



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Anatomy & Physiology

BIOL 2401_22

Theresa Bell Sparks

NOTE: This is a 16-week 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3 lab)

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402.

Course Notes and Instructor Recommendations:

Welcome to our Anatomy and Physiology course. I love teaching about and learning about how the body works. This course covers a lot of material but it is really interesting stuff and vital to understanding future health career courses. Let's go over a few important things.

- *Do not underestimate how much time you will need to devote to this class.* In a face-to-face class, students meet with me approximately six hours a week in addition to the many hours they need to spend outside of class studying, completing assignments and preparing for exams. A general recommendation is 2-3 hours per week of *study* time for every college credit taken.
- *Keep up with the material* we talk about in class. After each class meeting, and before the next class meeting, go over all the material we covered in class. Work on any assignments related to the material. *Do not wait* until the last minute to complete assignments and study for exams. Please do not fall behind.
- Use *Chrome or Firefox* to access Brightspace and all the course materials that are located in Brightspace. This syllabus, course notes, videos, Pearson materials including the eText and Study Area, some assignments, chapter quizzes and other important course materials are all located in Brightspace. If needed, MCC has computers in the library and across campus that you can use.
- Stay on top of *due dates*. To help you do this, I will post announcements in Brightspace each day after class. The announcement will contain reminders about what we covered that day and any assignments with due dates that were given.

- *Check Brightspace announcements at least once a day.* This will be my *main form of communication to the class as a whole.*
- At times I will send an email to your MCC student email address, so *check your MCC student email at least once daily.*
- *Stay up to date about the MCC COVID response* by checking out the COVID-19 link on the MCC homepage. <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> You are asked to fill out and submit a self-report form (located in the above link) in case of COVID exposure, testing positive for COVID, or experiencing COVID symptoms (located in above link). After completing and submitting the self-report form you will be contacted by an MCC representative.
- You *may be assigned* a specific workspace in the classroom/lab.
- You are *asked to wipe down your workspace and chair* at the beginning and end of each class meeting.
- If you have *IT or Brightspace questions*, give the *helpdesk* a call at 254-299-8077.
- Don't forget that we have great *Success Coaches* that can be reached at 299-UCAN. They are a great group of people that are there to help you. Do not hesitate to give them a call. I will also refer you to them if you would prefer that. Just let me know.
- Free *peer tutoring* is available. Online tutoring through SmartThinking is also available.
- Consider registering for *My Alert* to get important campus wide announcements.
- *Ask questions!* I will gladly help with course questions and concerns, so please email me. Chances are that I might not always know the answer, but I will find someone who does.

Instructor Information:

Instructor Name: Theresa Bell Sparks

MCC E-mail: tsparks@mclennan.edu

Office Phone Number: 254-299-8171

Office Location: S308

Office/Teacher Conference Hours: TTh 2:30pm – 3:30pm. We can visit by Zoom for videoconferencing or in person. If possible, please let me know 24 hours in advance if you would like to visit via Zoom. This will allow me time to create a Zoom invitation and get it to you. You are important to me, so please do not hesitate to contact me so that we can visit. If needed, I will gladly meet with you outside my regularly scheduled office hours. Send we an email and we will try and arrange a date and time that will work for both of us.

- The best way to contact me is by email. You can also call me and leave a message. I try to reply to emails and calls within 24 hours Monday through Friday and within 36-48 hours over weekends.
- When sending me an email please be sure to include:

- A brief description of the purpose of your email in the subject line. For example: homework question, request to schedule a meeting, etc.
- In the body of the email, use complete sentences without text abbreviations (I may not know them) and be sure to include your full name and course section number.
- When sending me an email, please do not attach files or homework assignments without prior okay from me.
- Please follow up with me if you have not received a reply with-in the 24 to 36-48-hour time frame. It is rare, but sometimes I don't receive a student's email or phone message.
- Please contact me if you have questions or concerns about the course. You are important to me. We are in this course together as a team, so it is very important that we stay in touch. I may not know the answers to your questions, especially technical ones, but I will try to find someone who does.

Other Instruction Information: *Use your MCC student email address whenever you email me.* If you do not use your MCC student email address I will not respond.

