



Center of Excellence - Business

Department Chair: Dr. Marina Grau

Associate Chair – Charles Lewis

Program Coordinator: Dr. Mesfin Genanaw

Instructor: Vonetta Jackson

Accounting

West Loop Center - Southwest Campus

Syllabus:

The syllabus is subject to change. When changes occur, the instructor will advise the students during class time and as an announcement on Eagle on Line. It will be the student's responsibility when absent to check with the instructor, students or Eagle Online Canvas for announcements.

Section 1: Course Information:

Course Number	ACNT 2382
Course Title	Coop Education Accounting Tech (Cooperative)
Course Section	CRN 16961
Prerequisite	12 Semester Hours/Department Approval - Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. Blend of academic and work-related activities in student's major. ACNT 1382 is the prerequisite to ACNT 2382.
Semester	Spring, 2019-16 weeks

Date	January 14, 2019-May 12, 2019
Location	West Loop Center, Rm Southwest Campus 5601 West Loop South, Houston TX 77081; and on-the-job site

Section 2: Instructor Information:

Instructor Name	Vonetta Jackson
Office Location	Central Campus
Office Hours	By Appointment Only
Email	Vonetta.jackson@hccs.edu
Cell Phone	(713) 922-2180

Office location and hours

I don't have a designated office or office hours. However, please feel free to contact me concerning any problems that you are experiencing in this course. You may email or call me at the above email address and phone number. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance is very important to me. I am available to hear your concerns and any problems you may have. If necessary, we can arrange to discuss any issues you may be having either by telephone or an in-person conference.

Section 3: Course Catalog Description

Cooperative Education is a team effort involving your work supervisor, you, and your instructor. It is a method of instruction that offers you the opportunity to earn college credits for the achievement of learning activities, which are accomplished through current work experience or a special project. See Appendix A: External Learning Experiences Guidelines for the complete course guidelines.

Section 4: Program/Discipline/Course Goals:

Course Qualification and Education Credit for CPA Exam:

The **Cooperative Education Accounting Technical** does not qualify for the Texas CPA Exam education credit requirement. However, other HCCS accounting courses may qualify. The Texas State Board of Public Accountancy (hereinafter, Board) requires that you have completed a baccalaureate or higher degree from a Board recognized institution of higher

education to study at a Board recognized Texas community college. The requirement is necessary in order to complete the education requirements to qualify for the CPA Exam. This means that you must have graduated from a recognized, four-year college BEFORE the first day of this class if you want this class to fulfill the Board's education requirements to sit for the CPA Exam. Houston Community College System (HCCS) is recognized as a qualifying Texas community college, and as such, is designated to offer "Qualifying Education Credits for the CPA Examination." For additional information, refer to the Texas State Board of Public Accountancy website at: <http://www.tsbpa.state.tx.us/>.

For a full list of accounting courses qualifying for the education credit for the CPA Exam, refer to the link:

<https://learning.hccs.edu/faculty/marina.grau/information-for-cpa-candidates>

Course Goal

The primary purpose of **Cooperative Education Accounting Technical-I and II** is to provide the students with a method of Technical/Academic instruction who, through written co-operative arrangements between the school and sponsors, receive instruction, including required academic courses and related vocational instruction, by alternating study in school with a job in any occupational field. The course is designed to provide the students with actual on-the-job, hands-on training in their pursuit of a career in accounting.

Student Learning Outcomes

Students will:

1. Comply with the **Cooperative Education and Internship Guidelines (the "Guidelines")**; document is included at the end of the syllabus.
2. Attend a minimum of 21 cooperative contact hours/week (1 lecture, 20 co-op) = 3 credit hours.
3. Attend seminars and complete all required seminar activities.
4. Successfully achieve the requirements listed in the course outline for Cooperative Education (See 1 above).
5. Complete the scheduled reports from the first day of class to the last day of regular class.

Learning objectives

The student will be able to:

1. Complete and submit a Cooperative Education Student Application.
2. Read and Understand a Work Agreement.
3. Outline learning activities with the help of the supervisor and the instructor.
4. Complete Employee Work Reports and submit to the instructor.
5. Attend seminars and complete required seminar activities.
6. Assume overall responsibility for the completion of all requirements of the program.
7. Gain on-the-job accounting experience while working in an accounting job.

