

Division of Earth, Life & Natural Sciences

Biology Department

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

# BIOL 2416: Genetics | Lecture | #22942

Fall 2020 | 16 Weeks (8.24.2020 -12.13.2020)

Online & In-Person as of October 5? | T - WHI 316 | R - WHI 316 | 11 AM-1:50 PM

4 Credit Hours | 96 hours per semester

## Instructor Contact Information

Instructor: A. Tineke Berends, Ph.D. Office Phone: 713-718-5875 \*

Office: Alief WHI, Room 307 Office Hours: Schedule in WebEx

HCC Email: tineke.berends@hccs.edu \* Office Location: Alief WHI, Room 307

Please feel free to contact me **(Canvas email preferred)** 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

You will learn how your genetics and interactions with the environment controls so much about your life and the living things around you. This course has a high degree of Active Learning and Team-based content and requires participation in both Classroom and Laboratory activities.

In addition to lecture topics in transmission and molecular genetics as well as population and medical genetics, we will develop our math and statistical skills for analyizing genetic data. We will be conducting laboratory experiments with fruit flies, extracting DNA from organisms, using microscopes to view chromosomes and other lab techniques. We will utilize the Polymerase Chain Reaction technique to either detect Genetic Modifications in food products (GMO) or for Forensic Crime Scene analysis, we will also genetically modify bacteria and other fascinating activities in the Lab. The information in this course will enable you to better understand people in your life as well as develop a better understanding the role heredity has in all living things lives.

## My Personal Welcome

Welcome to Genetics! 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 2416** requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. Students must have completed one of the following with a grade of C or higher: BIOL 1306 (or 1406), 1311 (or 1411), 1313 (or 1413), 2301 (or 2401), 2302 (or 2402), 2320 (or 2420), or 2321 (or 2421). 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.

## CourseType

## Online on a Schedule (Lecture) – Students can take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times using our learning management system (Canvas).

## Lab-Based Courses – We will continue to offer our skills-based, hands-on lab courses but with smaller section sizes to enable social distancing. We have added additional lab sections to the schedule to make up for the daller sizes.

## Canvas Learning Management System

All Biology sections utilize [Canvas](file:///C%3A%5CUsers%5CMatt%20Webster%5CAppData%5CLocal%5CTemp%5CCanvas) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

## Open Lab Locations

[HCCS Open Computer Lab locations](https://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement--development/open-lab-schedule/) may be used to access the Internet and Canvas. **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE 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 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.

***Genetics: A Conceptual Approach, 6th ed.*** LL by Pierce (W.H. Freeman)

ISBN: 9781319088699 or 9781319050962

Please note I personally do NOT require Sapling, the publisher online platform; ALL assignments are freely available in Eagle Online Canvas instead. I am also OK with you using a cheaper 5th edition or international edition! Keep in mind you do not have to buy as rental is also an option.

You are also required to purchase a bound composition notebook for use in lab exercises, and, per departmental policy, you will also be required to use Respondus Lockdown Brwoser and Monitor plus a web cam for exams.

There is no lab manual; all lab resources will be provided free of charge.

## Suggested Resources

A copy of the textbook has been placed on reserve in the Learning Commons library in the WHI (for in-house use only).

All other course resources (powerpoint slides, handouts, lecture videos, explanatory videos, and links to the study pages referenced above 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](http://www.hccs.edu/resources-for/current-students/tutoring/) 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](http://library.hccs.edu/%22%20%5Ct%20%22_blank).

### 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 2416 Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. Core curriculum course.

