McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERNSHIP II – BUSINESS ADMINISTRATION & MANAGEMENT

BMGT 2389.87

M. BOYCE WILSON & DR. THOMAS "T-LOW" LOWRANCE

NOTE: This is a 16-week online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID-19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

INTERNSHIP II – BUSINESS ADMINISTRATION & MANAGEMENT

BMGT 2389.87

Course Description:

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student – placement is not offered by MCC. (See Guidelines for Internships).

Semester Hours: 3 (1 lec/15-20 lab)

Prerequisites and/or Corequisites:

Prerequisites: An approved work station
BMGT 1327
BMGT 2388
You must be working/volunteering at least 20 hours/week

Course Notes and Instructor Recommendations:

Approved Work Station

An approved work station is a prerequisite to this course. Students must be able to learn something new about management, involving planning, leading, organizing, controlling, and make a contribution to the organization in which their work station is located. Some work stations will not qualify for this internship. The instructor has sole discretion to approve or disapprove a proposed work station. Placement at a work station is not offered by MCC.

Approved Work Project

You must have a project in which you learn something which will help both you and your employer. It cannot be clerical or something repetitive. If you do not complete your project as outlined in your training plan, you will not receive credit. If you leave your job for any reason, you will not be able to complete your project or the course, and you will not receive credit. In extreme circumstances, an incomplete can be given. If you receive an incomplete, your project must be completed according to your training plan prior to the end of the next 16-week semester (Fall 2021). Most student do NOT finish an incomplete in an internship and must retake the course from the beginning using a new training plan.

Students are responsible for obtaining an approved work station for this course and develop a training plan which meets the following specifications:

1. Concerns one of the four functions of management (Planning, Organizing, Leading, or Controlling).
2. Creates value for the organization being served.

3. Provides the student with a learning experience.
4. Work effort on the project is sufficient to earn three hours of college credit; approximately 120 hours.

*****INSTRUCTOR NOTE:*****

It is important that you make sure that your supervisor supports your project and is willing to help you personally or has someone else in the organization that will help you throughout the semester. It is important that you set up a project at an organization which is stable. In the past, it has not worked well for students to stop their project at one organization and try to start one at another. It is imperative that you work with your supervisor on a project that is doable and is one he/she supports. Unless there are extreme extenuating circumstances, you will have to finish your original planned training plan in order to get credit for the course. In most cases, changing jobs or supervisors who determine not to continue with your project do not constitute extenuating circumstances.

The Brightspace online learning environment plays an integral role throughout this course. All coursework will be submitted in Brightspace. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors' course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

This is an internship course in which your learning experience and coursework will be driven primarily by you. Do not procrastinate! Putting off coursework until a later time will result in a much more stressful internship experience for you.

Instructor Information:

Instructor Name:	Michael "Boyce" Wilson
MCC E-mail:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8688
Office Location:	BT 209
Office/Teacher Conference Hours:	M 1:00 PM – 6:00 PM (in-person)
	T/TH 1:00-4:30 PM (in-person)
Zoom Webconference Information:	Meeting ID: 254-299-8688
	Must be scheduled in advance with instructor

Instructor Name:	Dr. Thomas "T-Low" Lowrance
MCC E-mail:	tlowrance@mclennan.edu
Office Phone Number:	(254) 299-8059
Office Location:	BT 210
Office/Teacher Conference Hours:	M/W 8:30 AM – 9:30 AM (in-person)
	M/W 11:00 AM – 12:00 PM (online)
	T/TH 9:00 AM – 11:00 AM (online)
Zoom Webconference Information:	Meeting ID: 254-299-8059 (Password: leader)
	Must be scheduled in advance with instructor

*****INSTRUCTOR NOTE:*****

Brightspace offers the ability to send an "instant message" to your instructors from within the course. Please do not use this feature if you need to contact us and receive a response fairly quickly. The instant message (IM) feature does not alert our cell phones or emails, both of which we monitor closely. Additionally, even though we may appear to be online, we may be actively teaching other courses and unable to respond. Email is the preferred method of communication, followed by Zoom meeting, text message, then telephone call.

