

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Introduction to Engineering

ENGR - 1201 – H1 and H3

Professor Laura Wright and Professor Paulina Sidwell

NOTE: This is a 16-week course.

NOTE: This is a Linked course

NOTE: This is a 2-Way Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Introduction to Engineering
ENGR 1201 Sections H1 and H3

Course Description:

This course introduces the field of engineering as a career. It aims help students to answer the question, “Do I want to be an engineer?” and to help prepare students to be successful academically and professionally in the engineering field. Semester hours 2 (2 lec)

Prerequisites and/or Corequisites:

Math 1314 – College Algebra or equivalent preparation.

Instructor Information:

Instructor Name: Professor Laura Wright

MCC Email: lwright@mclennan.edu

Office Phone Number: 254-299-8419

Office Location: HP 230

Office/Teacher Conference Hours: M/W 2 pm to 4pm, T 3 pm to 4:30 pm (by appointment)

Zoom Meeting ID: 837-729-4618

Instructor Name: Paulina Z. Sidwell

MCC E-mail: psidwell@mclennan.edu

Office Phone Number: (424) 250 6102

Office Location: Online only, through ZOOM

Office/Teacher Conference Hours: T/Th/F from 1 pm to 3 pm (by appointment)

Zoom Meeting ID: 424-250-6102

This is a blended 2-way Linked course. Linked means that students will be simultaneously enrolled in EDUC 1100 and ENGR 1201. As the assignments are intertwined, students need to be prepared to complete both courses. If you drop one course, you will automatically be dropped from the Linked course. 2-way allows students to connect with faculty and each other from several different locations using two-way interactive video.

NOTE: THIS IS A LINKED COURSE. IF YOU DROP THIS CLASS YOU WILL BE DROPPED FROM EDUC 1100. IF YOU DROP EDUC 1100 YOU WILL BE DROPPED FROM ENGR 1201!

Mandatory Online Meeting Dates:

Section H1 (MW 8:00-9:30 am)	Section H3 (MW 9:35-11:00 am)
Wednesday, September 30	Wednesday, September 30
Wednesday, October 21	Wednesday, October 21
Monday, December 7	Wednesday, December 9

Required Text & Materials:

- *An Introduction to Engineering* by April Andreas & Bernard Smith
- A scientific calculator that does exponents, logs, and trig functions). TI-89s are great!

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Course Notes, Instructor and additional Requirements:

MCC Engineering uses Slack for communication. All major course announcements will be posted in Slack – failure to check Slack will result in you missing important information. Also,

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anything we hear about jobs, scholarships, speakers, etc., will also be posted to Slack in the #general channel.

Slack is free and used in the professional community as a workflow management system, so it is good to gain experience with the tool. All “general questions” like “I’m stuck on problem 5” will be directed to Slack, which will allow you and your classmates to support each other, especially in “time-crunch” situations. Always be respectful and professional in your participation.

Please bear in mind that Slack is an open communication tool. Please do not ask for or reveal personal information through the tool. Note that anything you post in Slack in channels will be viewable by other channel participants. Do not post anything about personal grades, due dates, or personal issues. Do not post your own correct solutions to assignments, but you can post incorrect work and ask if anyone can see where you went wrong.

Slack can be used on both a desktop computer and as an app. For more information about Slack in general, visit <https://slack.com/>. You will be invited to our class channel via your MCC student account. Detailed guidelines for Slack are on Brightspace and on Slack itself.

If you wish to drop this class, you must email me from your MCC student account before 5 pm on the last day for student-initiated drops, with the request “Please drop me from COURSE ID and SECTION NUMBER.” An email that says something like, “I would like to drop...” or, “I was thinking about dropping...” or, “I was wondering if I should drop...” will not be considered a drop request. (This is analogous to saying, “I would like to get married,” and does not mean anyone is going to automatically marry you today.) If the email does not come from your student account, or if the request is verbal, I cannot drop you. Alternatively, there is a form you can fill out and have me sign before 5 pm on the last day for student-initiated drops.