SCANS or Core Curriculum Statement

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

Workplace Competencies	Foundation Skills
<p>Resources: allocating time, money, materials, space, staff</p> <p>Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</p> <p>Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information</p> <p>Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems</p> <p>Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies</p>	<p>Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening</p> <p>Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning</p> <p>Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity</p>

SCANS workplace competencies and foundation skills have been integrated into the Cooperative Education Program and are exhibited in the SCANS schedule.

Use of Camera and/or Recording Devices (In Person Classes Only)

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who

need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Program/Discipline Requirements

Assignments reinforce what you are learning in class and on-the-job by connecting on-the-job experiences to the real world of accounting. The assignments are very important and as such, they must be completed on time.

Section 5: Text Book Information:

There are no text books in ACNT 1382/ACNT 2382.

Section 6: Instructional/Technology Methods

ACCT 1382 and 2382 are elective courses depending upon program or accounting courses. As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

It is your responsibility to read the **Cooperative Education and Internship Guidelines**. In addition, it is your responsibility to ensure all forms and reports are timely completed and submitted. Further, you are responsible for attending 1 hour lecture each week and performing 20 hours/week of on-the-job work, participate in classroom activities, and enjoy yourself while experiencing the real world of accounting.

As I believe that engaging the students in the learning process is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your learning activities and other sources.

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as an accountant. Students will be required to successfully complete the following homework and presentation project.

Homework

Submit the required reports by the due dates as previously discussed under **Course Calendar**. Also, prepare and present the course power point presentation. See "**Presentation**" below.

Instructor Requirements

1. Advise students regarding the external learning experience program.
2. Assist students in outlining "on-the-job" learning activities.
3. Approve student work agreement learning plan.
4. Assist students in obtaining suitable the external learning experience assignments.
5. Consult with the sponsor to confirm student's progress.
6. Visit student at place of employment.
7. Provide for 16 hours of student seminar activities each semester where applicable.
8. Outline the student's course requirements, learning activities, and the method of evaluation at their first seminar meeting in an appropriate course syllabus.
9. Secure student evaluations from sponsors and making them available to the students.
10. Assign each student a grade based on job performance; and the other requirements listed on the course outline or syllabus.
11. Submit students' grades and other appropriate student records at the end of the semester to the Program Coordinator.

Student Responsibilities:

1. Students have the overall responsibility to see that all of the requirements for the external learning experience program are performed as described in this guide.
2. Complete and submit an application to the instructor.
3. Read and sign a Work Agreement.
4. Outline activity with the help of the supervisor and instructor each week.
5. Turn in Employee Work Reports to your instructor each week.
6. Attend seminars and complete required seminar activities.

Employer/Supervisor Responsibilities:

1. Agree to participate in the external learning experience program and sign a Work Agreement.
2. Assist in achieving job-related learning activities.
3. Participate in a minimum of one on-site visit with the instructor. Two visits are preferred.
4. Participate in student evaluation.

Section 7: Course Schedule

ACNT 2382 Cooperative Education Accounting Technical-Course Calendar Spring 2019

WEEK 1-January 14, 2019, HCCS Spring 2019 Semester Starts

Instructor to conduct External Learning Experience Orientation; discuss **Cooperative Education and Internship Guidelines** and the course syllabus.

Student to submit **Cooperative Education Student Application, Training Plan, Agreement and Map to Business**.

Instructor to complete the ELE Liability Insurance Report and submit to the Office of Risk Management.

WEEK 2-January 21, 2019, School Holiday-MLK Day

WEEK 3-January 28, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics. Student must have attended week 1 or week 2 class or will be dropped from the course.

January 28, 2019 – OFFICIAL DAY of RECORD

WEEK 4-February 4, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 5-February 11, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 6-February 18, 2019, Student Holiday, President's Day

February 19-21, 2019 (Coop Visits-see schedule in Eagle Online Canvas)

WEEK 7-February 25, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 8-March 4, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

March 11-15, 2019, HCCS Spring Break.

