

Division of Liberal Arts, Humanities & Education

[Humanities Department](https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/humanitiesinterdisciplinary-studies/)

# HUMA 2323: World Cultures | Lecture | CRN#

Fall 2020 | 16 Weeks (8.24.2020-12.13.2020)

Flex Campus | Northline 217 | MW 11 a.m.-12:20 p.m.

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor: Jane Doe, Ph.D. Office Phone: 713-718-0000

Office: Northline, Room 321 Office Hours: M-R 9:30-10:45 a.m.

HCC Email: jane.doe@hccs.edu Office Location: Northline Faculty Area

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

**<< HCC Email address required including preferred method of contact (e.g., email, phone); additional contact information as required by the Division/Department, such as the program’s administrative assistant’s email address and phone number.** **>>** I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

## What’s Exciting About This Course

<<Edit this section>>.

## My Personal Welcome

<<Edit this section>>.

## Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or equivalent. 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 and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## Canvas Learning Management System

This section of HUMA 2323 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) and / or the [Learning Web](https://learning.hccs.edu/) to supplement in-class assignments, exams, and activities. <<INSERT HERE: Include more specific information about how you expect students to use Eagle Online Canvas or the Learning Web here.>> HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html) as your browser.

### HCC Online Information and Policies

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

### Scoring Rubrics, Sample Assignments, etc.

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

# Instructional Materials

## Textbook Information

<<INSERT HERE: information regarding required and recommended readers, handbooks, and OERs.>>

## Temporary Free Access to E-Book

<< Insert information and link here or delete this section.>>

## Other Instructional Resources

<< Insert any additional resources here or delete this section.>>

### 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/).

### 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

This course is a general study of diverse world cultures. Topics include cultural practices, social structures, religions, arts, and languages.

## Core Curriculum Objectives (CCOs)

HUMA 2323 satisfies the Creative Arts or Component Area Option of the HCC core. THECB established the following objectives:

* ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking.
* ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
* ***Personal Responsibility***: Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
* ***Social Responsibility***: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/humanitiesinterdisciplinary-studies/>

## Course Student Learning Outcomes (CSLOs)

Can be found at:

<https://learning.hccs.edu/programs/humanities/course-student-learning-outcomes-and-learning-objectives/huma-2323>

# Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain a raw score of at least 50% on the departmental final exam
* 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

## Written Assignment

**<< Modify Section & Delete Placeholder Text >>** Insert specific descriptions of your written assignment(s). The written assignment(s) should be clearly linked to the course student learning outcomes and learning objectives.

## Exams

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your exam. Include the number and types of questions, such as “50 multiple-choice questions.” You should also state how much each question counts and how much each exam counts toward students’ course grades. If the exams are on Canvas, advise students of the dates of availability of each exam, the time limit, if any, and the number of attempts allowed. Also advise students if a webcam, lockdown browser, or other equipment is needed. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

## In-Class Activities

**<< Modify Section & Delete Placeholder Text >>** You may choose to include in-class activities. If so, specify the types of activities student should expect, such as quizzes, participation in activities during class, projects, etc.

## Final Exam

**<< Modify Section & Delete Placeholder Text >>** Insert description of your final exam.Also advise students if a webcam, lockdown browser, or other equipment is needed. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

## Grading Formula

**<< Modify Section & Delete Placeholder Text >>** Below is a sample grading formula. Replace, if necessary, with your own.

Written Assignment(s) 200 points

Exams 500 points

In-Class Activities 100 points

Final Exam 200 points

| **Grade** | **Total Points** |
| --- | --- |
| A | 900+ |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | <600 |

### Incomplete Policy:

In order to be considered for a grade of Incomplete (“I”), a student must have completed at least 75% of the coursework. It is the responsibility of the student to make arrangements with the instructor or to submit requisite work to complete the course and be assigned a grade. Student and instructor should execute a statement of work to be completed. A grade of incomplete which has not been made up after six months from the end of the term in which the “I” was assigned will be converted to an “F.” 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/)

### Withdrawal Policy:

Students may withdraw themselves on or before the withdrawal date. It is the student’s responsibility to withdraw from a course. If students stop attending the class and don’t withdraw by this date, they are subject to the FX grading policy. Instructors cannot withdraw students after the withdrawal date.