## [Core Curriculum Objectives (CCOs)](https://www.hccs.edu/programs/catalog/academic-information/)

BIOL 2416 satisfies the Life and Physical Sciences 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.
* ***Empirical and Quantitative Skills***: Students will demonstrate manipulation and analysis of numerical data or observable facts resulting in informed conclusions by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.
* ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

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

## Course Student Learning Outcomes (CSLOs)

Upon completion of BIOL 2416, the student will be able to:

1. Deduce information about genes, alleles, and gene functions from analysis of genetic crosses and patterns of inheritance.
2. Describe the molecular anatomy of genes and genomes.
3. Describe the mechanisms by which an organism’s genome is passed on to the next generation.
4. Describe the phenomenon of linkage and how it affects assortment of alleles during meiosis.
5. Describe the processes that can affect the frequency of phenotypes in a population over time.
6. Compare different types of mutations and describe how each can affect genes and the corresponding mRNAs and proteins.
7. Apply the results of molecular genetic studies in model organisms to understanding aspects of human genetics and genetic diseases.
8. Interpret results from molecular analyses to determine the inheritance patterns and identities of human genes that can mutate to cause disease.
9. Describe the molecular basis of replication, transcription and translation in Eukaryotes and Prokaryotes.

## Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for BIOL 2416](http://learning.hccs.edu/programs/biology)

# 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](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

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

## Grading Formula

Best 24 of 28 Module Discussion Posts and Module Quizzes (Online): 10%

Lab Exercises, Reports and Lab Notebook (Online): 10%

Team Project: 5%

1 Practical Exam (online): 10%

Best 3 of 4 Lecture Exams (online): 55%

Comprehensive Final Exam (online): 10%

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.**

NOmakeup lab exercises, NO late pre-lecture/WebEx discussion post assignments (completion grade). NO individual extra credit work to make up for poor grades.

Students must withdraw by the withdrawal deadline (October 30, 2020) 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 **December 11, 2019.**
* 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/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

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| --- | --- | --- | --- |
| **Week** | **Tuesday Activities & Due Dates** | **Thursday Activities & Due Dates** | **Sunday Homework****(Due 11:59PM)** |
| **1** | **8/25:*** **Attend WebEx @ 11AM**
* Orientation and syllabus
 | **8/27:*** **Watch module 1 video (due 11AM)**
* **Module 1 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **8/30:*** **Quiz 1**
 |
| **2** | **9/1:*** **Attend WebEx @ 11AM**
* Study planning and flashcard workshop
 | **9/3:*** **Watch module 2 video (due 11AM)**
* **Module 2 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **9/6:*** **Quiz 2**
 |
| **3** | **9/8:*** **Attend WebEx @ 11AM**
* Microscopy and mitosis lab exercise
 | **9/10:*** **Watch module 3 video (due 11AM)**
* **Module 3 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **9/13:*** **Quiz 3,**

