



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

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

---

**GOVT 2305: Federal Government | Lecture | #17337 & #17616**

Fall 2020 (Online F8B Term) | 8 Weeks (10.19.2020-12.13.2020)

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Steven N. Tran, Ph.D.	Office Phone: 713-718-6979 Mobile Phone: 346-383-4170 (Please use ONLY for texting. Calls will NOT be answered)
Office: A. Morales @ SE College HCC Email: <a href="mailto:steven.tran@hccs.edu">steven.tran@hccs.edu</a>	Office Hours: By Appointment Office Location: Webex videoconference (if possible)

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's Preferred Method of Contact**

You can contact me through either my HCC email or via the Canvas email (preferred method of contact). Emails sent from non-HCC accounts (i.e. gmail, yahoo, etc) will not receive a response. I typically respond to emails within 24 hours if sent during the weekday; expect emails sent during the weekend. Expect a reply to emails sent over the weekend by Monday of the following week. You can also contact me by text message through the mobile phone I provide above. Calls on the mobile phone will not be answered.

When communicating, please identify who you, what class you are enrolled in, and the CRN number for that class.

**What's Exciting About This Course**

Students who finish GOVT 2305 will have completed one of the most *relevant* classes during their college career. In this class, it will be made clear that government and politics are in everything that we, as citizens interact with each other, with our government leaders, and the policies our government leaders enact. This is especially the case now in Fall 2020 given how so many events either are currently ongoing or will take place this year, ranging from the COVID-19 pandemic, the protests that have stemmed from centuries of systemic racism,

and the upcoming US presidential election, among others. In this survey course, we will be scratching the surface on the ins and outs of our federal government. As chaotic as these major events have been and may continue to be, this is the best time to be enrolled in an introductory government class.

## My Personal Welcome

On behalf of the Government Department faculty, I welcome you to the study of Texas Government at Houston Community College. During the Fall 2020 semester, all courses at HCC will be taught in either one of three different instructional modalities: *Online Anytime*, *Online on a Schedule*, and *Flex Campus*. Note that regardless of modality, ALL student coursework is expected to be completed online in Canvas (see blurb about Canvas on the next page).

*Online Anytime* classes are traditional online classes where there are no meetings at specific times. *Online on a Schedule* classes are online courses with scheduled meeting times. Students are expected to log on for scheduled class meetings held each week. *Flex Campus* courses are classes scheduled in traditional classrooms in accordance with COVID-19 safety measures. Students have the option to be either in physical attendance during class or attend classes as scheduled online. Understand that until at least October 5, 2020, classes designated as *Flex campus* will be taught using the *Online on a Schedule* modality due to the COVID-19 pandemic.

Regardless of the course' designated modality, ALL coursework is required to be completed online in Canvas. Additionally, expect the amount of material covered to not be significantly different (or more difficult) than material covered in any other instructional modality.

### **This particular section of GOVT 2305 is taught using the *Online Anytime* modality.**

On behalf of the Government Department faculty, I welcome you to the study of American Government at Houston Community College. This is a COMPLETELY online course. You will not need to report to a campus to satisfy any of the course requirements. This course is designed for students who find it difficult to complete the required work in a traditional in-person format.

While the amount of material covered in online courses should not be significantly different (let alone more difficult) than material covered in traditional in-class courses, online courses require a certain level of self-motivation not typically called upon in traditional courses. As such, online students will need to be much more disciplined in dedicated in their studies to excel in computer based classes such as this one.

To meet the expectations placed in this course, students are required to do several things.

- First, students should complete assigned chapter readings in the textbook, which are provided in the course schedule found at the end of the syllabus. Courtesy of Smartbook and Connect your assigned chapter readings are available online on the first day of the semester.
- Second, students should also take advantage of the Eagle Online modules that correspond with the assigned readings. In addition, ancillary material (i.e. relevant web links, Discussion assignments, etc.) can be found in each of the course modules.
- Third, I also will make class announcements, which will often address questions some of you might have about your status in the class or the general progress of the overall

course. These announcements also serve as reminders of upcoming deadlines of assignments, exams, etc. While students should not be actively anticipating an announcement by a certain day and time of the week, expect there to be at least one announcement per week.