### Final Grade of FX:

FX is assigned to students who stop attending class (participating in assignments, quizzes, discussions, etc.) and who do not withdraw themselves prior to the withdrawal deadline; either they may be dropped by their HCC faculty for non - attendance 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. It may also apply to students who disappear after the withdrawal deadline or fail to take the final exam in a course where one is administered. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress. However, students who receive financial aid and receive an “FX” will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status.

# Course Calendar

| **Week** | **Dates** | **Topic / Assignments Due** | **PSLOs** |
| --- | --- | --- | --- |
| 1 |  | SyllabusChapter 1: Introduction to Humanities | 1, 2 |
| 2 |  | Chapter 2: Who Are You? | 3, 4 |
| 3 |  | Assignment 1 |  |
| 4 |  | Chapter 5: Music | 3 |
| 5 |  | Chapter 6: Literature | 2 |
| 6 |  | Assignment 2 |  |
| 7 |  | Chapter 8: Architecture | 1, 4 |
| 8 |  | Chapter 9: Philosophy | 2, 3 |
| 9 |  | Assignment 3 |  |
| 10 |  | Chapter 10: Visual ArtWritten assignment due | 1 |
| 11 |  | Chapter 11: Sculpture | 2 |
| 12 |  | Assignment 4 |  |
| 13 |  | Chapter 12: American Culture | 2, 4 |
| 14 |  | Chapter 13: Culture of Your Choice | 2, 4 |
| 15 |  | Assignment 5 |  |
| 16 |  | Final Exam | 3 |

## 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

**<< Modify Section & Delete Placeholder Text >>** Insert your make-up policy for course work. It is acceptable to have a “no makeups” policy. You may also allow makeups accompanied by a late-work penalty. You might consider requiring documentation of an emergency to allow a makeup. Please also clearly state that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. You are responsible for proctoring make-up exams if you allow them.

## Academic Integrity

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 enforcing roles. You are expected to be familiar with HCC’s policy on Academic Honesty. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you. To be clear, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated.

Students guilty of academic dishonesty can be given a grade of “F” or “0” for the particular test or assignment involved, assigned a failing grade in the course, and/or referred to the Dean of Student Services for further disciplinary action. In extreme cases or for repeated violations, guilty students are recommended for probation or dismissal from the College.

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

HCC Policy is that you can miss up to but not exceed 12.5% of class hours, which is equivalent to 6 hours in this course. If you have not attended class before the official date of record, you will be automatically withdrawn from the course by the registrar. Students who are withdrawn for nonattendance will not be reinstated. Although it is your responsibility to withdraw from a course, the instructor has the authority to withdraw you for excessive absences. You may be withdrawn from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (6 hours for this course).

**Online Anytime** **Courses** - Failure to actively participate (including failure to submit assignments) is equivalent to being absent.

**Online on a Schedule Courses** – Failure to log in during your scheduled class time and/or failure to actively participate (including failure to submit assignments) is equivalent to being absent.

**Flex Courses** – Failure to attend class in person or virtually during your scheduled class time and/or failure to actively participate (including failure to submit assignments) is equivalent to being absent. In order to maintain social distancing, you will be assigned specific days to attend class in person. When attending class in person, only attend on the days you have been assigned, else you will not be permitted to enter the classroom. When attending class virtually, you are expected to turn your cameras on during class.

## Student Conduct

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for student conduct. Be specific about In-Person, Hybrid, and Online classes and the consequences that will be implemented for disruptive behavior.

## Instructor’s Course-Specific Information (As Needed)

**<< Modify Section & Delete Placeholder Text >>** Insert additional information on how you manage your course. For example, include your grading policy describing when students can expect grades and feedback after they submit coursework.

## Devices

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations regarding electronic devices. Electronic

# Instructional Modes

Flex Campus (FC)

In person classes where students can choose to participate either on campus or online (streamed from classroom):

<https://www.hccs.edu/campaigns/college-your-way/flex-campus/>

Online on a Schedule (WS)

Fully online, scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-on-a-schedule/>

Online Anytime (WW)

Fully online, no scheduled meetings

<https://www.hccs.edu/campaigns/college-your-way/online-anytime/>

Lab-Based Courses (HL)

Online with required attendance at scheduled labs on campus

<https://www.hccs.edu/campaigns/college-your-way/lab-based-courses/>

# 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.

## Student Resources

COVID 19 Information:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>

Student Basic Needs Application:

<https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH>

# 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/>)

## Ability 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 <https://www.hccs.edu/support-services/ability-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. Helen Graham, helen.graham@hccs.edu, 713-718-7258