Methods of Teaching and Learning:

Students will learn through online lecture and reading both the textbooks, as well as through independent research, and work on homework, quizzes, exams, lab exercises, a mock interview, group projects which include a written paper and formal presentation, and the development of an engineering portfolio. Additional methods may be used as opportunities present themselves.

Course Objectives and/or Competencies:

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Upon successful completion of this course, students will be able to:

1. Understand what is expected of engineering students in academia (*all work*)
2. Understand what is expected of engineering students in industry, including professional practice and licensure (*all work*)

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3. Use the computer to find and present information related to engineering (*all work*)
4. Understand the dynamics of group problem solving (*quizzes, group design project, electricity generation lab*)
5. Practice essential engineering skills related to the fields of mechanical and/or electrical engineering (*Physics skills section*)
6. Take and analyze measurements in a lab (*Excel work*)
7. Present technical information in writing and orally (*all work*)
8. Explain and practice the engineering analysis and design process (*Engineering Portfolio, group design project*)
9. Think critically about ethics as it relates to engineering (*Ethics chapter*)
10. Articulate the impact engineering has had on the modern world (*Engineering Portfolio*)

Course Outline or Schedule:

Changes to the calendar will be announced in Brightspace, Slack, or via MCC student email		
Date	Guiding questions/Topics	To be completed by 11:59 pm on Sunday evenings
Week 1 8/24-8/30 at 11:59 pm	What is ENGR 1201, Intro to Engineering? What is EDUC 1100, Learning Framework? What does “linked” mean for these courses? Am I comfortable with the technology needed for completing this course?	<input type="checkbox"/> Watch the Course Overview video <input type="checkbox"/> Read the Syllabus for ENGR 1201 <input type="checkbox"/> Read Syllabus for EDUC 1100 <input type="checkbox"/> Watch the Technology Video <input type="checkbox"/> Complete the Syllabi Quiz in Brightspace
Week 2 8/31-9/6 at 11:59 pm	What are S.M.A.R.T. Goals and how can they help me be successful in college? What are good time management strategies to help me succeed in college? What are the four elements of my Optimum Study Environment? What is the Portfolio for Linked?	<input type="checkbox"/> 1100-01 Smarter Measures and schedule FFS appointment due <input type="checkbox"/> Watch S.M.A.R.T. Goals Video <input type="checkbox"/> Read Brown, Roediger, and McDaniel, <i>Make It Stick</i> Chapter 1 <input type="checkbox"/> Watch Course Video Time Management <input type="checkbox"/> Watch Course Video Study Environment <input type="checkbox"/> Read Portfolio assignment requirements <input type="checkbox"/> Complete FFS meeting, if scheduled this week <input type="checkbox"/> Watch Portfolio Requirements Video <input type="checkbox"/> Portfolio requirements quiz
Week 3 9/7- 9/13 at 11:59 pm	What essential math skills do I need to know for this course? Why are significant figures important? How is engineering rounding different than normal rounding? Why is scientific notation useful?	<input type="checkbox"/> 1100-2: SMART Goals and Reflection on Academic Purpose due <input type="checkbox"/> Read Brown, Roediger, and McDaniel, <i>MIS</i> Ch 2 and Ch 3 <input type="checkbox"/> Watch Course Video Memory <input type="checkbox"/> Watch Course Video Bloom’s Taxonomy <input type="checkbox"/> Work on Portfolio <input type="checkbox"/> Complete FFS meeting, if scheduled this week

