



**Division of Earth, Life & Natural Sciences
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

BIOL 1322: Nutrition and Diet Therapy | Lecture | #15981

Fall 2019 | Second Start 12 Weeks (9.23.2019-12.15.2019)

Online College

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	A. Tineke Berends, Ph.D.	Office Phone:	713-718-5875
Office:	Alief WHI, Room 307	Office Hours:	TR 1:00-1:50 p.m.
HCC Email:	tineke.berends@hccs.edu	Office Location:	Alief WHI, Room 307

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 or just to discuss course topics.

Instructor's Preferred Method of Contact

The quickest way to get a response is to email me THROUGH Eagle Onine CANVAS (click on the inbox icon in the left menu followed by the write icon) **as opposed to sending an email directly to tineke.berends@hccs.edu**. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

What's Exciting About This Course

This is a basic 3 hour course introducing general nutritional concepts in health and disease and includes practical application of that knowledge. Special emphasis is given to nutrients and nutritional processes including function, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

My Personal Welcome

Welcome to Nutrition and Diet Therapy! I am here for you and look forward to working with you. I want you to do well in this course; when you do well, I feel like I have done my job. Never hesitate to contact me with questions or concerns. There truly is no such thing as a stupid question.

Prerequisites and/or Co-Requisites

BIOL 1322 requires math 0409 or higher placement by testing. Must be placed in college level reading and writing. 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 the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

All Biology sections utilize Eagle Online Canvas to supplement in-class assignments, exams, and activities. To login go to <https://eagleonline.hccs.edu/login/ldap> and use your W number and your regular email password to login. Please note that ALL of YOUR activities will be accessed THOUGH Canvas, even those that are housed on the publisher's platform called Launchpad.

Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. Launchpad, the publisher platform you will be accessing from Eagle Online Canvas works best with Chrome, not very with Firefox). Please **USE CHROME AS YOUR INTERNET BROWSER.**

HCC Online Information and Policies

For online/hybrid students: as an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

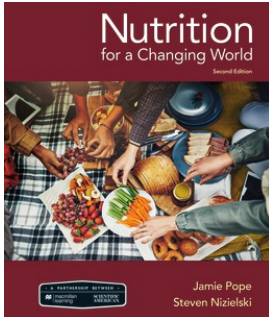
Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Eagle Online 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

Required Resources

The textbook listed below is **required** for this course:



"Scientific American: Nutrition for a Changing World" (2nd edition) by Jamie Pope (Macmillan) with Launchpad access (Launchpad is the publisher's platform). The cost for these materials were included in your tuition and fees by default ("Inclusive Access"), and like any other course materials, you will be accessing this ebook and online assignments in Eagle Online Canvas: <https://eagleonline.hccs.edu/login/ldap>. You are strongly advised NOT to opt out as buying these items separately will be much more expensive. Because of your exclusive access, there is **NO ISBN**.

Suggested Resources

All course resources (powerpoint slides, handouts, explanatory videos, links to the ebook and the assignments, have been posted in Eagle Online Canvas: <https://eagleonline.hccs.edu/login/ldap>

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

BIOL 1322 introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Core Curriculum Objectives (CCOs)

BIOL 1322 satisfies the Natural Science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.
- **Team Work-** Students will demonstrate the ability to consider different points of view and work effectively with others to support a shared purpose or goal. The students may work collaboratively through written, oral or visual communication such as research papers and presentations.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.
- **Personal Responsibility-** The students will demonstrate the ability to connect choices, actions and consequences to decision making through analyzing behavior and completing a written report or presentation.

Program Student Learning Outcomes (PSLOs)

Upon completion of the Biology Program, the student will be able to:

1. Display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Demonstrate the ability to think critically and to integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual

communication; this may include successful completion of a course---specific research project or a case study module.