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

GOVT 2305 requires college-level reading and writing skills. The minimum requirement for enrollment in GOVT 2305 include concurrent enrollment in or successful completion of ENGL 1301. If you have enrolled in this course having satisfied this prerequisite, 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 GOVT 2305 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) extensively for making instructional material available and for communication with students.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

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

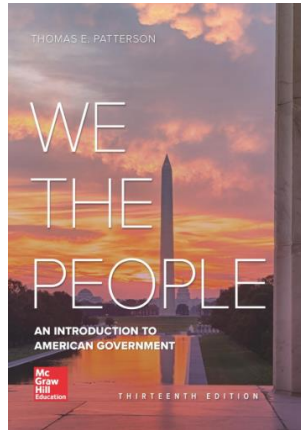
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

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

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

## Instructional Materials

### Textbook Information



This course is a course participating in First Day!

Through this program, you receive immediate access to an electronic version of the required textbook (e-textbook), *We the People*, 14<sup>th</sup> edition by Patterson, via the Connect link in Canvas. The charge for electronic access to the e-book/Connect is billed through your tuition and fees statement at Houston Community College. You do not need to go to the bookstore or get a special code to access the book. You may also purchase a loose-leaf copy of the textbook from McGraw-Hill if you would like to have a physical copy of the text. This can be done in Connect by clicking on "Loose leaf option".

### 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

**Government 2305** is one of two courses designed to introduce students to the study of the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. The course goals are to develop an understanding of the institutions and political processes of the American political system; encourage critical thinking about political events; and introduce students to the discipline of Political Science and how political scientists study politics scientifically. This course is fully transferable to all Texas State colleges and universities.

### Core Curriculum Objectives (CCOs)

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

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility**—to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making

### Program Student Learning Outcomes (PSLOs)

Can be found at:

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

### Course Student Learning Outcomes (CSLOs)

**Upon successful completion of this course, students will:**

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens
8. Analyze issues and policies in U.S. politics.

## Learning Objectives

Learning Objectives for each CSLO can be found at GOVT 2305 can be found [here](#).

## 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.

## 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 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](#)

## Assignments, Exams, and Activities

### Exams

There will be THREE non-cumulative exams scheduled this term. Each exam will comprise of SIXTY multiple choice questions. Students will also have SIXTY continuous minutes to start AND finish each exam.

To preserve the integrity and security of each exam, all tests will contain each of the following provisions.

- 1) No two students will receive anything close to the same exam. Questions that appear for each exam and for each student originate from an extensive pool of questions spanning multiple chapters randomly pulled for each student, both in the order of when/if the question appear on the exam and on whether they appear at all. It is entirely possible for students to receive a completely and absolutely different exam from each other so as long as they are drawn from the same chapters.
- 2) Students will be given SIXTY continuous minutes on each exam. *All exams must also be turned in by a certain date (see schedule) at 11:59pm CENTRAL time. All exams will be submitted by 11:59pm regardless of completion status.* To be afforded the full 60 minutes, be sure to start an exam at 10:59pm or before on the deadline date. Students that open an exam AFTER 10:59pm will only have until 11:59pm that same day to finish

Students SHOULD NOT take any breaks during the middle of the exam; doing so will count against the minutes remaining to complete the exam as the clock will continue to tick. As such, before starting the exam, make sure that all bodily needs have been met and that you are in a distraction-limited environment to insure exam completion within the allotted time.

All tests are intended to be closed-note exams. Before starting an exam, be sure to put away all notes, your textbook and other study material that you may have used in preparation for the exam. Strong students who have kept up with all of the course specifics should realize that any use of open material during the exam will be unnecessary if you have the appropriate preparation beforehand.

Students should not expect to know their grade on any exam until sometime AFTER the exam period closes. No exam will EVER be available for public viewing to preserve the integrity of the exam questions.

### Online Module Activities

#### **CONNECT QUESTIONS (2 POINTS PER COMPLETED CHAPTER ACTIVITY, 30 POINTS TOTAL)**

There will be a total of THREE learning modules. Each module will consist of anywhere between five to seven assigned chapter readings and Connect questions that correspond with each chapter. Students will earn TWO points upon completion of a chapter activity. Given that there are a total of 17 chapters in your assigned textbook, students can earn up to 34 points per completion of all chapter activities. Given that I have set the "maximum" number of points students can earn at 30, students can benefit from a small built-in bonus for fully completing practices questions from every chapter.

Given that the points earned from these activities call upon the opening and subsequent reading of the chapters, it is safe to assume that they are open book and open practically everything else. Once an exercise is made available for students to start on, you will have to successfully answer all practice questions by the stated deadline.