WEEK 9-March 18, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 10-March 25, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

April 1, 2019 – Last day to withdraw

WEEK 11-April 1, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

Last day to withdraw from the course.

WEEK 12-April 8, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 13-April 15, 2019

Submit **Student/Employee Weekly Work Report (a)**.

Begin submitting **Evaluation 2**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 14-April 22, 2019

Submit **Evaluation 2**.

Submit **Student/Employee Weekly Work Report (a)**.

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 15-April 29, 2019

Submit **Evaluation 2**.

Submit Student/Employee Weekly Work Report (a)

Participate in learning activities: student presentations and instructor lecture on accounting related topics.

WEEK 16-May 6, 2019, Last Day of Class

Last chance to submit **Evaluation 2** and **Student/Employee Weekly Work Report (a)**.

Finalize course requirements and ensure all forms are submitted to the Chair.

Conduct ELE Orientation for returning students.

- (a) If you submit the Weekly Work Report each class, you will receive 5 points. No points will be awarded for missing or late submissions. However, if you are unable to attend class, you may submit your report to me through email prior to the start of the class.**

Section 8: Grading Processes

Course Evaluation and Grading:

a. Evaluation Requirements:

The following chart illustrates the grading scale for purposes of the **Student Assessment**.

Criteria	Maximum	Percent
1. First CO-OP Student Evaluation Form	125 points	25.5%
2. Second CO-OP Student Evaluation Form	125 points	25.5%
3. Presentation	80 points	16.3%
4. Student/Employee Weekly Work Report (16 weeks x 5 points)	80 points	16.3%
5. Class Attendance/Participation (16 weeks x 5 points)	80 points	16.4%
Total	490 points	100%

b. Grading Points:

90 - 100%	=	A	441-490 points
80 - 89%	=	B	392-440 points
70 - 79%	=	C	343- 391 points
60 - 69%	=	D	294- 342 points
BELOW 60%	=	F	0 to 293 points

It is my policy not to give a grade of "I" for incomplete.

c. 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
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale.

d. FINAL GRADE OF FX

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their instructor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a course without active participation is seen as non-attending. Students that also fail to complete a minimum of the course work may also receive an FX or may be withdrawn from the class. Active participation is explained under the guidelines of withdrawal.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

1. and 2.-CO-OP Student Evaluation Forms

The first and second **CO-OP Student Evaluation Forms** will represent 51% of your course final grade; 25.5% for each evaluation. The evaluation form is prepared by the Sponsor, reviewed by the instructor and signed by the student. There are 13 Affective Traits, 5 Psychomotor Skills, and 7 Cognitive Skills, for a total of 25 measurable aspects (ratings of N/A, 1, 2, 3, 4, and 5). Each aspect will be given the appropriate weight as the applicable rating: minimum 25 points (1-point x25 aspects) to a maximum of 125 points (5 points x 25 aspects ;). Any N/A ratings will reduce the number of aspects and increase the point value proportionately of each aspect so that 125 points will be the maximum points earned for determining the score. There is a 10-point penalty for each evaluation that is submitted after the due date. See the course schedule above for important dates.

3. Presentation

Prepare a 15-minute presentation to include a discussion of the following:

- Seven discussion points of presentation (**max 35 points**):
 - Discuss your **Job Description** (5 points)
 - Discuss your **Work Agreement/Training Plan** (5 points)
 - Describe a typical day at work (5 points).
 - How does the job relate to accounting? (5 points)
 - How is the job preparing you for a career in accounting? (5 points)
 - Where do you see yourself in one year? Five Years? (5 points)
 - Additional relevant information. (5 points)
- Submit a quality outline of your presentation to the instructor at the time of the presentation. (**max of 25 points**)
- Deliver a quality presentation to the class (**max 20 points**)

The presentation will be worth 80 points determined as follows:

- Submission and quality of Outline (**max of 25 points***)
- Ensure all discussion points are addressed (see Presentation above) (**max of 35 points; 5 points for each of the 7 discussion points.**)
- Delivery of presentation (**max of 20 points****)

Presentation Criteria	Minimum Points	Maximum Points
Address all 7 elements (5 pts each)	0 Points	35 points
Submission and quality of Outline	0 Points	25 points*
Delivery of presentation	0 points	20 points**
Total	0 points	80 points

The following chart explains the point values and grading criteria assigned to the **Submission and Quality of Outline** and **Delivery of Presentation**.