When contacting your professor by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BMGT 2389.87 (the class' email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter and will likely not be seen by the professors.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (see note in the Required Software section). Avoid sharing documents with your professor through OneDrive, Google Drive, or Dropbox unless absolutely necessary. Work will not be accepted by email unless specifically requested by the professor.

Failure to do any of the above may result in your professors not seeing or reading your email. We read our e-mails at least twice a day during the week; however, if you send an e-mail at 11 PM with a question you need answered before the class tomorrow, we likely will not read it before class. We do not always read e-mails on the weekends. Do not expect instantaneous responses from us via e-mail. Instructors are not 24/7 call centers. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with BMGT 2389.87. If you respond to our e-mail, hit reply, and make sure BMGT 2389.87 is present in the subject line.

We do not answer e-mails asking when something is due. You have a schedule both here in the syllabus and in Brightspace which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Required Text & Materials:

There is no required textbook for this course. You must use the MCC-approved Internship Training Plan form to write your training plan. This form will be provided in Brightspace.

Required Software:

Microsoft Office – download for free at https://www.mclennan.edu/tech-support/software.html

*****INSTRUCTOR NOTE:*****

Do not submit *.pages, *.numbers, or *.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit *.odp, *.odt, or *.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

If you submit *.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

Required Hardware:

This is an online course that requires students to submit video responses to assignments; therefore, a PC or Mac with webcam, speakers, and microphone must be used by the student.

Students will also need to scan documents for submission in this course; therefore access to a scanner or equivalent mobile solution is required.

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

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.

Students should have a firm understanding of Microsoft Word, including the formatting, table, page number, section breaks, page breaks, dot leaders, and insertion tools within Microsoft Word.

Students should possess the ability to download and install apps on a modern smart device should one be used to complete activities in the course. The use of smart mobile devices is not required for this course, but some students prefer the use of such devices to record and upload videos in the course.

Methods of Teaching and Learning:
This course consists of lecture, discussion, journal articles, in-class group activities, independent work projects, oral presentations, and business writing assignments.

This is a very writing-intensive course. Grammar will count as 20% of the majority of your assignments. If you are having consistent problems with your writing, you may be required to go to the Writing Center to work on your assignments.

This is an internship course and will require a lot of self-discipline from students! You are expected to check your student email everyday as well. You will be expected to complete the required assignments on time. We are here to make sure you understand the course requirements and oversee the completion of the learning objectives you and your supervisor set for this course.

Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

Course Objectives and/or Competencies:
This course seeks to provide opportunities for learning experiences related to management in a real work situation to compliment classroom learning. The student, his/her workstation supervisor, and the professors work together to establish and implement plans to provide these learning experiences. The student's workstation serves as a learning laboratory for the application of skills and knowledge from the classroom to the particular technical situation of the

organization. The weekly activities is intended to aid the student in solving work-related problems and to encourage his/her personal development. The written reports are intended to improve the student's organizational skills and writing ability.

General Objectives: By the end of the semester, the student should be able to:

A. Design a training plan.
B. Organize a visual presentation.
C. Give a presentation to explain your project.
D. Organize, write, and format a journal.

Specific Competencies: During the course, the student will:

A. Master the regular use of e-mail.
B. Develop and write a training plan.
C. Design and work 120 hours on a workplace project to ensure learning.
D. Civilly participate in subjective discussions with peers.
E. Keep a detailed journal of project activities.
F. Give oral presentations to the class and during Scholars Day.
G. Learn and implement new work skills.

Course Outline or Schedule:

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

Due Date	Assignments Due
8/29	Orientation Quiz Introduction Training Plan – Draft #1
9/5	Training Plan – Draft #2
9/12	Training Plan – Draft #3
9/19	Final, Signed, and Complete Training Plan
9/26	Article Reflection – Topic 1
10/3	Article Reflection – Topic 2
10/10	Project Poster – Draft #1
10/17	Journal Sampling
10/24	Article Reflection – Topic 3
10/31	Article Reflection – Topic 4

11/7	Article Reflection – Topic 5
11/14	Article Reflection – Topic 6
11/21	Project Poster – Draft #2
11/28	Final Project Poster
12/5	Scholars Day Final Project Journal and Supporting Documentation Oral Project Presentation Video

Course Grading Information:

This is a "Credit/No Credit," or PASS/FAIL course. Progress and accomplishments made by the student in his/her work activities or projects will be evaluated. Grades will be established for each student after evaluation on a points basis. Grades are determined by writing assignments, participation in the classroom, and a completed work project. Each assignment will have a specific rubric for the students to follow. Please see the schedule and rubrics located in Brightspace.

