

**McLennan**  
C O M M U N I T Y  
**C O L L E G E**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**Federal Government**

**Fed Govt 2305 94**

**Professor Andria Ramon**

**NOTE: This is a 16-week**

**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.

AN EQUAL OPPORTUNITY INSTITUTION

FALL 2021

### **Course Description:**

Federal Government addresses the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

### **Prerequisites and/or Corequisites:**

Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lecture).

### **Course Notes and Instructor Recommendations:**

#### **HOW TO CONTACT ME:**

Please feel free to contact me for any questions or concerns via the Classlist (internal messaging center), office phone, or to schedule a meeting if students are unable to contact me during the above office hours.

**Classlist** is where students will find the Internal Messaging Center. **Students MUST contact me from this area.** To message me 1) Click the Classlist on the Navigation Bar. 2) Find me (Andria Ramon) within the class list. 3) Check the box next to my name 4) **Click Instant Message at the top pf the classlist (DO NOT CLICK THE EMAIL)** A pop up window will display with a text box within it. 5) Type your message into the text box 6) Hit send 7) to check my response Click the little **envelope** at the top of the page where the internal messages are located.

### **Trouble with Course Material:**

- Contact your Instructor. Contact information can be found in the Staff Information section of the course.

### **Technical Support:**

For any technical issues, Brightspace issues, or computer concerns, students may contact MCC Technical Support Found at <http://www.mclennan.edu/tech-support/>

Phone number: 254-299-8077

E-mail: [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu)

Hours of operation:

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Monday - Thursday: 7:30 AM - 7:00 PM

Friday: 7:30 AM - 5:00 PM

**After Hours Technical Support**

Phone number: 254-717-6349

Or 254-299-8095

Hours of operation:

Monday - Friday: 7:00 PM - 11:00 PM

Saturday & Sunday: 9:00 AM - 11:00  
PM

**Instructor Information:**

Instructor Name: Professor Andria Ramon

Office Phone Number: 254-299-8906

Office Location: MAC room 315

**Office/Teacher Conference Hours:**

**Office Hours:** My office hours are both face to face and virtual via Zoom.

**Face to Face:** Monday and Wednesday from 12:35 pm to 12:55 pm AND from 2:30 pm to 3:00 pm. Tuesday and Thursday from 11:00 am to 12:30 pm.

**Virtual:** Friday's from 11:00 am to 12:30 pm.

One of the best ways to take full advantage of learning in my course is by coming to my office hours. I look forward to guiding you in your academic pursuits. Take advantage of the hours listed above and message me for an appointment.

Although I am in my office during office hours to make certain of availability please contact me in advance to schedule your conference. This assures that your time will be exclusive and uninterrupted.

Students may contact me via Classlist (internal messaging center) at any time, and I will respond within 24 hours.

**How to contact me:**

Please feel free to contact me for any questions or concerns via the **Classlist** (internal messaging center), office phone, or to schedule a meeting if students are unable to contact me during the above office hours. Classlist is where students will find the Internal Messaging Center. **Students**

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**MUST contact me from this area.** To message me 1) Click the Classlist on the Navigation Bar. 2) Find me (Andria Ramon) within the class list. 3) Check the box next to my name 4) **Click Instant Message at the top pf the classlist (DO NOT CLICK THE EMAIL)** A pop up window will display with a text box within it. 5) Type your message into the text box 6) Hit send 7) to check my response Click the little **envelope** at the top of the page where the internal messages are located.

**Other Instruction Information:** If unable to meet at the above times, appointments can be made for alternative times.

**Announcements:**

All Brightspace announcements can be viewed via the student's mobile phone or email. Students should go to their course Brightspace and select their name. Under their name is an area entitled Notifications. Select the email and cell phone functions for announcements and content notifications.

**Required Text & Materials:**

Title: *American Government: Institutions & Policies*

Author: Wilson, Et al

Edition: 17th

Publisher: Cengage Publishing

ISBN: 9780357894910

The textbook is an ebook that is available to all students via Brightspace.

**Methods of Teaching and Learning:**

All course material is presented on-line. Students are expected to read all chapters, read chapter summaries, review chapter Power Points, watch videos, and complete all activities by the required due dates. The videos are merely an introduction to the section and have no influence on class required activities. Students should consult professor with ANY related questions.