*Submission and Quality of Outline	Excellent (A)	Good (B)	Acceptable ©	Needs Improvement (D)	Unacceptable (F)
	25 points	20-24 points	17-19 points	15-16 points	0 points
	Outline is completely relevant, logical and well-prepared.	Outline is generally relevant, logical and well-prepared.	Outline is somewhat relevant, logical and well-prepared.	Outline is less than somewhat relevant, logical and well-prepared.	Outline is not submitted or is not relevant, logical and well-prepared.

**Delivery of Presentation	Excellent (A)	Good (B)	Acceptable (C)	Needs Improvement (D)	Unacceptable (F)
	20 points	16-19 points	14-15 points	12-14 points	0 points
	Delivery of presentation is completely logical, clear and well presented.	Delivery of presentation is generally logical, clear and well presented.	Delivery of presentation is somewhat logical, clear and well presented.	Delivery of presentation is less than somewhat logical, clear and well presented.	Delivery of presentation is not logical, clear and well presented.

4. Student/Employee Weekly Work Reports

There will be 16 weekly entries on the **Student/Employee Weekly Work Report**. The student will enter the Activity Description for each week and timely submit to instructor according to the **Course Schedule**. Each weekly entry will be worth 5 points. (5 points x 16/14 weeks=80 points). No points will be awarded for missing or late submissions. If you are absent from class, you may email me a copy of your weekly log and receive the 5 points provided your email is sent to me on or before the start of class.

5. Class Attendance and Participation

There are 16 weeks in the semester. You are required to attend and participate in all classes. Classroom attendance and participation will be worth 5 points each for one-hour classroom lecture. Absences are awarded zero points.

Section 9: HCCS and Course Policies:

A. Attendance Guidelines

Students are required to attend the one hour in-classroom lecture for the 16-week semester. See **Class Attendance and Participation** above.

B. Active Participation rules

Students are required to actively participate in classroom activities. See **Class Attendance and Participation** above.

C. Official Day date and guidelines

a. Official Date of Record

The first day of school for the fall 16-week semester is January 14, 2019. The "**Official Date of Record (ODR)**" is January 28, 2019. The instructor is required to take attendance from the start of the semester to the ODR and "approve" the attendance roster. For online courses, attendance is determined by students logging into Canvas on or before the ODR or timely submitting the **Student Agreement** (see last two pages of the course syllabus). Therefore, students who log into Canvas on or before the ODR or timely submit the **Student Agreement** will be marked as present for attendance purposes. Students who never log into Canvas or submit the **Student Agreement** before the ODR will be marked as absent and will be automatically dropped from the course.

b. Last Date of Instruction

The last date of course instruction is **April 29, 2019**. No new course material will be presented after that date.

c. Official Semester End Date

The official semester end date is **May 12, 2019**.

D. Withdrawal Information and Deadline

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from the course, please take the time to notify me of your decision to withdraw. I may be able to provide you with suggestions that would enable you to complete the course. Your success is very important to me.

To help students avoid having to drop/withdraw from any class, HCC has instituted a process known as **Eagle Alert** (formerly Early Alert). **Eagle Alert** alerts you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact an HCCS counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

The **final withdrawal deadline** for the 16-week regular term course is **April 1, 2019, 4:30 pm**. It is the student’s responsibility to timely withdraw from the course prior to the deadline. Please note that the instructor may drop you on or before this date for excessive absences (not logging to Canvas and HCCS email at least once a week), for failure to timely complete homework assignments, or failure to take

the examinations by the due dates. If the instructor administratively withdraws a student, there is no refund of tuition. You should be aware of the following.

