calendar to know the Activity's schedule. No Make-ups for In-Class activities.

Other Assignments and Activities

No other assignments and activities otherwise described in this syllabus are noted.

Practice Final Exam

Final Exam Review Assignments are posted on "Eagle Online Canvas". These are not graded but will help you study for your final exam. It is in your best interest to complete these activities in preparation for your final exam. In this modality of pre-final examination, the

best methodology to be adopted as an evaluation tool is a simulated test. Therefore, this class adopted one (1) Practice Final with 25 points. Keep in mind that you will be more comfortable in the Final Exam by using this learning tool. Remember that students have to achieve 50% of the total points in the Final Exam to pass in this course.

Comprehensive Departmental Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 100 multiple-choice questions. All the information students need to prepare for the exam is in the <https://learning.hccs.edu/programs/psychology/psyc-2301-departmental-final-exam-preparation-resources>. The exam will be administered in class on the date shown in the Course Calendar. Students must provide their own Scantron forms (FORM NUMBER 882-E- LOVAS). The final exam **may not be taken early under any circumstances.** Insert the point value or weight of the final exam.

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. Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F . The final exam is worth 200 points (2 points per question) and will count for 20% of your course grade. To make this explanation very straightforward and simple *Don't miss the Final Exam, it is impossible to pass in this course if you miss the Final Exam.*

Grading Formula

Grading system: Max 1,000 possible points. There are no provisions for extra credits/points.

Written Assignment(s)	210
Exams	390
In-Class Activities	175
Other Assignment (written activity)	0
Practice Final Exam	25
Comprehensive Departmental Final Exam	200
Total	1000
Maximum Extra Credit	None

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

Incomplete Policy

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

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

COURSE CALENDAR

SS Term		
Week	Dates	Topic/What's due
1	2/18-23	Holiday President Day 2/17 . Course Overview, Syllabus Quiz. Chapter 1 and Ch2. Is Psychology a science?
2	2/24 - 3/1	Ch 2 cont. and 3 , The Brain, lecture and in-class activity 1// Bio-Psychology-Video. Learning together. Prep Assignment 1. Feb 27, OE Day!
3	3/2-8	Ch 3. Sensation & Perception in Class activity 2 // Ch 4 Consciousness Exam 1
4	3/09 - 15	Ch 5 , Learning Processes, Introduction to Memory. // Exam 2
5	3/16 - 22	Spring Break 16-22 - Ch 6 Memory // Assignment 1 due 3/23
6	3/23- 29	Exam 2 // Ch 8 Life Span//Child development - Class Activity 3
7	3/30- 4/5	Psyc Disorders and Assignment 2 prep//Group Debate on social behavior, bias, prejudice, etc. Class Activity 4
8	4/6 - 12	Spring Holidays 4/10-12 - Ch 9 Motivation and emotion// Ch 10 Personality Theories, in-class debate Health and Stress // Class activity 5
9	4/13- 19	Ch11 Personality Assessment //Exam 3. April -16 Last day to W
10	4/20- 26	// In-class Activity 6
11	4/27-5/3	Exam 4 // Ch 12 Psychological Disorders, Ch 13 & 14 Group Discussion- Class Activity 7
12	5/4 - 10	5/4. Test Simulation, Practice Exam (25 points) 05/10 End of Instruction
05/11-17	Final Exam Week	To be taken in Class on 11-17 9-10:50am! Dates & Hours According to Schedule Released - (May 15 Graduation, No Class)

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 will lose 30% for late written assignments up to 3 days only! It is <10%> for each accumulative day. After 3 days, written assignments will not be accepted, and a

zero will be recorded. ***If any contingences contact me immediately BEFORE the deadline.*** This class has no provisions for Make-Up Exams. In case of an extenuating circumstance, I may work with you. Depending on the circumstances, and the documents you will provide to back up absences. Then, a make-up activity will be given at the instructor discretion, after consulting with the Chair of the Department. I only will work with you in case of extenuating circumstances according to the Chair of the department professional judgment.

Technology issues do not constitute valid grounds for late assignment submission. In the event of HCC – Felix Fraga Campus server outage, students then must provide their Assignments when systems are restored. Note, any late assignment submitted after the last day of class will not be accepted

Academic Integrity

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

I want to emphasize that Plagiarism will not be tolerated in this class. I will assign a zero at first warning when I identify more than 5% similarities in the Turnitin Plagiarism report. The second time the student will be reported to the Chair of the Department, and a plagiarism report will be file and will stay in the student records for a lifetime. **Let me make it clear! I reserve the rights to deduct the number of points the assignment was worth from your total grade! Example: -100, not just a 0/100!!!.**

It is unacceptable a paper with more than 05% of similarities that were not properly referenced.

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

You are expected to attend all the classes and actively participate in all aspects of the learning process. Although this course is "face-to-face" and we meet twice a week, it also requires students to do independent work outside of class as well. Participation in both component – Canvas login and in-class participation - are expected. **At least 75%** of class attendance is considered your minimum attendance. After missing the minimum attendance without previous justifications, the student is jeopardizing the successful achievement in this course. Also, I may escalate the situation to the Chair of the Department. Remember, there are no provisions for making-up class in this course.

Student Conduct

Important! Learning takes place best when a safe environment is established in the classroom including online classroom. I will seek to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. I also hope that together we create a secure atmosphere where everyone feels respected and comfortable to share and explore ideas. It is quite possible in the course of discussions in the spirit of academic exchange, please remember to be respectful of other points of view, whether you agree with them or not. In this class, derogatory comments based on race, ethnicity, class, gender, sexual orientation or nationality will not be tolerated. **Be respectful!** Any abusive/derogatory/threatening/harassing language directed at the instructor, employees of HCC, or towards other students will result in immediate removed from the course

Instructor's Course-Specific Information

Address me as Professor Caillet. Students in this class are encouraged to attend regularly, at least 75% of attendance. Be on time and attend the entire class. Keep in mind that Exams and Class activities are not designed for makeups. These points will affect the overall learning outcome. Students are responsible for the material covered in class during their absence (see the Course Calendar). Be advised that instructors must drop students who fail to attend class by the official date of enrollment ("Census Day").

Electronic Devices

Do not text others or use smartphones during the class hours. A zero to the class activity, or whatever the student is doing will be assigned if a student uses electronic devices in class for their own private use to communicate with people that is located outside the classroom.

Psychology Program Information

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

Psychology Field of Study

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

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

Associate in Science in Psychology

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

Student Organizations

Psi Kappa

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

Psi Beta

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

HCC Foundation: Psychology Achievers Scholarship

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

HCC Policies

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

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

- Transfer Planning
- Veteran Services

EGLS³

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

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

Campus Carry Link

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

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

HCC Email Policy

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

Housing and Food Assistance for Students

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

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

Office of Institutional Equity

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

disAbility Services

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

Title IX

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

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

Office of the Dean of Students

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

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

Department Chair Contact Information

Dr. Karen Saenz
Karen.Saenz@hccs.edu
713-718-7034