**Course Objectives and/or Competencies:**

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of the federal government. Courses

involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

- **Critical Thinking Skills (CT):** “to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.”
- **Communication Skills (COMM):** “to include effective development, interpretation and expression of ideas through written, oral and visual communication.”
- **Social Responsibility (SR):** “to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.”
- **Personal Responsibility (PR):** “to include the ability to connect choices, actions and consequences to ethical decision-making.”

### Learning Outcomes

Upon successful completion of this course, students will:

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens
8. Analyze issues and policies in U.S. politics.

### Course Outline or Schedule:

#### Federal Govt 2305 94 Fall 2021 Calendar

Week	Lesson	Preparation/Items Due
Unit 1  Monday (Mon), August (Aug) 23 <sup>rd</sup> – Sunday (Sun), Aug 29 <sup>th</sup>	Unit 1  Chapter 1: The Study of American Government	Contact Instructor via Classlist, Orientation Discussion Board (DB#1) and Chapter 1 Quiz  <b>ALL DUE Sun, Aug 29<sup>th</sup>, BEFORE 11:55 pm</b>

Sun, Aug 29 <sup>th</sup> – Sun, Sept, 5 <sup>th</sup>	Chapter 2: The Constitution	Chapter 2 - Quiz <b>ALL DUE Sun, Sept 5<sup>th</sup>, BEFORE <u>11:55 pm</u></b>
Sun, Sept 5 <sup>th</sup> – Sun, Sept 12 <sup>th</sup>	Read - Reading #2 Federalist #10 Read - Reading #3 Federalist #51  Read – Reading #4 Brutus #1	Federalist #10, #51, Brutus #1–Quiz <b>DUE Sun, Sept 12<sup>th</sup> , BEFORE <u>11:55 pm</u></b>
Sun, Sept 12 <sup>th</sup> – Sun, Sept 19 <sup>th</sup>	Chapter 3: Federalism	Chapter 3 Quiz – <b>Due Sun, Sept 19<sup>th</sup>, BEFORE 11:55 PM.</b>
Sun, Sept 19 <sup>th</sup> – Sun, Sept 26 <sup>th</sup>	Assignment #1 – Federalism	Assignment #1 – <b>Due Sun, Sept 26<sup>th</sup>, BEFORE 11:55 PM.</b>
<b>UNIT 2</b>  Sun, Sept 26 <sup>th</sup> – Sun, Oct 3 <sup>rd</sup>	<b>UNIT 2</b>  Chapter 13: Congress	<b>UNIT 2</b>  <b>Chapter 13 Quiz Due Sun, Oct 3<sup>rd</sup>, BEFORE 11:55 PM.</b>
Sun, Oct 3 <sup>rd</sup> – Sun, Oct 10 <sup>th</sup>	Chapter 14: The Presidency	Chapter 14 - Quiz – <b>Due Sun, Oct 10<sup>th</sup>, BEFORE 11:55 PM.</b>
Sun, Oct 10 <sup>th</sup> – Sun, Oct 17 <sup>th</sup>	Chapter 15: The Bureaucracy	<b>Chapter 15 Quiz Due Sun, Oct 17<sup>th</sup>, BEFORE 11:55 PM.</b>
<b>UNIT 3</b>  Sun, Oct 17 <sup>th</sup> – Sun, Oct 24 <sup>th</sup>	<b>UNIT 3</b>  Chapter 16: The Judiciary	<b>UNIT 3</b>  Chapter 16 Quiz <b>Due, Sun Oct 24<sup>th</sup>, BEFORE 11:55 PM.</b>