3. Demonstrate proficiency and safe practices in the use of laboratory equipment and laboratory techniques.
4. Apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Student Learning Outcomes (CSLOs)

Upon completion of BIOL 1322, the student will be able to:

1. Apply nutritional knowledge to analyze personal dietary intake, to plan nutritional meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss function, sources, deficiencies, and toxicities of macro and micronutrients, including carbohydrates, lipids, proteins, water, vitamins and minerals.
4. Apply the concept of energy balance and its influences at the physical , emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalance
5. Utilize concepts of aerobic and anaerobic systems, and knowledge about macronutrients, vitamins, minerals, ergogenics, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life-cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on disease

Learning Objectives

All learning objectives have been posted in the Start Here module in Eagle Online Canvas: <https://eagleonline.hccs.edu/login/ldap>

Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course 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
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires 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

ALL assignments, exams, and discussion activities are to be accessed through Eagle Online Canvas. Please see the Start Here module for an explanation of the different types of assignments and activities.

Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 50 multiple-choice questions. Final exams are taken in person at approved DE testing locations (for more information see the Start Here module in Eagle Online Canvas). Students must provide their own Scantron forms (FORM NUMBER 882-E-LOVAS). All the information students need to prepare for the exam is in the [Final Exam Handbook](#).

Grading Formula

Your course grade will be calculated as follows:

- 50%: 4 Lecture Exams (no drops)
- 30%: Online Learning Curve Quizzes, Summative Quizzes & Discussion Posts (drop 3 lowest grades)
- 10%: Best 8 out of 9 Online AnalyzeMyDiet Project Activities (drop 1 lowest grade)
- 10%: Comprehensive Final Exam

The grading scale and curving policy is as follows:

- A = 90% and up (4 GPA points/semester hour)
- B = 80-89% (3 GPA points/semester hour)
- C = 70-79% (2 GPA points/semester hour)
- D = 60-69% (1 GPA points/semester hour)
- F = 59% and below (0 GPA points/semester hour)
- W (Withdrawn) (does not affect GPA; **YOU must initiate**)
- I (Incomplete) (does not affect GPA; must be in good standing late in semester)

Course % grades ending in 0.50 or more will be rounded up; course % grades ending in 0.49 or less will **NOT** be rounded up. It is YOUR responsibility to **KEEP AN EYE ON YOUR GRADE** and do everything you can to **AVOID BEING BORDERLINE**. **NO EXCEPTIONS.**

Students must withdraw by the **withdrawal deadline (November 11, 2019)** in order to receive a "W" on a transcript. Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. **It is your responsibility to withdraw officially from a class and prevent an "F" or "FX" from appearing on your transcript.** Senate Bill 1231 limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6- drop limit. In addition, **withdrawing from a course may impact your financial aid award or eligibility.** Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

Incomplete Policy

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. **If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F."** An incomplete "I" grade will be given only if all of the following conditions are met:

- ✓ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- ✓ You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- ✓ You must be passing with a grade of "C" or better.
- ✓ You must request the incomplete in writing BEFORE **final exam day**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