### ***CURRENT EVENT DISCUSSIONS (20 POINTS PER DISCUSSION, 60 POINTS TOTAL)***

Each module will include a current event discussion. Depending on the module, expect there to be some variation in the activity. In some cases, students will be asked to watch a video I have provided for the discussion; in other cases, you may read an article that relates to the module. After completing your viewing activity, you will be asked to complete the following parts of this discussion:

Part 1: In no less than 200 words, answer the prompt I have written following your viewing of said activity. This will serve as your primary post. (10 Points)

Part 2: Respond to TWO posts from your peers and offer a thoughtful response to what you have read in no less than 100 words. To satisfy this portion of the assignment, students can either respond to fellow student's primary post or to their response to your primary post. (10 points)

Part 3: Monitor replies from your fellow classmates regarding your primary post and respond whenever appropriate. While no points will be directly awarded if you respond to a reply of your primary post, your overall Discussion grade may reflect your contribution to the debate.

While you should have ample time to complete all discussion activities, I do caution against waiting until near the deadline to make your primary post as the intent of these discussions is to *hold a dialogue*. Such delay does not allow your classmates time to interact with you and defeats the purpose of the assignment; your grade may also reflect this aspect of your participation.

### ***MEET & GREET "DISCUSSION" (30 POINTS TOTAL)***

Another discussion, which will be assigned during around the first week of the term, is the "Meet & Greet" Discussion. As a required part of the course and in a format similar to the current event discussions, you will be tasked to answer some questions that I will provide. This will give all of us an opportunity to introduce ourselves to each other. More specific instructions will be seen once this particular assignment is published to you and your classmates.

### ***SYLLABUS QUIZ***

In addition to exams and module assignments, there will also be a required syllabus quiz open during the first week of the semester. Students will have unlimited opportunities to take and retake the quiz until the maximum number of points (TEN) can be earned. While the syllabus quiz will not be an official grade that students can earn, any student who fails to earn the maximum number of points on the syllabus quiz will not gain full access to the course AND will be at risk of being withdrawn from the course. The purpose of the syllabus



quiz is to insure that all enrolled students become familiar with my course expectations and requirements. Lastly, the format of the syllabus quiz is multiple choice.

### Grading Formula

To calculate your grade, simply add up your top three exam scores and both of your written assignments. You can earn a maximum of 300 points.

<b>Course Assignments</b>	<b>Points for Each Assignment</b>
EXAM 1	60 POINTS
EXAM 2	60 POINTS
EXAM 3	60 POINTS
Current Event Discussions	60 POINTS
Meet & Greet Discussion	30 POINTS
ConnectQuestions	30 POINTS
<b>TOTAL</b>	<b>300 POINTS</b>

After adding up all the necessary grades, match your total number with the appropriate letter grade as follows below.

<b>Total Points</b>	<b>Letter Grade</b>
270-300	A
240-269	B
210-239	C
180-209	D
0-179	F

### Extra Credit

Any and all extra credit opportunities to improve your grade will be announced only via announcements I post on Canvas. Points awarded will be calculated in your overall grade in addition to points earned at the end of the semester. No other extra credit chances will be provided beyond what I announce in class.

#### **Incomplete Policy:**

It is safe to assume that incomplete ("I") grades will not be granted to students. Exceptions may be made on a case-by-case basis should the student provide a legitimate non-academic reason backed with appropriate documentation. Further, at least 85% of the required work in the course should have already been completed.

Students granted an "I" will have until the end of the next long semester to finish the course. All "I's" will convert to "F's" unless the student successfully complete all remaining work as determined by the instructor.

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

## Course Calendar

CLASS DATE	READING ASSIGNMENT	Reference Chapter
10/19-10/23	Introduction & Course Expectations Introduction to <i>Connect</i> and <i>Smartbook</i> <b>Syllabus Quiz (Due 10/23 at 11:59pm)</b> <b>Meet &amp; Greet Discussion (Due 10/23 at 11:59pm)</b>	Syllabus
10/26-11/6	<b>Module 1</b> US Political Landscape US Constitution Federalism Civil Liberties Civil Rights <b>Discussion 1 &amp; Chapter Questions (Due 11/6 at 11:59pm)</b>	Required: Ch. 1-5 <i>Recommended: Declaration of Independence, US Constitution, Federalist #10</i>
11/6-11/9	<b>Exam 1 (Due 11/9 at 11:59pm)*</b>	
11/9-11/20	<b>Module 2</b> Public Opinion & Socialization Political Participation News & Social Media Political Parties Interest Groups <b>Discussion 2 &amp; Chapter Questions (Due 11/20 at 11:59pm)</b>	Ch. 6-10
11/20-11/23	<b>Exam 2 (Due 11/23 at 11:59pm)</b>	
11/23-12/4	<b>Module 3</b> US Institutions & Policy (Foreign & Domestic) <b>Discussion 5 &amp; Chapter Questions (Due 12/4 at 11:59pm)</b>	Ch. 11-17 <i>Recommended: Federalist #51 Federalist #78</i>
12/4-12/7	<b>Exam 1 or Exam 2 Makeup (If eligible) (Due 12/7 at 11:59 PM)</b>	
12/4-12/7	<b>Exam 3 (Due 12/7 at 11:59pm)</b>	

