



Beginning Chinese I-18115

CHIN-1411

DL1 2022 Section 0001 4 Credits 08/29/2022 to 12/11/2022 Modified 08/24/2022

Course Meetings

Course Modality

FACE TO FACE

Meeting Days

Tuesday/ Thursday /Friday

Meeting Times

7:50am-9:20am

Meeting Location

HAI5 Campus

Welcome and Instructor Information

Instructor: Sophia Baltz

HCC Email: sophia.baltz@hccs.edu

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

Instructor: Mrs. Sophia Baltz

Email: sophia.baltz@hccs.edu

Office: Monday-Friday 8:00-3:30 p.m.

Phone: 832-866-2693

What's Exciting About This Course

You will have an opportunity to learn not only basic vocabulary and grammar in Chinese but important cultural traditions of the Chinese-speaking world as well. Through your participation in class activities and assignments, you will develop listening, speaking, reading and writing skills that will allow you to be able to participate in a conversation about routine daily activities and read and write short passages in Chinese. Your enhanced linguistic skills will prepare you to take further coursework in Chinese in the future, which will open doors for you in the workplace, where bilingual personnel are in great demand.

My Personal Welcome

Welcome to Beginning Chinese I—I am excited that you have chosen this course. One of my passions is to know as much as I can about the Chinese language and the cultural values and traditions of its speakers, and I can hardly wait to pass that on. I will present the information in a way that will help you understand important concepts and apply them not only now, but also hopefully

throughout your life. As you study the rules for grammar and spelling, new vocabulary, and readings and writing assignments that challenge you, I am available to assist you. The fastest way to reach me is by through HCC email. Of course, the best way to discuss issues is in person, and I am available during posted office hours to answer any questions you might have. My goal is for you to walk out of the course with a love for the language and a desire to take more courses in Chinese.

Preferred Method of Contact

HCC Email address required including preferred method of contact (e.g., email, phone); additional contact information as required by the Division/Department, such as the program's administrative assistant's email address and phone number.

Course Overview

CHIN 1411 -Beginning Chinese I Credits: 4 (3 lecture, 2 lab). Introduction to Chinese language and culture. Development of basic skills in listening comprehension, speaking, reading, writing, and cultural awareness. Course includes vocabulary building, conversation and grammar. Transfers as foreign language credit. Core Curriculum course.

Requisites

The minimum requirements for enrollment in CHIN 1411 include placement in college-level reading and writing or department consent. 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](#).

Department Website

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/world-languages/>

Core Curriculum Objectives (CCOs)

CHIN 1411 satisfies the component area option in the HCCS core curriculum. The course addresses 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 an essay assignment on a topic introduced in the course readings.
- **Communication Skills.** Students will demonstrate effective expression of ideas through completion of two oral presentations and class discussion on cultural topics

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at: <https://learning.hccs.edu/programs/world-languages/world-language-pslos>

Course Student Learning Outcomes (CSLOs)

Upon completion of CHIN 1411, the student will:

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present
2. Demonstrate understanding of level-appropriate spoken Chinese produced by Chinese speakers of diverse origins
3. Write simple sentences using level-appropriate grammatical structures and organize them into cohesive paragraphs.
4. Read and comprehend level-appropriate authentic texts.
5. Identify and discuss traditions, customs and values of the Chinese-speaking world. Compare and contrast the traditions, customs and values of the Chinese-speaking world with characteristics of their own culture.

Learning Objectives

Learning Objectives for each CSLO can be found at Learning Objectives for CHIN 1411 at: <https://learning.hccs.edu/programs/world-languages/chinese-course-learning-objectives>

Departmental Practices and Procedures

Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by interacting with classmates in class discussions, online and in- person
- Read and comprehend the assigned material
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)
- Be aware of your progress by keeping a record of your grades.

Program-Specific Student Success Information

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 so be sure to pay attention to the due dates of the assignments to allow yourself enough time to complete them. 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
- Practicing your language skills

There is no short cut for success in this course; it requires practicing and dedicated study time, using the course objectives as a guide.

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Textbook Information

The textbook listed below is required for this course.