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

Course Calendar

ASSIGNMENTS (Listed in chronological order; all Launchpad assignments (learning curves, summative quizzes and AMD project assignments) and online exams are accessed through Eagle Online Canvas)	Official DUE Date (Due by 11:59PM ; you are strongly advised to complete ample days BEFORE this due date)	AVAILABILITY WINDOW (This is when the assignment opens and CLOSES by 11:59 PM in Eagle Online Canvas; you <i>may</i> have a small grace period past the official due date, but if not completed by closing date you will be unable to submit and your assignment grade will be a ZERO)
MEET & GREET DISCUSSION (Must complete to stay enrolled!)	WED 9/25	Closes TUE 10/1
Learning Curve CH 1	SAT 9/28	Closes FRI 10/4
Learning Curve CH 2	SAT 9/28	Closes FRI 10/4
Summative Quiz CH 1	SUN 9/29	Closes SAT 10/5
Summative Quiz CH 2	SUN 9/29	Closes SAT 10/5
AMD Project – Tracker (no grade)	SAT 10/5	Closes SAT 12/14
AMD Project – User Guide (no grade)	SAT 10/5	Closes SAT 12/14
AMD Project - Tutorial (no grade)	SAT 10/5	Closes SAT 12/14
AMD PROJECT – Food Groups	SAT 10/5	Closes FRI 10/11
Learning Curve CH 3	SAT 10/5	Closes FRI 10/11
Learning Curve Spotlight H	SAT 10/5	Closes FRI 10/11
Learning Curve CH 14	SAT 10/5	Closes FRI 10/11
MANDATORY Respondus Lockdown Browser and Monitor PRACTICE Quiz	SUN 10/6	Closes 10/6
UNIT 1 DISCUSSION	SUN 10/6	MON 9/30 - SUN 10/6
Summative Quiz CH 3	SUN 10/6	Closes SAT 10/12
Summative Quiz Spotlight H	SUN 10/6	Closes SAT 10/12
Summative Quiz CH 14	SUN 10/6	Closes SAT 10/12
UNIT 1 Online EXAM (Covers CH 1-3 and 14, Spotlight H)	SUN 10/13	MON 10/7 – SUN 10/13
Learning Curve CH 4	SAT 10/12	Closes FRI 10/18
Learning Curve Spotlight A	SAT 10/12	Closes FRI 10/18
AMD PROJECT - Carbohydrates	SAT 10/12	Closes FRI 10/18
Summative Quiz CH 4	SUN 10/13	Closes SAT 10/19
Summative Quiz Spotlight A	SUN 10/13	Closes SAT 10/19
AMD Project - Lipids	SAT 10/19	Closes FRI 10/25

ASSIGNMENTS (Listed in chronological order; all Launchpad assignments (learning curves, summative quizzes and AMD project assignments) and online exams are accessed through Eagle Online Canvas)	Official DUE Date (Due by 11:59PM ; you are strongly advised to complete ample days BEFORE this due date)	AVAILABILITY WINDOW (This is when the assignment opens and CLOSES by 11:59 PM in Eagle Online Canvas; you <i>may</i> have a small grace period past the official due date, but if not completed by closing date you will be unable to submit and your assignment grade will be a ZERO)
Learning Curve CH 5	SAT 10/19	Closes FRI 10/25
Learning Curve Spotlight B	SAT 10/19	Closes FRI 10/25
Summative Quiz CH 5	SUN 10/20	Closes SAT 10/26
Summative Quiz Spotlight B	SUN 10/20	Closes SAT 10/26
UNIT 2 DISCUSSION	SUN 10/27	MON 10/21 – SUN 10/27
AMD Project - Protein	SAT 10/26	Closes FRI 11/1
Learning Curve CH 6	SAT 10/26	Closes FRI 11/1
Learning Curve Spotlight C	SAT 10/26	Closes FRI 11/1
Summative Quiz CH 6	SUN 10/27	Closes SAT 11/2
Summative Quiz Spotlight C	SUN 10/27	Closes SAT 11/2
UNIT 2 Online EXAM (Covers CH 4-6 and Spotlights A-C)	SUN 11/3	MON 10/28 – SUN 11/3
AMD Project - Vitamins	SAT 11/2	Closes FRI 11/8
Learning Curve CH 7	SAT 11/2	Closes FRI 11/8
Learning Curve CH 8	SAT 11/2	Closes FRI 11/8
Summative Quiz CH 7	SUN 11/3	Closes SAT 11/9
Summative Quiz CH 8	SUN 11/3	Closes SAT 11/9
AMD Project - Minerals	SAT 11/9	Closes FRI 11/15
Learning Curve CH 9	SAT 11/9	Closes FRI 11/15
Learning Curve CH 10	SAT 11/9	Closes FRI 11/15
Summative Quiz CH 9	SUN 11/10	Closes SAT 11/16
Summative Quiz CH 10	SUN 11/10	Closes SAT 11/16
UNIT 3 DISCUSSION	SUN 11/17	MON 11/11 – SUN 11/17
Learning Curve Spotlight D	SAT 11/16	Closes FRI 11/22
Learning Curve CH 11	SAT 11/16	Closes FRI 11/22
Summative Quiz Spotlight D	SUN 11/17	Closes SAT 11/23
Summative Quiz CH 11	SUN 11/17	Closes SAT 11/23
UNIT 3 Online EXAM (Covers CH 7-10 and Spotlight D)	SUN 11/24	MON 11/18 – SUN 11/24
AMD Project – Physical Activity	SAT 11/23	Closes FRI 11/29
Learning Curve CH 12	SAT 11/23	Closes FRI 11/29
Learning Curve CH 13	SAT 11/23	Closes FRI 11/29
Summative Quiz CH 12	SUN 11/24	Closes SAT 11/30
Summative Quiz CH 13	SUN 11/24	Closes SAT 11/30

