



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

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

**| ECON 2301: PRINCIPLES OF MACROECONOMICS |  
| CRN 18914 |**

| Fall 2019 | 16 Weeks (8.26.2019-12.15.2019) |

| Online | Canvas |

| 3 Credit Hours | 48 hours per semester |

### Instructor Contact Information

Instructor:	Temitope Oluseyi-Awe	Office Phone:	N/A
Office:	Online	Office Hours:	By email
HCC Email:	Temitope.OluseyiAwe@hccs.edu	Office Location:	Online

### Instructor's Preferred Method of Contact

**Your instructor's preferred method of contact is**

**Email: [Temitope.OluseyiAwe@Hccs.edu](mailto:Temitope.OluseyiAwe@Hccs.edu)**

Your instructor will usually respond to your emails within 48 hours Monday through Friday and weekend messages on Monday. Messages sent after 6pm will be credited to the next business day.

**Only** email communication from an HCC student email will be answered; please indicate your name, and course CRN.

### What's Exciting About This Course

Economics is inherently concerned with everyday behavior and phenomena. It is an elegant, exciting and infinitely applicable science to everyday life. As a teacher, I aim to challenge you to apply concepts you have learned to real world problems and evaluate various opposing points of view. I hope to create an environment where students can critically reason as they actively participate in their own learning. My goal is for you to be mentally engaged and where possible, hands on for most of class time, whether face-to-face or online. I believe this is how learning occurs.

## My Personal Welcome

Welcome!

As a teacher, one of my responsibilities is to help you understand the topics so that you can (1) do well on the assessments and (2) gain a lifetime knowledge for economic analysis. I believe in a student-centered approach where the necessary resources to learn through your own style is made available. I understand you have multiple demands on your time. This makes it even more important for you to get fully engaged throughout the 16 weeks. If you ever feel the class is overwhelming or you do not understand something, please reach out to me immediately. You do not need to wait until you score a low grade, let's work on this together! We have an interesting book with videos included and multiple practice problems found at the end of the chapter. There are several resources to help you succeed; you must, however, play your own part - apply yourself and take advantage of the opportunities to improve your grade. Again, welcome to the class and please read through the syllabus and let me know if you have any questions.

## Prerequisites and/or Co-Requisites

ECON 2301 requires college-level math, reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed college math and English. The minimum requirements for enrollment in ECON 2301 include placement into college level reading/writing & developmental mathematics (0314 or higher); or placing into developmental mathematics (0314 or higher) with INRW 0300/0420 (or ESOL 0370/0360) as a co-requisite. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Associate of Arts in Multidisciplinary Studies - Major in Economics

Students can now **major in Economics** by taking the following classes within an Associate of Arts in Multidisciplinary Studies:

ECON 2301, ECON 2302, MATH 2313 and BUSI 2305 or MATH 1342.

More information available on the [Economics Program Page](#) at

<https://learning.hccs.edu/programs/economics/new-major-in-economics-with-an-associate-of-arts-in-multidisciplinary-studies>

## Canvas Learning Management System

This section of ECON 2301 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. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

For online classes, all students are required to complete an online orientation. Students are expected to log in several times a week, check announcements and emails and complete assigned work.

**The "Total" column of the gradebook available in Canvas may not represent an accurate calculation of your final grade in the course as the Total is calculated based only on the work that has been completed, always refer to the grading formula in the syllabus for maximum accuracy** (see below.)

**HCC Online Information and Policies**

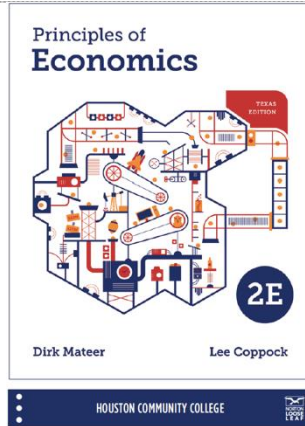
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

**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



#### **Principles of Economics by Mateer, Coppock, 2nd Edition.**

To complete some of the assignments you will be required to purchase a 1-year subscription to the publisher's online platform in addition to the textbook. **Students must purchase the subscription through either their Canvas course or the college bookstore.** Trial access available.