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	How does our memory work? What is Bloom's Taxonomy?	<input type="checkbox"/> Watch Significant Digits Video <input type="checkbox"/> Watch Engineering Rounding Video <input type="checkbox"/> Watch Scientific Notation Video <input type="checkbox"/> 1201-1: Essential Math Skills HW
Week 4 9/14-9/20 at 11:59 pm	<p>What are the different unit systems? Why is it important to know how to convert between different unit systems? Why are unit prefixes important? What important formulas from geometry do I need to know? What are the important properties of right triangles?</p> <p>What is schema theory? What are mnemonic devices, and retrieval practice? How can we prepare to take tests? How does sleep affect my ability to learn?</p>	<input type="checkbox"/> 1100-04 Create your own quiz on Essential Math Skills due <input type="checkbox"/> Watch Course Video Schema Theory, Mnemonics, and Retrieval Practice <input type="checkbox"/> Watch Course Video Test Prep and Sleep <input type="checkbox"/> Read Fackelman's "Deep Sleep" Article <input type="checkbox"/> Read Brown, Roediger, and McDaniel <i>MIS</i> Ch 4 <input type="checkbox"/> Work on Portfolio <input type="checkbox"/> Complete FfS meeting, if scheduled this week <input type="checkbox"/> Watch Unit Conversions Video <input type="checkbox"/> Watch Unit Prefixes Video <input type="checkbox"/> Watch Solid Geometry Video <input type="checkbox"/> Watch Right Triangles Video <input type="checkbox"/> 1201-2: Unit Conversions, Geometry, and Right Triangles HW
Week 5 9/21-9/27 at 11:59 pm	<p>What are polar coordinates and why are they useful? Why is trigonometry useful to know? What are matrices and their properties? How are matrices useful for solving systems of equations?</p> <p>What is the Modified Cornell System for Taking Notes? What is the best way for me to read a textbook?</p>	<input type="checkbox"/> 1100-05 Create a Mindmap for Unit Conversions due <input type="checkbox"/> Watch Course Video on Modified Cornell System for Taking Notes <input type="checkbox"/> Watch Course Video Concept Mapping and Reading <input type="checkbox"/> Read Brown, Roediger and McDaniel <i>MIS</i> Ch 5 <input type="checkbox"/> Work on Portfolio <input type="checkbox"/> Complete FfS meeting, if scheduled this week <input type="checkbox"/> Watch Polar Coordinates Video <input type="checkbox"/> Watch Trigonometry Video <input type="checkbox"/> Watch Matrices Video <input type="checkbox"/> Watch Systems of Equations Video <input type="checkbox"/> 1201-3: Polar Coordinates & Trigonometry HW <input type="checkbox"/> 1201-4: Matrices & Systems of Equations HW
Week 6 9/28-10/4 at 11:59 pm	<p>What is Behavioral Interviewing? What can I expect at a job interview and how can I best prepare? How can I write a resume that will showcase my skills and get me noticed by employers?</p> <p>How well do I understand basic math skills? How well do I understand memory, cognition,</p>	<input type="checkbox"/> Complete your Foundations for Success Zoom meeting (Part of your Portfolio Grade) with Dr. Powell by 10/4 at 11:59 pm. <input type="checkbox"/> Watch Behavioral Interviewing Video <input type="checkbox"/> Watch Resumes Video <input type="checkbox"/> 1201-5: Create a Resume <input type="checkbox"/> Take Test 1: <ul style="list-style-type: none"> o Section H1 – Wednesday 8-9:30am o Section H3 – Wednesday 9:35-11am