	Discussion Board #2 – The Judiciary	Discussion Board #2 <b>Due, Sun, Oct 24<sup>th</sup>, BEFORE 11:55 pm</b>
Sun, Oct 24 <sup>th</sup> – Sun, Oct 31 <sup>st</sup>	Chapter 5: Civil Liberties	Chapter 5 Quiz <b>Due, Sun, Oct 31<sup>st</sup>, Before 11:55 pm</b>
Sun, Oct 31 <sup>st</sup> – Sun, Nov 7 <sup>th</sup>	Chapter 6: Equal Rights	Chapter 6 Quiz <b>Due, Nov 7<sup>th</sup>, BEFORE 11:55 PM.</b> Discussion Board #2 <b>Due, Nov 7<sup>th</sup>, BEFORE 11:55 pm</b>
<b>Unit 4</b>  Sun, Nov 7 <sup>th</sup> – Sun, Nov 14 <sup>th</sup>	<b>Unit 4</b>  Chapter 10: Elections and Campaigns	<b>Unit 4</b>  Chapter 10 Quiz <b>DUE Sun, Nov 14<sup>th</sup>, BEFORE <u>11:55 pm</u></b>
Sun, Nov 14 <sup>th</sup> – Sun, Nov 21 <sup>st</sup>	Chapter 9: Political Parties	Chapter 9 Quiz <b>DUE Sun, Nov 21<sup>st</sup>, BEFORE 11:55 pm</b>
Sun, Nov 29 <sup>th</sup> – Sun, Dec 5 <sup>th</sup>	Chapter 10: Interest Groups	<b>Discussion Board – Elections Due Dec 5<sup>th</sup>, BEFORE 11:55 pm</b>
Sun, Dec 5 <sup>th</sup> – Tues, Dec 7 <sup>th</sup>		<b>Final Exam Due Tuesday, Dec 7<sup>th</sup>, BEFORE 11:55 PM.</b>

\*Chapter readings stem from , *American Government: Institutions & Policies* the main course textbook. Please see THE course Brightspace for a full schedule and readings. The instructor reserves the right to change the course schedule. Students will be notified in case of a change via announcements on Brightspace.


**\*\*Each course activity covers the course objectives and competencies assessed in this course.**

**Course Grading Information:**

Every instructor will design various assessments, but all GOVT classes will use a standardized assessment which will measure the four specified CORE Student Learning Objectives of Critical Thinking, Communication, Social Responsibility and Personal Responsibility and the ACGM listed student learning outcomes. ALL ACTIVITIES ARE DUE ON THE CALENDAR DATES.

**Quizzes (Test)** – Each section will have an end of the chapter/section quiz that is required to take by a specific due date. The quizzes (tests) will cover the entire chapter, power points, and reading. They are multiple choice, timed tests. Students may not work ahead on quizzes and must meet specific deadlines. For each chapter quiz, students may take the item up **to three times**. However, any resets are considered the student's one late item and no other late items will be allowed. Quiz resets for technical reasons DO count as a quiz reset. Having three opportunities to take the quiz does not mean that students are guaranteed that all three of those attempts will be completed. **The HIGHEST QUIZ GRADE is the recorded grade. Each quiz is 25 questions worth 1 point each.**

**Guidelines for taking an online quiz:**

1. On the navbar, click  Quizzes.
2. On the Quiz List page, click on the quiz you want to take.
3. Read the instructions and details for the quiz, and when you're ready, click Start Quiz!.
4. Answer each question. As a best practice, save each answer after you have entered it. You can see which questions you have saved answers to in the Questions section of the quiz's left panel. You can also click the question number in the quiz's left panel to go back to the question.
5. To navigate between pages, click Next Page or Previous Page.
6. Click Go to Submit Quiz after you answer all quiz questions.
7. If you are ready to submit the quiz, THEN click Submit Quiz.
8. **Only the textbook can be used for the quizzes. No outside assistance, including other students, is allowed. A zero will result, and the student will be reported to the Academic Integrity Committee. A second cheating incident will result in failing the course.**
9. **All quiz times are based upon Central Standard Time (CST)**

Note: Your organization may require you to use the Respondus LockDown Browser® to take quizzes. You can click the Respondus LockDown Browser link in the Quiz Requirements section



to download and install it for free. You can then launch your quiz. If you have installed the Respondus LockDown Browser already, the Start Quiz page will open automatically within it.

**Discussion Boards**– Three Discussion Boards are required each covering differing topics. The Orientation Discussion Board (#1) and two other discussion boards are required. The initial Orientation Discussion Board is worth 10 points. The remaining 2 discussion boards are worth 45 points each. Within a Discussion Board, the professor only allows the students to REPLY to the professor's original post and other student's replies. Students are not allow to create new threads. Each new reply must indicate what the student is doing in the subject line.