#### **Purchase options:**

- **Directly from the publisher** - register and purchase by clicking on the **e-book link** inside your Canvas-Eagle Online course.
  - eBook + InQuizitive & Smartwork5 (360 days access) - **\$79** - ISBN: 978-0-393-69175-7
  - Loose-leaf textbook + InQuizitive & Smartwork5 (360 days access) - **\$115** - ISBN: 978-0-393-69176-4 - The option to purchase the loose-leaf textbook become available after the e-book has been purchased.
- **College bookstore** - register and activate by clicking on the e-book link inside your Canvas-Eagle Online course.
  - Loose-leaf option - \$164.30 new - ISBN: 978-0-393-69176-4
  - eBook option - \$105.75 - ISBN: 978-0-393-69175-7

**To register and/or purchase the 1-year subscription and get the \$79 price, simply click on the link to the e-book in the first module (and not other links) inside your Canvas course and follow instructions.**

Ebook for *Principles of Economics*

Purchase options:

Price	Product	Select
\$79.00	Ebook for <i>Principles of Economics</i> Includes access to InQuizitive and free BETA access to Smartwork5 360-day access	<input checked="" type="checkbox"/>
FREE	Smartwork5 for <i>Principles of Economics</i> Free BETA access 360-day access	<input type="checkbox"/>
\$30.00	InQuizitive for <i>Principles of Economics</i> 360-day access	<input type="checkbox"/>

1 Select one or more products for purchase.

TOTAL PRICE: **\$0.00 USD**  
Plus state and local sales tax, if applicable

× Cancel    → Purchase or Register for Access

Need help? Contact **W. W. Norton Customer Support**

**If you do not access the publisher's online platform and the assignments from the Canvas shell, your grades will not transfer and be recorded.**

## **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

ECON 2301 – Principles of Macroeconomics presents an analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

This is a core curriculum course.

### Core Curriculum Objectives (CCOs)

ECON 2301 satisfies the social science requirement in the HCCS core curriculum and addresses the following core objectives which will be evaluated in this course through exams, homework assignments or written work.

1. Critical Thinking Skills (CT): To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills (COM): To include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills (EQS): To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Social Responsibility (SR): To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

### Program Student Learning Outcomes (PSLOs)

Can be found at: <https://learning.hccs.edu/programs/economics/program-and-student-learning-outcomes>

### Course Student Learning Outcomes (CSLOs)

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

1. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Define and measure Gross Domestic Product and national income and rates of unemployment and inflation
4. Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy
5. Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
6. Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.
7. Explain the mechanics and institutions of international trade and their impact on the macro economy.
8. Define economic growth and identify sources of economic growth.

### Learning Objectives

Learning Objectives for each Course Student Learning Outcome can be found at <https://learning.hccs.edu/programs/economics/student-learning-outcomes-and-objectives/macro-economics-principles-econ-2301-learning-outcomes-and-objectives/view>

## Student Success

Expect to spend a minimum of 6-8 hours per week outside of class studying the course content. Additional time will be required for projects, written or other 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 or online, as applicable)
- 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 up
- 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 applicable

As a student, it is your responsibility to:

- Attend class in person and/or online. For online classes, student login time is recorded.
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with your instructor
- 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/resources-for/current-students/student-handbook/>)

## Assignments, Exams, and Activities

### Assignments

Assignments have been developed that will enhance your learning. Homework/Assignments include quizzes, discussion boards writing, assigned readings and should be turned in by the due date.

**Extensions:** I totally understand that students may be working, handling personal responsibilities, taking care of others, etc. but this is a self-starter's course that requires you to complete your work in a timely manner. If it occurs that Canvas/Norton experiences a long-term technical difficulty which is rare, I need a technical representative to verify for me that this has been the case.

**IMPORTANT!!!** - THERE WILL BE NO EXTRA CREDITS SO WORK TOWARDS YOUR DESIRED GRADE ALL THROUGH THE SEMESTER.

### Written Assignment

Writing or other assignments that require a form of 'Communication' are required to fulfill our 'Communication' objectives. You will be required to contribute to discussion boards and/ other similar assignments, as applicable.

### Discussions

Class discussions are essential to improving your intellectual and academic skills, so it is important that all students actively participate. No credit will be given to partial fulfillment of the discussion requirements; course activities will be considered incomplete without a completion of that week's discussion(s), if applicable.

### Exams

There will be 3 exams for this class.

All exams total up to a weight of 55% of the final grade. See the course calendar for exam availability and topic cluster. Questions will include knowledge and comprehension questions reviewing economics definitions and terminology. Questions will also include analysis, synthesis, and evaluations questions concerning theories learned.