### Other important dates:

Last day to withdraw with a "W" 11/20/20

### Syllabus Modifications

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

## Instructor's Practices and Procedures

### Missed Assignments

Concerning tests, I STRONGLY recommend that you make yourself available for the exam date. However, if you have to miss either the first or second exam for any reason, you may take a makeup exam scheduled towards the end of the semester. However, keep in mind

that I do reserve the right to allow making up a missed exam well before the end of the semester with prior my knowledge of a scheduling conflict and with legitimate documentation of such conflict. Students who miss BOTH Exams 1 and 2 will be allowed to make up only one of the two exams.

While the material covered in the makeup exam is similar to material covered in the original exams, students typically do not score as high on the makeup.

Exam 3 is also scheduled during the last week of this term. STUDENTS WILL NOT BE ALLOWED TO MAKE UP THE THIRD EXAM at that time as the makeup exam date is scheduled EITHER during the same week Exam 3 is scheduled OR in the 1-2 weeks prior (*check schedule for exact dates*). Students who miss the third exam will have VERY limited, if any opportunities to makeup Exam 3 given the test's proximity towards the end of the semester. Simply put, making up Exam 3 will be VERY inconveniencing administratively for the student.

There will be NO make-up opportunities to any missed module assignments. Expect the deadlines to submit these assignments to be hard, firm deadlines. Students are also encouraged to start early on these assignments to avoid any potential problems and/or difficulties that may surface as the respective deadlines approach

## **Academic Integrity**

Houston Community College is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Examples of these violations include, but are not limited to, the following: Plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course.

Simply put, violations of academic integrity will NOT be tolerated. At a minimum, a grade of "0" will be recorded on the assignment or exam in question. Additional sanctions may include but are not necessarily limited to the following: Being assigned a grade of "F" for the course, being withdrawn from the course, or being expelled from the College.

*All faculty at HCC are required to document these violations in Maxient, a system used to report any student behavior that constitutes a violation of academic integrity, triggering involvement from other appropriate departments.*

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 Procedures**

Students in online classes are expected to log into their course in Eagle Online, know the rules and expectations in the course, keep up with announcements, and meet assignment deadlines. Your course grade WILL be a reflection on your level of participation in the course.

Unless stated otherwise, the deadlines for all assignments (i.e. exams, discussions, and chapter activities) are due at 11:59pm central time. My recommendation: Stay AT LEAST a day or two ahead of the deadlines in case something goes wrong (technical/computer difficulties, the death of a close relative, etc.) as deadlines to all respective assignments are hard, firm, and will NOT be opened.

*Students who are not actively in attendance for class and/or current with the required coursework, especially early in the semester, may be documented as such on the official census roster during the beginning of the term thus, triggering an administrative withdrawal from the course. Further, an Early Alert report may be completed as a result, escalating involvement from other appropriate departments.*

## **Student Conduct**

Students will be required to participate in discussion activities and interact with fellow classmates in an online setting. Any and all communication among class participants must remain civil and respectful.

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

I will make an effort to ensure that all grades will be returned to students in a timely manner

While I will be happy to discuss any questions and concerns with students especially on graded written, please allow for AT LEAST a 24 hour "cooling" period after receiving your grade. Communication opportunities are often lost without such a period. Patience is virtue.

## **Government Department Information**

The Houston Community College Government department supports students in a number of different ways. These include:

- GOVT Majors – Students can earn an Associate of Arts Degree in Government, which will prepare them for majoring in Political Science or Government when they transfer to a university. Majors and Minors—those students who are interested in Political Science or Government—are supported by a faculty committee who will connect them to events, news, and opportunities.
- Careers in GOVT – The study of government or political science prepares students for work in the public and private sectors by emphasizing critical thinking, analytical, and communication skills.
- GOVT Student Organizations – The HCC Political Science Club holds discussions and sponsors events to connect students to politics in the real world.
- GOVT Scholarships – The Government Department will work with students to locate scholarship support, when possible.

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

## **Title IX**

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

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

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

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

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

## **Department Chair Contact Information**

Department Chair: Dr. Cammy Shay  
 Email Address: [cammy.shay@hccs.edu](mailto:cammy.shay@hccs.edu)  
 Office Number: 713-718-7141

Per the HCC Student Handbook, if you have a problem with your Government course, please contact your instructor before contacting the department chair.