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	<p>and factors that affect learning (as studied to this point in Linked)?</p> <p>Test over Unit 1</p> <p>Section H1 – take on Wednesday, 9/30 @8-9:30</p> <p>Section H3 – take on Wednesday, 9/30 @9:35-11</p>	
<p>Week 7</p> <p>10/5-10/11 at 11:59 pm</p>	<p>What are vectors? What are scalars? What does it mean to resolve vectors into components? What is the graphical method of vector addition? What is the components method of vector addition?</p> <p>How did you do on Test 1? What will you do to prepare for Test 2?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 1100-06 Optimum Study Environment essay due <input type="checkbox"/> Watch Test Reflection Video <input type="checkbox"/> Watch Introduction to Vectors Video <input type="checkbox"/> Watch Resolving Vector Components Video <input type="checkbox"/> Watch Vector Addition: Graphical Method Video <input type="checkbox"/> Watch Vector Addition: Components Method Video <input type="checkbox"/> 1201-6: Introduction to Vectors HW <input type="checkbox"/> 1201-7: Doing More with Vectors HW
<p>Week 8</p> <p>10/12-10/18 at 11:59 pm</p>	<p>What is current? What is voltage? What are Kirchhoff's Current and Voltage laws? What is Ohm's Law? What is the difference between resistors connected in series and resistors connected in parallel? How do you handle resistors connected in combinations of both series and parallel?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Watch Introduction to Current and Voltage Video <input type="checkbox"/> Watch Kirchhoff's Current Law Video <input type="checkbox"/> Watch Kirchhoff's Voltage Law Video <input type="checkbox"/> Watch Resistors and Ohm's Law Video <input type="checkbox"/> Watch Resistors in Series Video <input type="checkbox"/> Watch Resistors in Parallel Video <input type="checkbox"/> Watch Resistors in Combination Video <input type="checkbox"/> 1201-8: Current, Voltage, and Resistance HW
<p>Week 9</p> <p>10/19 – 10/25 at 11:59 pm</p>	<p>What is mesh analysis?</p> <p>What can I do to best manage my stress and maintain my wellness? Do I know what consent is, and when it has and has not been given?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Watch Course Video Stress Management <input type="checkbox"/> Watch "Consent is Everything" video <input type="checkbox"/> Read Brown, Roediger, and McDaniel <i>MIS</i> Ch 8 <input type="checkbox"/> Watch Mesh Analysis Video <input type="checkbox"/> 1201-9: Circuits and Mesh Analysis HW <input type="checkbox"/> 1201-10: Teamwork Survey
<p>Week 10</p> <p>10/26- 11/1 at 11:59 pm</p>	<p>How well do I understand basic concepts in physics? How well do I understand the theories and concepts presented for Learning Framework?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 1100-7: Modified Cornell System Example due <input type="checkbox"/> Take Test 2: <ul style="list-style-type: none"> o Section H1 – Wednesday 8-9:30am o Section H3 – Wednesday 9:35-11am

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	<p>Test Unit 2</p> <p>Section H1 – take on Wednesday, 10/28 @8-9:30</p> <p>Section H3 – take on Wednesday, 10/28 @ 9:35-11</p>	
<p>Week 11</p> <p>11/2- 11/8 at 11:59 pm</p>	<p>What is the group project? What is a design document? Who is on my team? What problem are we trying to solve?</p> <p>What are the basics of Microsoft Word? Why is it important to understand how to format documents in Microsoft Word?</p> <p>What are Learning Styles?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 1100 11 - Learning Styles Inventory Results due <input type="checkbox"/> Read Newton, P. (4/20/2015) “What are Learning Styles?” <input type="checkbox"/> Read Diaz, C. (9/12/2019) “Learning Styles. A Detriment to Effective Student Learning” <input type="checkbox"/> Read Brown, Roediger, and McDaniel, <i>MIS</i> Ch 7 <input type="checkbox"/> Watch Group Project Video <input type="checkbox"/> Group Project Requirements quiz <input type="checkbox"/> 1201-11: Create Your Team Identity <input type="checkbox"/> 1202-12: Basics of Word <input type="checkbox"/> Work on Group Project <input type="checkbox"/> First Portfolio Turn in
<p>Week 12</p> <p>11/9- 11/15 at 11:59 pm</p>	<p>What are the different fields of engineering? What type of engineering am I most interested in? What do I need to do in college to set myself up for the career I want?</p> <p>What is information literacy and how can I prevent plagiarism?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Watch Course Video on Information Literacy and Plagiarism <input type="checkbox"/> Watch Read Brown, Roediger, and McDaniel <i>MIS</i> Ch 6 <input type="checkbox"/> Watch Careers in Engineering Video <input type="checkbox"/> 1201-13: Exploring Your Options <input type="checkbox"/> 1201-14: GPA & Grade Calculator in Excel <input type="checkbox"/> 1201-15: Plotting in Excel <input type="checkbox"/> Work on Group Project <input type="checkbox"/> First Draft (Sections 2-5) of Engineering Document due <input type="checkbox"/> Team evaluation #1 <input type="checkbox"/> Portfolio: Interview and Advising deadline
<p>Week 13</p> <p>11/16- 11/22 at 11:59 pm</p>	<p>What is Emotional Intelligence?</p> <p>How do I create an online presentation with my group? How do I create an effective powerpoint presentation?</p> <p>How do I normalize data in Microsoft Excel?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 1100-03 ESAP Pre-test due <input type="checkbox"/> Watch Course Video Emotional Intelligence- ESAP results <input type="checkbox"/> Watch Course Video- Emotional Intelligence What is Emotional Intelligence? <input type="checkbox"/> Read Cherry, K. (8/22/2019) “Overview of Emotional Intelligence” <input type="checkbox"/> 1100-8: Citation Assignment due <input type="checkbox"/> Watch “How to Create a Presentation Video” Video <input type="checkbox"/> 1201-16: Excel Normalizing Data <input type="checkbox"/> Work on Group Project