You will find a detailed description of Exams under the "Exam Details" page in Canvas. The information includes the number of questions in each exam, the type of questions, the time allowed and the dates.

Exam III is your [final exam](#).

For a class that requires it, students must provide their own Scantron forms (FORM NUMBER 882-E). HCC does not provide students with Scantron forms. They are sold in campus bookstores. This class ~~will~~/will not require Scantron forms. All exams will be online.



Link to academic calendar and final exam calendar:

<https://www.hccs.edu/student-experience/events-calendar/>

### **Make up policy for final exam:**

If students miss the final exam, it is their responsibility to contact their instructor within 24 hours via email and arrange a make up at the discretion of the instructor. The student must be assigned a course grade by the institutional deadline.

### **Coursework**

Your assignments are chapter based and recur in each module. The activities for each topic are:

eBook Reading Assignment  
InQuizitive Assignment  
Homework Quiz  
Concept (Practice) Quiz, where applicable.

Their weight towards your final grade is described in the grading formula below.

### **Grading Formula**

<b>Assignments</b>	<b>Points</b>	<b>Percentage</b>
Exams		55%
Homework		20%
InQuizitive		10%
Participation Markers		15%
Total		100%

### **HCC Grading Scale:**

A = 100 – 90; .....4 points per semester hour

B = 89 – 80: .....3 points per semester hour

C = 79 – 70: .....2 points per semester hour

D = 69 – 60: .....1 point per semester hour

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

W(Withdrawn).....0 points per semester hour

I (Incomplete)..... 0 points per semester hour

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted.

### **Incomplete Policy:**

Assignments of Incompletes are at the discretion of faculty and are typically reserved for special circumstances and cases where the percentage of the coursework that remains or has to be completed is small.

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

## Course Calendar

This course calendar is tentative and may be modified as needed.

Week	Chapter Ref.	Details	SLO
1	1	Five Foundations of Economics	
2	2	Model Building and Gains from Trade	1,7,8
3	32	International Trade	7
4	3	The Market at Work: Supply and Demand	2
5	19	Introduction to Macroeconomics and GDP measurement	3
<b>5/6</b>	<b>Exam 1</b>	<b>Chapters 1, 2/32, 3, 19</b>	
6	20	Unemployment	3
7	21	The Price level & Inflation	4
8	22	Savings, Interest rates and the Market for Loanable Funds	5, 6
9	24	Economic Growth and the Wealth of Nations	8
10	26	The Aggregate Demand-Aggregate Supply Model	6
<b>10/11</b>	<b>Exam 2</b>	<b>Chapters 20, 21, 24, 26</b>	
11	28	Federal Budgets: The Tools of Fiscal Policy	6
12	29	Fiscal policy	6
13	30	Money and The Federal Reserve	5
14	31	Monetary Policy	6
<b>15/16</b>	<b>Exam 3</b>	<b>Chapters 28, 29, 30, 31</b>	
For information on Holidays, Refund Policy, & Withdrawal Dates, check the HCC Calendar through <a href="https://www.hccs.edu/student-experience/events-calendar/">https://www.hccs.edu/student-experience/events-calendar/</a>			

### 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

Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor:

**Make-up Assignments:** Towards the end of the semester, students will have the opportunity of a day or two to make up previously missed work, probably for a reduced grade. From the beginning of Week 12, any student who would like to make use of this opportunity should email a list of missed coursework to me. This applies to missed work only. No retakes. This will be the only opportunity given to complete missed coursework. **I strongly suggest that you do not plan towards making use of these make-up days** – it is usually very stressful and inconvenient to cram in work to be done into a few days while preparing for your final exam.

You are responsible for keeping up with your coursework amidst the events that occur in your life that make it difficult to meet your deadlines. You will have ample time – minimum of a week – to complete your assignments so you should not miss any submission. Missing work will reduce your potential final grade.

**Make-up Exam:** The general rule is no make-up exams but students with documented emergency situations and regular attendance will be given approval for a make-up exam. Regular attendance is as described under the “Attendance” paragraph. Approval for a make-up exam is at the discretion of the instructor and will be determined on a case-by-case basis. Prior approval is required. The information for a make-up exam will be provided to approved students. Please note that there may be a deduction in the grade for make-up exams.

**The Final Exam must be taken with the class, as scheduled.**

If students miss any coursework, it is their responsibility to contact their instructor within 24 hours via email.

All students must be assigned a course grade by the institutional deadline.