Discussion Board (DB) Activities:

**DB #1: Orientation Discussion Board (10 points)**

More Instructions and readings for DB #1 are found on the course Brightspace.

**DB # 2: (45 POINTS)**

More Instructions and reading for DB#3 are found on the course Brightspace.

**DB #3: (45 POINTS)**

More Instructions and reading for DB#2 are found on the course Brightspace.

**Discussion Board Requirements:**

- Students are required at a minimum to make 3 posts for each discussion board. The Orientation Discussion Board is worth 10 points and the two remaining discussion boards are worth 45 points.
- The initial post (for all discussions except the Orientation) counts 25 points and must relate to the readings and questions posted with the discussion. **Students MUST ANSWER ALL OF THE QUESTIONS USING THE POSTED MATERIAL.**
- An additional 10 points will be allotted for a student's new reply asking a thought-provoking question covering the material read for the discussion board. This question must directly relate to the material, MAY NOT be a simple yes or no answer, must promote discussion, and may not be a repeated question or a

- question that is similar to another student's question or my questions.
- A thoughtful reply to some else's question using information discovered AND presented in the material is mandated for the final 10 points. Students must use the articles in order to answer a student's question. **The answer to another student's question must be at a minimum 4 sentences long!**
  - All postings must be completed by the individual student. **Any outside assistance is not allowed.** Due to the nature of Discussion Boards, students may not submit discussion boards late.
  - **Any missed discussion, no matter the reason, will not be allowed to be submitted late.**
  - Any sign of plagiarism will be an automatic zero for the paper. Any non-citation of words, ideas, or concepts is considered plagiarism. These incidences will receive a zero. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
  - Do not copy other student's material. This action falls under the plagiarism definition and the entire assignment will receive a zero. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
  - **No wikis such as Ballotpedia, Wikipedia or Congresspedia are allowed.**
  - Do not quote entire paper or large sections. A zero will be recorded if students provide too many quotes. Students should put the answers in their own words.
  - Any sign of using alternative sources to answer the questions or cutting & pasting answers from any other person is grounds for a zero on the assignment. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
  - Follow all discussion directions. Within a Discussion Board, the professor only allows the students to REPLY to the professor's original post and other student's replies. Students are not allow to create new threads.
  - No copying and pasting from previous assignments/activities is allowed for Discussion Boards.
  - Make certain that the discussion answers and posts are saved on a personal computer in case any issues develop with the Brightspace.
  - ADDITIONAL DIRECTIONS ARE ADDED ONTO THE COURSE BRIGHTSPACE AND MUST BE FOLLOWED OR A ZERO WILL APPLY.

### **Assignment 50 Points**

#### **Assignment details and instructions will be posted on Brightspace**

Assignment Requirements:

One assignment is due during the semester worth 50 points.

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**Key Points on the Assignment (other details are provided on Brightspace and must be followed):**

- The Assignment must be submitted on the due date via Brightspace under the Assignment tab. **Assignments cannot be submitted late.**
- The assignment is located on the course Brightspace under the Assignment tab.
- For the assignment, any use of undocumented sources is an automatic zero.
- MLA parenthetical citation (citation within the assignment) and a MLA Works Cited page are required. Without parenthetical citation AND a work's cited page, the student will receive a zero for the assignment.
- If students need assistance with their assignment, consult with the professor first.
- Students must provide link to the article used. If the used article link is not provided, then the student will receive a zero for the assignment.
- Any sign of plagiarism will be an automatic zero for the paper. Any non-citation of words, ideas, or concepts is considered plagiarism. These incidences will cause the student to receive a zero for the assignment.
- Do not copy other student's material or assignment. This action falls under the plagiarism definition, and the assignment will receive a zero.
- Students are required to write their own assignment and not allowed to have others write the assignment for them. This action is plagiarism and will result in a zero.
- No wikis such as Ballotpedia, Wikipedia or Congresspedia are allowed. A zero will be received.
- Do not quote the entire paper or large sections of the paper. A zero will be received.
- Any plagiarism is grounds for a zero on the assignment, and students will be reported to the MCC Academic Integrity Council. A second cheating or plagiarism event will result in the student failing the course.
- Failure to complete these assignments will not allow the student to make an A in the course.