ASSIGNMENTS (Listed in chronological order; all Launchpad assignments (learning curves, summative quizzes and AMD project assignments) and online exams are accessed through Eagle Online Canvas)	Official DUE Date (Due by 11:59PM ; you are strongly advised to complete ample days BEFORE this due date)	AVAILABILITY WINDOW (This is when the assignment opens and CLOSES by 11:59 PM in Eagle Online Canvas; you <i>may</i> have a small grace period past the official due date, but if not completed by closing date you will be unable to submit and your assignment grade will be a ZERO)
UNIT 4 DISCUSSION	SUN 12/1	MON 11/25 – SUN 12/1
Learning Curve Spotlight E	SAT 11/30	Closes FRI 12/6
Learning Curve Spotlight F	SAT 11/30	Closes FRI 12/6
Learning Curve Spotlight G	SAT 11/30	Closes FRI 12/6
Summative Quiz Spotlight E	SUN 12/1	Closes SAT 12/7
Summative Quiz Spotlight F	SUN 12/1	Closes SAT 12/7
Summative Quiz Spotlight G	SUN 12/1	Closes SAT 12/7
UNIT 4 Online EXAM (Covers CH 11-13 and Spotlights E-G)	SUN 12/8	MON 12/2 – SUN 12/8
Optional Final Exam Readiness Quiz	SUN 12/8	Closes THU 12/12
IN-PERSON FINAL EXAM Covers CH 1-14 and Spotlights A-G)	SAT 12/14	FRI 12/13 – SAT 12/14

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

There will be **NO MAKEUP WORK** for lecture exams 1-4, online learning curves, summative quizzes, and AnalyzeMyDiet Activities. If you have a valid, official 3rd party excuse on letterhead (not a note from your parent) to explain why you must miss the **final exam**, you **MUST notify me AHEAD OF TIME** to make other arrangements. I reserve the right to refuse a makeup exam opportunity.

Your grade is to be primarily based on your knowledge and skill level. This is why I **do NOT assign EXTRA CREDIT work to make up for poor grades**. However, to help you out your learning curves (part of your online homework) will be based on completion.

Academic Integrity

This instructor 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. Failure to uphold these standards includes, but is 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. **Cheating includes merely looking at or copying from another student's exam**, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, smart watches, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. **When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course.** Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity. **Beware cell phones and smart watches are NOT allowed on or near your person during proctored exams, nor may you take a bathroom break during an exam. Please remember to keep your eyes on your own test or on the ceiling.**

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

This is NOT a self-paced course. Exams and discussions open and close during a particular window of time (see schedule and Eagle Online Canvas assignments); all other assignments close 7 days after their due date (see schedule), after which they **can no longer be accessed and will count as a grade of zero.** **In order not to be dropped automatically, you MUST complete the first Discussion assignment in Eagle Online Canvas ON TIME, before it closes.**

Student Conduct

All official HCC policies, student services and student responsibilities are clearly stated in the HCC Student Handbook, including academic honesty, support, withdrawal, repeating courses, grade of FX and international students, FERPA and privacy, the HCC grading scale, campus carry and safety, transfer planning, complaints, student services, rights and responsibilities etc.: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

Electronic Devices

No personal electronic devices (smartphones, tables, computers, smartwatches etc. are allowed during exams.

Biology Program Information

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

HCC Policies

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

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

EGLS³

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

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

Campus Carry Link

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

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

HCC Email Policy

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

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.

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

Office of Institutional Equity

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

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

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

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

Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775