## Academic Integrity

### Violation of Academic Scholastic Dishonesty and Grievance

Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, and/or failure in the course, and/or referral to the Dean of Student Services for further disciplinary action.

Academic dishonesty includes but is not limited to cheating, plagiarism and colluding. 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):

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

### Attendance Procedures

If a student does not attend class by the Official Day of Record, they will be dropped automatically for non-attendance.

For online students, participation is necessary to show attendance.

For this 100% online class, participation will be a combination of logging into the course in Canvas for at least 3hrs every week; keeping up with emails and class announcements; and

engaging in class activities. The minimum 3 hours suggested does not include study time outside of Canvas. You are expected to attempt all class activities. Participation points are earned based on the timely completion of coursework on a weekly basis. I can tell if you are visiting the course site.

**You are required to send me a check-in email every Friday.** This weekly email will be your attendance marker. Details of what to include in your check in email is provided in the course orientation on Canvas.

Although it is your responsibility to drop a course, the instructor has the authority to drop students for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example: For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.

Administrative drops are at the discretion of the instructor.

Failure to withdraw officially can result in a grade of "F" (or "FX" if you stop attending classes or logging in and completing assigned work for online classes) in the course.

If a student is dropped by the registrar for non-attendance, your instructor will not reinstate the student.

## Student Conduct

### Courtesy

In all class communication, please be respectful to your fellow students and to me. Address me as Professor O. or Mrs. O in all your emails. Address your fellow students with respect. Adopt a semi-formal/formal language and tone on discussion boards. Observe netiquette always when communicating in this online class.

### Netiquette

Disruptive activity that hinders other students' learning or deters an instructor from effective teaching will not be tolerated under any circumstances. All students deserve a classroom environment – physical and/ virtual - that is free of interruptions or distractions that impede learning. Kindly observe netiquette at all times in communicating throughout this course period.

### Electronic files

It is your responsibility to retain an electronic copy of all work until after the final semester grade has been turned in. If you are unable to produce the original electronic copy of your work upon request, your work may be considered not turned in. It is your responsibility to ensure that the files turned in are the correct file extension and are not corrupt. Corrupt files are not an excuse and any work that cannot be opened or is gibberish upon opening will be considered not turned in. Efforts to gain extra time to complete assignments, papers, etc. will be seen as an act of academic dishonesty.

### Keeping Up in an Online Course

An online course requires special discipline. A 16 weeks class, more so because of the illusion of ample time. You have to create your own schedule and motivations so that you do not fall back in the class. Here are some suggestions:

1. Don't procrastinate.

2. Develop a regular schedule.
3. Print the course calendar and any other course schedules.
4. Start big assignments early.
5. Complete assignments before the due date.

### **Working Ahead**

The modules of your online course are structured in such a way that you can work ahead. Taking this initiative or not has no impact on your grade. Working ahead does not include taking exams ahead of the class.

## **Course-Specific Information**

### **Communication Plan**

My primary mode of communicating with you one-on-one is email. Please, only send emails from your HCCS account. Feel free to email me on any issue about the class at any time. I will usually respond within 48 hours. Emails received after 6 p.m. on Friday may not be returned until Monday. Please address all emails to me using the subject line format below:

Your name, Your class, your reason for writing

Example: Barry Omar Macro 18914 'Question on Chapter 2 readings'

**Very important!!!** - As this is an online class and our key mode of communication is email, I implore you to take note of the information in this section so that I can provide prompt and useful help to you. You can email as often as you have a need to. In any case, your Friday check-in email is required.

Only properly routed and properly addressed emails will be promptly attended to.

## **Electronic Devices**

### **For face to face classes:**

Kindly set your electronic communication devices to silent mode and keep them off the table during class. Any necessary communication (voice, text, etc.) must be conducted outside the classroom. The instructor may, sometimes, deem it useful to allow you use your devices during a class. At such times, please limit your use to that which is relevant and permitted. No texting, social media, voice or video recording, taking pictures etc. During quizzes and exams, all electronic devices with communication features must be turned off. You may only use a standard, handheld calculator.

## **Economics Program Information**

<https://learning.hccs.edu/programs/economics/economics>

## **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: Sophie Haci  
 Email: [sophie.haci@hccs.edu](mailto:sophie.haci@hccs.edu)  
 Phone: 713-718-5819

Administrative Assistant: M. Conchita Olivares  
 Email: [maria.olivares@hccs.edu](mailto:maria.olivares@hccs.edu)  
 Phone: 713-718-6698