Integrated Chinese, Vol 1, Cheng Tsui Web App

(6 -month) Essential Edition Web App

ISBN 9781622911721

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 Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
In-Class Activities	40%		In-class activities will include partner practice, oral drills, vocabulary practice and conversation practice on topics related to the assigned chapters in the textbook. Learning a second language requires lots of practice, and you will have an opportunity to practice what you have learned in class. You will spend an hour each week in a computer lab working individually on the online exercises that I have assigned for each chapter Your participation in these activities will count as 15% of your grade.
Chapter test	30%		You will take a test at the conclusion of each chapter. The tests will include the following sections: listening, grammar, reading, writing and speaking. Tests will count for 30% of your grade.
Final Exam	30%		All students enrolled in CHIN 1411 will be required to take a comprehensive departmental final exam. The exam will be very similar in format to the chapter tests you have taken at the end of each chapter. The difference is that it will cover all the chapters we have studied this semester. The final exam will be given the last week of the semester and it will count 30% of your final grade.

Grading Formula

Grade	Range	Notes
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	<60	

* Instructor's Practices and Procedures

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/>

Missed Assignments/Make-Up Policy

I may allow makeups for major assignments (compositions, exams) but with a late-work penalty. This will be on a case-by-case basis and will require advance notice with a justifiable reason.

Academic Integrity

I expect you to do your own work. You are not helping yourself by using something like "Google Translate" I will probably be able to tell if you have done that. There are consequences for cheating, plagiarism, collusion, etc. and can include a referral to the Dean of Student Services and possible expulsion from HCC. See the link below for details.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

Attendance is very important and key to your success in the course. You will receive a grade for your participation in the class, and if you are not present, you will not be able to participate. It is also important so that you can keep up with the pace of the class and not miss assignments. Please communicate with me as soon as you know that you will need to miss a class.

Student Conduct

I expect you to conduct yourselves as responsible adults while you are in this class. That means respect for yourself, your classmates and your instructor. Your participation grade will suffer if you fail to behave responsibly.

Devices

There will be times during the course where you will be allowed to use your laptop or telephone to do class activities. However, if I find you wearing earplugs or checking your cell phone or laptop during a time when we are not using electronic devices, you will receive a "0" for participation for that day. Your preparation/participation will count 10% of your final grade, and you risk having your overall grade for the course go down.

Faculty Statement about 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 so be sure to pay attention to the due dates of the assignments to allow yourself enough time to complete them. 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 practicing and dedicated study time, using the course objectives as a guide.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

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

HCC Policies and Information

Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

<https://www.hccs.edu/about-hcc/> (<https://www.hccs.edu/about-hcc/>)

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0

Grade	Grade Interpretation	Grade Points
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

Ability Services

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

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>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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

Student Success

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

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

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

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

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

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources (<https://www.hccs.edu/cares> (<https://www.hccs.edu/cares>)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support (<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)). Furthermore, please notify the professor if you are comfortable doing so.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at <https://hccs.edu/tutoring> (<https://hccs.edu/tutoring>).

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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

Syllabus Modifications

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

When	Topic	Notes
Class Week #1	Introduction to course, school/ class policy & procedures, syllabus.	Introduction to Chinese Mandarin and China profile
Class Week#2	Introduction to pronunciation & writing system. Chapter 1 Greetings & Numbers: 0-19	Online practice & Quiz
Class Week#3	Chapter 1 Greetings & Numbers:20-50	Online practice & Quiz
Class Week#4	Chapter 2 Family & Numbers: 50-100	Online practice & chapter 1 test
Class Week#5	Chapter 2	online practice & Quiz
Class Week#6	Chapter 3 Date and Time	online practice & Quiz
Class Week#7	Chapter 3	online practice & Quiz
Class Week#8	Review for Chapter1- 3	online practice & Midterm exam
Class Week#9	Chapter 4 Hobbies & Numbers	Online practice & Quiz
Class Week#10	Chapter 4 Hobbies & Numbers	Online practice & Quiz

When	Topic	Notes
Class Week#11	Chapter 5 visiting friends	Online practice & Quiz
Class Week#12	Chapter 5	Online practice & Quiz
Class Week#13	Final Review	Video Project Presentation
Class Week#14	Final Exam	See HCC Final Exam Schedule

Additional Information

Departmental/Program Information

The Associate of Arts in World Languages is intended primarily for students planning to transfer to a senior college or university to receive a baccalaureate degree in a World Language. This plan has four specializations, Arabic, Chinese, French, and Spanish. All majors must take the HCC core curriculum plus four courses of the language they intend to major. All four foreign language courses must be in one language: Arabic, Chinese, French, and Spanish.

A degree in World Languages can lead to careers in International Political Organizations, Embassies, Import/Export Companies & International Banks, Education.

Student interested in studying abroad may apply to the Benjamin A. Gilman Scholarship

<https://www.gilmanscholarship.org/>

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Carlos Villacis

Chair, World Languages

5601 West Loop South #216

Houston, Texas 77081

713-718-6682