Required Text & Materials:

The required text and materials are Inclusive Access (IA) which is attached to your Brightspace course. IA access is a fee that is attached to your course. The textbook is an eText that is located inside your Brightspace course. The lab manual is a loose-leaf book that you get through the bookstore. Remember, the cost of the materials is attached to a fee connected to the course so you should not have to pay again for the materials.

Title: Modified Mastering A&P with eText Instant Access Human Anatomy & Physiology

Author: Marieb/Hoehn

ISBN: 9780137365937

Edition: 11th

Publisher: Pearson Learning Solutions

Title: Anatomy & Physiology I Lab Manual (LL) (Custom) (V1)

ISBN: 9781323994986

Author: Pearson

Publisher: Pearson Learning Solutions

Formats: Loose-Leaf

Copyright Year: 2020

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

Methods of Teaching and Learning:

Methods of instruction will be delivered through twice weekly classes that include use of;

- Lectures which are informal and include the use of PowerPoint slides, class discussion and application of material. Appropriate in-class activities and/or homework assignments are used to aid in the learning and understanding of presented material. Chapter objectives and outlines that follow along with the lecture presentations are available on Brightspace. Students will be required to do a brief presentation that includes verbal, written and visual components. Please see the heading “Course Grading Information” for information about exams.
- Laboratory may include exercises, in class and homework assignments, dissection demos, study of anatomical models, diagrams, photographs and online laboratory simulations.
- Online materials are used to reinforce anatomical and physiological concepts and include learning objectives, chapter notes, supplemental instructional videos, online homework assignments and online chapter quizzes.

Course Objectives and/or Competencies:

- **Critical Thinking (CT)** --to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
 - *Taught through daily discussion and assessed using lecture exams with a course-wide bank of CT questions and laboratory exercises that challenge students to answer more complicated real-life questions and predict outcomes using what they've learned in lecture.*
- **Communications Skill (COM)**-- to include effective written, oral, and visual communication
 - *Taught through formal or informal presentation (including oral, written, and visual components), class discussion and assessment via common rubric for use of scientific language, clarity, and understanding. Also taught using scientific articles or current events within face-to-face or online discussion groups.*
- **Empirical & Quantitative Skills (EQS)** -- to include applications of scientific and mathematical concepts.
 - *Taught using specific laboratory exercises involving measurements and very basic data collection. (E.g., measuring arm length among each group, tallying the data, and then analyzing it by gender and height.).*
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
 - *Taught using specific laboratory or homework exercises and/or through class or online discussion of a given topic.*

Learning Outcomes (lecture):

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

Learning Outcomes (laboratory):

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions

Course Outline or Schedule:

This is the *tentative* schedule for the course. The instructor reserves the right to make changes to this tentative course schedule at any time during the semester.

Due to uncertainty related to COVID-19, this tentative schedule is subject not only to possible changes to suggested dates for topics to be covered, assignment due dates and exam dates, but also to potential changes in format. Face to Face (F2F) meetings may potentially be changed to required Zoom meetings or to a completely online format. F2F exams may potentially be changed to online exams given in Brightspace. Any changes made to this schedule will be posted in Announcements within the Brightspace course. It is the student's responsibility to check Brightspace course announcements at least once a day.

DATE	TOPIC
8/23	Intro to course & Chapter 1 Introduction to the Human Body
8/25	Chapter 1 & Chapter 2 Chemistry
8/29	<i>Chapter 1 DSM and quiz due by 11:59pm</i>
8/30	Chapter 2 & Chapter 3 The Cell <i>Chapter 1 terminology due at beginning of class</i>
9/1	Chapter 3, microscope