- *Did you know that there may be a limit of how many classes you can drop?*
- *Did you know that dropping one or more classes can affect your financial aid?*
- *Did you know that dropping a class may cause you to pay a higher tuition rate?*
- *Did you know that dropping a class may have an effect on your Visa status (i.e. F-1 Visa) as an international student?*
- *If you intend on dropping the course, you should read how the consequences of dropping might affect you. Research these topics for more information. (I.e. Veterans, International Students, etc.)*

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar's Office to determine class withdrawal deadlines.

Students must log into Canvas at least once a week. Also, students must successfully and timely complete their homework assignments and exams. Students who fail to log into Canvas at least once a week or fail to complete 25% (approximately 193 points) of all homework assignments and exams, may be dropped from the course at the instructor's discretion.

E. HCC 6 Course Drop Policy

Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

F. Financial Aid and Withdrawal

Students who have received financial aid and withdraw from the course should be aware of the rules and consequences. Following are suggested links regarding rules and consequences of dropping.

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
<http://www.hccs.edu/support-services/>

G. Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

H. HCC Policy Statements

Students should be aware of the HCC Policy Statements. Review the following links for additional information.

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

<http://www.hccs.edu/support-services/>

On Line students may also refer to the below link:

<http://www.hccs.edu/online/student-services/>

I. Americans with Disabilities Act (ADA)-Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

To visit the ADA Web site, click the link:

<http://www.hccs.edu/support-services/disability-services/student-resources/>

<http://www.hccs.edu/support-services/disability-services/>

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college.

District ADA Coordinator - Donna Price - 713.718.5165

For a list of ADA Counselors, click on the link:

<http://www.hccs.edu/support-services/drug--alcohol-abuse-prevention/hcc-counselors/>

J. Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

<http://www.hccs.edu/programs/catalog/costrefund-information/>

K. Student Services

HCC Student Services Information

Link: <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/student-procedures/>

L. Rules on Incompletes

It is my policy not to give incomplete for the course. Course deadlines must be met or a grade of zero will be given.

M. Title IX Anti-Discrimination, Parenting and Pregnancy Guidelines

Students Rights: Anti-Discrimination

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-Discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student number

Parenting and Pregnancy guidelines

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 Houston, TX 77266-7517 or
Institutional.Equity@hccs.edu

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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/>

To learn about your Title IX rights under parenting and pregnancy, please click on the link below. If you have further questions, please contact the Office of Institutional Equity

N. Campus Carry Law

At HCC, the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at

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

<http://www.hccs.edu/resources-for/current-students/tutoring/>

Section 10: International Students:

Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

International students may visit the following web site for additional information.

<http://www.hccs.edu/support-services/international-students/>

Effective Fall 2017, F-1 international students must earn letter grades (A, B, C, D or F). A grade of "FX" (failing because of non-attendance) will no longer count towards the full-time enrollment requirement. "FX" is not considered a valid letter grade and demonstrates the student is not maintaining F-1 immigration status.

Also, please note that the longstanding policy of "W" grades not counting toward full-time enrollment remains in effect.

F-1 students must maintain at least 12 credit hours during the fall and spring semesters (9 credit hours during the summer, if this is their first semester of attendance at HCC). International students holding an F-1 visa are limited to no more than the equivalent of one class or 3 credits.

Section 11: Student Support- Technical Support – Tutorial Services

A. Tutorial Services <http://www.hccs.edu/resources-for/current-students/tutoring/>

B. Technical Support: <http://www.hccs.edu/online/technical-support/>

C. Student Support Services <http://www.hccs.edu/support-services/>

D. Password resets <http://www.hccs.edu/resources-for/current-students/password-reset-information/>

Section 12: EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Appendix A:

The HCCS “External Learning Experiences Guidelines” (hereinafter, the guidelines) contain important information such as procedures, responsibilities, Co-op forms and other items. The guidelines can be found in the HCCS Learning Web, under **Ronald Desbrow, Resources** and **Co-op Guidelines**.

Appendix B:

The Coop forms needed for the Coop course can be found in the HCCS Learning Web, under **Ronald Desbrow, Resources** and **Co-op Forms**.

Appendix C:

If you are searching for an accounting job, please visit the HCCS Learning Web, under **Vonetta Jackson, Resources** and **HCCS Sponsors** for a list of companies who have participated in the HCCS Coop Program.