**Respondus Practice Quiz** |
| **4** | **9/15:*** **Attend WebEx @ 11AM**
* Virtual Genetics Lab (VGL) exercise
* **Microscopy and mitosis lab due 11AM**
 | **9/17:*** **Watch module 4 video (due 11AM)**
* **Module 4 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **9/20:*** **Quiz 4**
 |
| **5** | **9/22:*** **Attend WebEx @ 11AM**
* Blood typing lab exercise
* **VGL lab due 11AM**
 | **9/24:*** **Watch module 5 video (due 11AM)**
* **Module 5 discussion post (due 11AM)**
* **Exam 1 (Modules 1-4) @ 11AM**
 | **9/27:*** **Quiz 5**
 |
| **6** | **9/29:*** **Attend WebEx @ 11AM**
* Got lactase lab exercise
* **Blood typing lab due 11AM**
 | **10/1:*** **Watch module 6 video (due 11AM)**
* **Module 6 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **10/8:*** **Quiz 6**
 |
| **7\*** | **10/6: if still online:*** **Attend WebEx @ 11AM**
* Karyotyping lab exercise
* **Got lactase lab exercise due 11AM**
 | **10/8: if still online:*** **Watch module 7 video (due 11AM)**
* **Module 7 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **10/11:*** **Quiz 7**
 |
| **8** | **10/13: if still online:*** **Attend WebEx @ 11AM**
* Micropipetting lab exercise
* **Karyotyping lab exercise due 11AM**
 | **10/15: if still online:*** **Watch module 8 video (due 11AM)**
* **Module 8 discussion post (due 11AM)**
* **Exam 2 (Modules 5-7) @ 11AM**
 | **10/18:*** **Quiz 8**
 |
| **9** | **10/20: if still online:*** DNA isolation lab exercise
* **Attend WebEx @ 11AM**
* **Micropipetting lab exercise due 11AM**
 | **10/22: if still online:*** **Watch module 9 video (due 11AM)**
* **Module 9 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **10/25:*** **Quiz 9**
 |
| **10** | **10/27: if still online:*** **Attend WebEx @ 11AM**
* Gel electrophoresis lab exercise
* **DNA isolation lab exercise due 11AM**
 | **10/29: if still online:*** **Watch module 10 video (due 11AM)**
* **Module 10 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **11/1:*** **Quiz 10**
 |
| **11** | **11/3: if still online:*** **Attend WebEx @ 11AM**
* pGLO transformation lab exercise
* **Gel electrophoresis lab exercise due**
 | **11/5: if still online:*** **Watch module 11 video (due 11AM)**
* **Module 11 discussion post (due 11AM)**
* **Exam 3 (Modules 9-10)**
 | **11/8:*** **Quiz 11**
 |
| **12** | **11/10: if still online:*** **Attend WebEx @ 11AM**
* HHMI transgenic fly lab exercise
* **pGLO transformation lab exercise due**
 | **11/12: if still online:*** **Watch module 12 video (due 11AM)**
* **Module 12 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **11/15:*** **Quiz 12**
 |
| **13** | **11/17: if still online:*** **HHMI transgenic fly lab due 11AM**
* **Practical Exam**
 | **11/19: if still online:*** **Watch module 13 video (due 11AM)**
* **Module 13 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **11/22:*** **Quiz 13**
 |
| **14** | **11/24: if still online:*** **Attend WebEx @ 11AM**
* **Team Project Presentations**
 | **11/26:*** **NO CLASS - Thanksgiving**
 | **11/29:** |
| **15** | **12/1: if still online:*** **Watch module 14 video (due 11AM)**
* **Module 14 discussion post (due 11AM)**
* **Attend WebEx @ 11AM**
 | **12/3: if still online:*** **Exam 4 (Modules 11-14)**
 | **12/6:*** **Quiz 14**
* **Final Exam Practice Quiz**
 |
| **16** | **12/8:*** **Final Exam (Modules 1-14) @ 11AM-1PM**
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\* If we do go back to campus for lab only, this schedule will be amended accordingly!





## 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 in-person lab exercises as I do not have access to the lab other than during class time. I do NOT accept late online pre-lecture assignments. Online quizzes have a built-in 3 day grace period after which they are closed; if you do not submit this will turn into a grade of zero in the gradebook (beware it may take a while to show up). You have up to 3 attempts on each quiz; only your highest score will be recorded. Late lab reports may be penalized, if accepted at all. All pre-lab questions and lab reports must be turned in on time and in class at 2PM sharp (there will be NO working on lab reports in class). In rare instances I may accept homework in pdf format attached to an email, but not without prior permission.

Because I drop the lowest lecture exam grade, there are NO makeups for lecture exams. If you have a valid, official 3rd party excuse on letterhead (not a note from your parent) to explain why you must miss a practical exam, you MUST notify me AHEAD OF TIME to make other arrangements. Makeup practical exams may be in a different format (e.g. all essay) than the practical exam given to the rest of the class. Likewise, if you must miss the comprehensive final exam (same day as lecture exam 4) or the poster presentation, you MUST notify me AHEAD OF TIME. 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 pre-lecture assignments 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/monitored exams, nor may you take a bathroom break during an exam. Please remember to keep your eyes on your own test.

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

You MUST come to class/webEx and actively participate, or you will not do well. Roll will be taken at the start of class?WebEx session, but attendance does not count towards your grade.

## 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/>

Those engaged in disruptive behavior will be warned. If the behavior persists, the student will be asked to leave the class session and the incident will be reported in Maxient. Recurring disruptive behavior will be referred to the chair and/or dean for disciplinary action.

## Electronic Devices

No electronic devices (smartphones, tables, computers, smartwatches etc.) are allowed in use during class, unless requested by the instructor. If you wish to use an electronic device during class, you may step outside to do so. All personal electronic devices must be turned off and placed in closed bags for exams.

# [Biology Program Information](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)

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](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-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