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		<input type="checkbox"/> Final Portfolio Turn in
Week 14 11/23 – 11/29 at 11:59 pm	What are engineering ethics? Why is it important to be ethical as an engineer?	<input type="checkbox"/> 1100-9: Campus Orientation due <input type="checkbox"/> 1100-10: Reflection on Emotional Intelligence and Stress Management due <input type="checkbox"/> Work on Group Project <input type="checkbox"/> Watch Engineering Ethics Video <input type="checkbox"/> 1201-17: Engineering Ethics Assignment <input type="checkbox"/> Final Draft of Engineering Document due <input type="checkbox"/> Team evaluation #2
Week 15 11/30- 12/6 at 11:59 pm	What is the Professional Engineering Licensure? What requirements do I need to do to earn my PE license? What tests do I need to take? Group Presentations	<input type="checkbox"/> Group Presentations due <input type="checkbox"/> Team evaluation #3 <input type="checkbox"/> 1201-18: Professional Engineering Assignment
12/7 M	Final Exam for Section H1 8:00 – 10:00 am	
12/9 W	Final Exam for Section H3 9:35 – 11:35 am	

Course Grading Information:

Grade distribution	
Quizzes	5%
Homework	20%
Portfolio	20%
Group Project	20%
Tests	35%
Total	100%

A: 90%+ B: 80% – 89% C: 70% – 79% D: 60% – 69% F: 0% – 59%

Quizzes (5%) There will be three quizzes throughout the semester. The quizzes will be over the syllabus, the portfolio, and the group project. These quizzes are designed to make sure you understand the policies of the course, and that you understand the requirements of the portfolio and project. Additionally, you may be asked to turn in your notes from lecture for a quiz grade.

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Homework (20%) All homework assignments are available on Brightspace. In general, most assignments are on Sunday at 11:59, at the end of the week in which they were assigned. The schedule shows the due dates for each assignment.

Engineering Success Portfolio (20%) The purpose of this project is to help you get experience in a variety of ways that should be useful to you as you work toward becoming an engineer. You have a great deal of flexibility in what you choose to do – make this an assignment that matters. All relevant information can be found on Brightspace.

Group Design Project (20%) You will need to complete a design project with a team. For this project, you and your team will need to produce an engineering design document and a presentation. Collaboration with your group is possible entirely online. There are three major due dates for this project, the first draft, the final draft, and the presentation. These dates are listed in the calendar above. More details will be provided in Brightspace.