Each assignment is awarded a number of points to a total of 500. Students must earn a minimum of 350 points to earn credit for the course.

In order to receive a grade of "Credit" in this course, students must:

1. Abide by the class attendance policy (Attendance is tracked in Brightspace).
2. Turn in a complete, correct, signed Training Plan on the correct due date.
3. Earn 60% or more on the final poster of your project, turned in on the correct due date
4. Earn more than 60% of the points on the journal discussing your project and work.
5. Earn more than 60% of the points on the oral presentation video discussing your project and work.
6. Participate in all discussion topics.
7. Earn a cumulative of 350 points (70%).
8. Complete all of the requirements for the final project on the due date.

Students who fail to abide by the class attendance policy will be dropped from the course by the instructor and receive a grade of "W."

Students who do not turn in a complete, correct, signed Training Plan will be dropped from the course and receive a grade of "W."

Students who fail to earn more than 60% of total possible points on their Final Project Poster, Journal, or Oral Presentation Video will receive a course grade of "NC."

Students who fail to earn 350 point cumulatively on all assignments will receive a course grade of "NC."

Internship II is based on 500 total points. Each assignment will have a specific rubric which explains what is expected and how points can be earned. A passing grade in Internship II is 350 points, or 70% of 500 overall points. Students cannot pass the course without having 1) a final, correct, signed training plan on the date listed in the schedule, 2) a final, correct, completed project poster and journal on the date listed in the schedule, and 3) a final oral presentation video submitted on the date listed in the schedule.

*****INSTRUCTOR NOTE:*****

The "Adjusted Final Grade" from the course gradebook will be pulled into WebAdvisor. For Credit/No Credit courses, the following grades will appear in the Adjusted Final Grade Column depicting whether course credit will be issued:

-1: Incomplete (I)
-2: Credit (CR)
-3: No Credit (NC)

Adjusted Final Grades will be entered once all course grading has been completed.

Point Allocations

Orientation Quiz	10 pts
Training Plan – Rough Draft #1	10 pts
Training Plan – Rough Draft #2	20 pts
Training Plan – Rough Draft #3	20 pts
Final, Signed, Complete Training Plan	50 pts
Topic 1 Summary/Discussion	15 pts
Topic 2 Summary/Discussion	15 pts
Topic 3 Summary/Discussion	15 pts
Topic 4 Summary/Discussion	15 pts
Topic 5 Summary/Discussion	15 pts
Topic 6 Summary/Discussion	15 pts
Journal Sampling	25 pts
Completed Journal	50 pts
Project Poster – Draft #1	25 pts
Project Poster – Draft #2	25 pts
Final Project Poster	50 pts
Scholars Day	50 pts
Final Oral Presentation Video	75 pts

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time!** If you miss the assigned due date for assignments and quizzes, there will be a 50% penalty assessed. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. You will be required to provide verifiable documentation to your instructors. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

*****INSTRUCTOR NOTE:*****

There are two assignments which cannot be turned in late. The final, signed Training Plan will not be accepted late. It is due on the date specified on the course schedule and must be free of errors and signed by both you and your supervisor. This is the importance of working with your instructors to be sure that your training plan meets all requirements BEFORE the due date arrives. (You must have your instructors' authorization to obtain signatures on your training plan – DO NOT get signatures until your instructors have authorized you to do so.) If it is not turned in on time, you will be dropped from the course. If it is not in the correct format or signed, you will be dropped.

The final oral presentation video will not be accepted late. If you do not submit a video that meets the course requirements stated in Brightspace, you will get an "NC" in the class.