**Final Exam** – A final exam will be posted at the end of the semester. It will consist of two essay questions and will not contain a time limit (but does have a due date). It will be a comprehensive final comprising of what students have learned throughout the semester. It is worth **50 points** and **required** for all students. All other activity directions and requirements apply to this assignment, including, but not limited to, plagiarism, excessive quoting, and no use of outside sources unless allowed. No copying and pasting from previous assignments/activities is allowed for the Final Exam. The questions must address Texas Politics only and not national politics. Final Exams cannot be submitted late. More directions will be forthcoming when the final exam due date arrives. Make certain that the final exam answers are saved on a personal computer in case any issues develop with the Brightspace. Technical issues are not an appropriate reason for a late final exam. Late final

exams are not allowed no matter the reason.

**Grades:** The point system is utilized for the Course. The benefit of the point system is that every point helps! Each section, students will have points for quizzes with additional points from assignments, discussion boards, and other required activities Specifically, students will have 12 chapter quizzes WORTH 25 points each, 1 Orientation Discussion Board worth 10 points, 2 Discussion Boards WORTH 45 points each, and 1 Final Exam worth 50 points. The delineation of the points is as follows:

Orientation Discussion Board	10 points
Quizzes (12 quizzes x 25 points each)	300 points
Discussion Boards (2)	90 points
Assignment #1	50 Points
+ Final Exam	<u>50 points</u>
Total Points	= <u>500 points</u>

At the end of the semester the point range will break down as follows:

90% of 500 points = 500 – 450 points = A

80% of 500 points = 449 – 400 points = B

70% of 500 points = 399 – 350 points = C

60% of 500 points = 349 – 300 points = D

299 points and below = F

**Late Work, Attendance, and Make Up Work Policies:**

In very rare cases, death of a family member, extreme illness, or official college function, will I allow a student to complete missed assignments. **In order for that to occur, students must contact me via Classlist (internal messaging center) within 24 hours of the missed task with a valid explanation, otherwise it is a zero. ONLY ONE activity will be allowed to be submitted**

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**late with a valid excuse. A quiz reset does count as a late activity. All other missed activities after the one late item or reset will receive a zero. Due to the nature of discussion boards, discussion boards cannot ever be submitted late! The final exam cannot be submitted late either.**

**Attendance** is kept through participation rates. Missing more than 3 sections of activities will lead a student to be dropped. If it is after the drop date, then the student will receive an F if they are failing the class.

**Make Up Quizzes:**

The following guidelines will prevail if a student fails to complete a quiz before the completion date, and requests to make up the quiz.

1. The student must send me a message within **24** hours after the completion date and time requesting to make up the quiz.
2. The message must detail why the student failed to complete the quiz on time.
3. After receiving the request, I will consider giving extra time based on each request.
4. If the make-up request is granted, the student will be given a password to enter the quiz and have one day to complete the missed quiz. The quiz may only be taken once.
5. If the student has had a quiz unlocked prior to the request, he or she **WILL NOT** be allowed to take the make-up quiz.
6. If a student has not had a quiz unlocked prior to the request, the make-up quiz will count as their lock-out for the semester.
7. The three quiz attempts does not guarantee that students will be able to take the quiz three times every section. If students have technical difficulties with their computer or issues that negate a quiz, then they have 2 other attempts to make-up for that lost quiz attempt. Thus, the reason for the three attempts.

**Discussion Boards:** cannot be submitted late.

**Final Exam:** cannot be submitted late.

**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.” Students are not allowed to plagiarize, cheat on quizzes, copy from other students or outside sources, and to maintain course integrity throughout the semester.*

- If a student violates the student handbook, it is at the instructor’s discretion to dismiss that student from the class.
- Remember that politics is being discussed in this course. Many are impassioned about their beliefs. A civil discussion provides for discovery of the information and allows a student to explore their own beliefs. However, I reserve the right to request a disruptive student to leave the course.
- All student plagiarism is reported to the Student Discipline Committee.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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 additional guidelines specific to this course.

# McLennan

C O M M U N I T Y

# COLLEGE

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## 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](mailto: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](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 Requirements 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](mailto: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](http://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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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.