Tests (35%) There will be three formal exams covering material related to math and physics that you will take through Brightspace. You will need to meet on Zoom on the dates and times given in the calendar above. You will need to use Zoom on your phone, and take your test through your home computer. In order to take the test, you will have to enable Lockdown Browser, which will prevent you from opening any other functions on your computer other than the test itself. We will also monitor you through Zoom on your phone. Two tests will be given during the regular semester and one will be given during the final exam time. The lowest test grade will be dropped.

Academic Dishonesty. Any student that is found guilty of academic dishonesty such as cheating, plagiarism, or collusion, will receive the zero grade on every test or assignment involved. For repeated violations, a guilty student can be assigned a failing grade in this course and can be recommended for suspension from the McLennan Community College District.

Late Work, Attendance, and Make Up Work Policies:

As per McLennan Community College's attendance policy, regular and punctual attendance is expected of all students. Students, whether present or absent, are responsible for all material presented, assigned, or due in class and will be held accountable for such materials in the determination of course grades. Absence from more than 25 percent of scheduled lecture meetings will be taken as evidence that a student does not intend to complete the course. The student will be withdrawn with a grade of "W." If a student reaches the 25 percent absences after the official drop date, the instructor may assign a "W" or an "F" depending upon the student's academic performance at the time of the decision.

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Attendance is mandatory. Since this is a 2-Way Blended Linked course, we will use your completion of assignments, tests, the portfolio, and final exam as an indication that you plan to continue in the course. Any unattempted assignment, test, final exam, or lack of participation in the group project will count as one absence. Even if you do not have time to complete an entire assignment, you must still log into the system and complete at least one question or partial assignment in order to be counted as “Present” for attendance purposes. Your EDUC 1100 course will also be checking attendance. You need to have satisfactory attendance rates in ***both*** sections in order to be eligible to earn academic credit for both courses. Attempting and submitting work for a grade is vitally important for your success in Linked ENGR and EDUC.

Per MCC policy, you may be automatically dropped from ENGR 1201 after missing 25% of class work, assignments, tests, portfolio (mock interview and overall submission), participation in each aspect (first draft, final draft, and presentation) of the group project, or the final exam.

You are encouraged to keep track of your attendance in EDUC 1100 and ENGR 1201 by checking your attendance rate in Brightspace under Assessments> Grades.

No late work will be accepted. However, in certain circumstances students will be permitted to make up classwork and assignments due to absences caused by authorized participation in official college functions, personal illness, an illness or death in the immediate family, or the observance of a religious holiday. It is the student’s responsibility to inform the instructor of the reason for the absence, to provide proper documentation for the absence, and to do so in a timely fashion, i.e. the first class activity after the absence. All “late” assignments need to be submitted with documentation for the absence by 12/07/2020.

The assignments due in this course are to be turned in via Brightspace prior to the date and time noted on the calendar.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.” MCC Student Handbook

-Students are expected to attempt or complete all graded assignments (assignments, tests, portfolio submission, group project participation and final exam) to establish attendance rates for the course.

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-Students are expected to watch the assigned course videos, complete meetings, and submit assignments for grading as noted in the calendar.

-Students are expected to take Test 1, Test 2, and Final Exam (if applicable) during the regular scheduled class time via Zoom and Brightspace. If you are unable to take the assessment during the scheduled time, it is your responsibility to contact your instructors in a timely manner to reschedule, provided you have documentation for the absence.

-The student must send all email messages to the instructor using their MCC provided student email account (firstinitiallastinitialstudentIDnumber@students.mclennan.edu). The instructor will send all emails to the students' MCC email accounts. Students are expected to check their MCC student email accounts on a timely basis (i.e. daily) while enrolled in this course.

-Students who are having trouble with technology should contact the Tech Support at (254) 299-8077 M-F 8:00 am to 5:00 pm or (254) 299-6202 after hours

* **[Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* **[Click Here for the MCC Attendance/Absences Policy](#)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

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254-299-8122
Room 319, Student Services Center

[* Click Here for more information about Title IX](#)

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*