Understanding Brightspace Due Dates and Availability Dates



Brightspace will display up to three dates of importance for each content item. These dates are only listed for those content items that have a specific start, due, and/or end date. You must submit course work by the *due date* listed for the activity (see the circled due date in the image

above). In this example, the Chapter 1 Quiz would need to be completed and submitted by October 27 at 11:59 PM in order to potentially earn full credit.

The *start date,* if one is listed, is the date in which you will be able to view the content. In this example, the Chapter 1 Quiz would not be accessible for you until October 21, 2019 at 11:59 PM.

The *end date,* if one is listed, is the date in which the content will no longer be accessible to you without intervention by your professor. For this course, the end date signifies the last date in which the work will be accepted for any credit. Please understand that submitting course work between the due date and the end date will result in a 50% reduction in credit on the assignment. No work will be accepted beyond the end date for the activity.

Attendance

MCC's policy is that you must maintain 75% attendance for each course you are enrolled in. For this course, as with all online courses, your attendance is based on your completion of coursework. You will be considered present for the week if all coursework is submitted on time and you have participated adequately in all discussions. If you fail to participate in a discussion or fail to complete an assigned task, you will be considered absent. If multiple activities are due during the week, failing to complete ALL activities for the week will constitute an absence. If you exceed 4 absences before the course census date, you will be dropped. If you exceed 4 absences after the census date, you will receive the grade earned in the course unless you contact your instructors and specifically ask to be dropped from the course. It is the discretion of the instructors as to whether they will process your drop after the census date or give the grade earned for the course.

Computer Problems

All coursework is required to be submitted via the Content tool within Brightspace. If you are unfamiliar with how to submit work in Brightspace, please review the materials provided in the Brightspace Orientation course, available to all MCC students. Due to the vast number of computers we have available on campus, as well as the availability of computers in community areas, we do not allow late work due to personal computer issues. MCC has created a WiFi hotspot in the parking lot of the Highlander Gym, as well as in all campus buildings, for students to use in the event that their home internet connection fails. Due to the availability of WiFi on campus and at many businesses and community centers, we do not allow late work due to home internet connection issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users), adjustments will be made at the instructors' discretion.

Student Behavioral Expectations or Conduct Policy:

The following course policies outline our expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

Timeliness

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. We understand that "life happens," but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when "life happens," you will be caught off-guard and may not be able to submit work on time.

Responsibility

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don't understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructors or within your textbooks/course resources. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Accountability

Just as you will be in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication

You will be expected to communicate with your instructors just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow

classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructors. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructors late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructors or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. We understand that this may not be your favorite course. We understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with your instructors wearing pajamas or anything that would be deemed inappropriate in the business world.

Integrity

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." Plagiarism includes, but is not limited to, copying someone else's work that they created and/or copying and pasting directly from a

website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning, be reported to the Conduct Officer, and will receive a zero on the assignment for the first offense. We reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work we find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment's total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an "NC" for the course, without the option to drop the course for the grade of a "W," and will be reported to the Conduct Officer with the possibility of academic suspension. For more information on plagiarism, we recommend visiting http://www,plagiarism.org/plagiarism-101/what-is-plagiarism/.

***Turnitin* (https://www.turnitin.com/):** In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

*****INSTRUCTOR NOTE:*****

Deviation from any of the aforementioned course policies, will result in the following penalties:

1st Offense: Written warning from the instructors, a zero grade issued for the activity in which the offense occurred, and a report made to the Conduct Officer. Conduct issues not involving a graded activity will be addressed by written warning from the instructors and a report made to the Conduct Officer.

2nd Offense: Report made to Conduct Officer and immediate removal from the course with an "NC" given for the course grade.

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with us to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE DAY OF THE FINAL. Please ask questions; please let me know how we can help you.

*****INSTRUCTOR NOTE:*****

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an NC or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact us if you have extenuating circumstances.

Please understand that we care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which either instructor believes warrants a referral for Title IX or to our success coaches, we will not hesitate to make the referral. We will do our best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at 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 notified via 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.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html 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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward 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 be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.