Anatomy & Physiology

BIOL 2401_22

9/6	Chapter 3 & Chapter 4 Tissues <i>Microscope homework due at beginning of class Chapter 2 DSM and quiz due by 11:59pm</i>
9/8	Chapter 4 Tissues
9/12	<i>Chapter 3 DSM and quiz due by 11:59pm</i>
9/13	Chapter 4 Tissues
9/15	Chapter 5 Integumentary System <i>Chapter 4 homework due at the beginning of class</i>
9/19	<i>Chapter 4 DSM and quiz due by 11:59pm</i>
9/20	Lecture exam over chapters 1-4 Lab review following exam
9/22	Lab exam over terminology, cell, tissues, integumentary system Chapter 6 Bones and Skeletal Tissues following exam
9/26	<i>Chapter 5 DSM and quiz due by 11:59pm</i>
9/27	Chapter 6 and Chapter 7 The Skeleton
9/29	Chapter 7
10/3	<i>Chapter 6 DSM and quiz due by 11:59pm</i>
10/4	Chapter 7 and Chapter 8 Joints
10/6	Chapter 7 and Chapter 8 <i>Chapter 7 Homework due</i>
10/7	<i>Chapter 7 DSM and quiz due by 11:59pm</i>
10/10	<i>Chapter 8 DSM and quiz due by 11:59pm</i>
10/11	Lecture exam over chapters 5-8 Lab review following exam
10/13	Lab exam over skeletal system and joints Chapter 9 following exam
10/18	Chapter 9 & Chapter 10 Muscular system
10/20	Chapter 10
10/21	<i>Chapter 9 DSM and quiz due by 11:59pm</i>
10/24	60% date; Last day for student-initiated withdrawals with an automatic grade of "W" from the 16-week term. It is the student's responsibility to initiate the drop process if the student decides not to complete the course. <i>Extenuating circumstances will be required for me to withdraw a student with a grade of "W" after this date.</i>
10/25	Chapter 10 <i>Chapter 10 homework due at beginning of class Presentations</i>
10/27	Lab exam over muscles Chapter 11 Nervous tissue following exam
10/28	<i>Chapter 10 DSM and quiz due by 11:59pm</i>
11/1	Chapter 11
11/3	Chapter 12 CNS-brain
11/4	<i>Chapter 11 DSM and quiz due by 11:59pm</i>

Anatomy & Physiology

BIOL 2401_22

11/8	Chapter 12 CNS-brain <i>Chapter 11 homework due</i>
11/10	Chapter 12 CNS spinal cord <i>Chapter 12-brain homework due at the beginning of class</i>
<i>11/11</i>	<i>Chapter 12-brain DSM and quiz due by 11:59pm</i>
11/15	Lecture exam over chapters 9-12 brain Chapter 13 following exam
11/17	Chapter 13 <i>Chapter 12 – spinal cord homework due at the beginning of class</i>
<i>11/21</i>	<i>Chapter 12-spinal cord DSM and quiz due by 11:59pm</i>
11/22	Chapter 15 Special Senses
11/24	No F2F class, campus holiday
11/29	Chapter 15 Special senses <i>Chapter 15 homework due at the beginning of class</i>
<i>11/30</i>	<i>Chapter 15 DSM and quiz due by 11:59pm</i>
12/1	Lab exam over nervous system Chapter 14 Autonomic nervous system following exam
<i>12/2</i>	<i>Chapter 14 DSM and quiz due by 11:59pm</i>
12/6	Final exam: Given from 12:40pm – 2:40pm Lecture exam over chapters 12-spinal cord, 13, 14, 15 and comprehensive questions

Course Grading Information:

A student's course grade is determined by use of a point system.

<u>Assignment</u>	<u>Possible Points</u>	<u>Grading Scale</u>
Lecture Exams	410	A = 895 – 1000 points (89.5-100%)
Lab Exams	200	B = 795 - 894 points (79.5-89.4%)
Chapter quizzes	80	C = 695 – 794 points (69.5-79.4%)
Dynamic Study Modules	159	D = 595 - 694 points (59.5-69.4%)
Course assignments	<u>151</u>	F = ≤ 594 points (≤59.4%)
Total possible points	1000	

On occasion, there *may* be bonus point opportunities offered to everyone in the class.

It is your responsibility to keep up with your grades. I will post your grades in the assessment area of Brightspace. It is very important that you keep up with your grades so you need to check them regularly. Email me with any grade questions or concerns within one week of the grade posting.

I do not discuss grades over the phone or through email. I will gladly visit with you over Zoom or in person if you ever have any questions or concerns about your grade.

Important --- Please note: If you make a score less than 70% on the first lecture and/or first lab exam *I strongly encourage* you to email me and set up an in-person meeting or Zoom meeting with me before taking the next exam. The meeting is to visit about study techniques and ways that I might be able to help you prepare for the next exam.

Lecture Exam Information:

Lecture exams are to be taken without the use of notes, book, internet, help from another person or any other form of outside help. This will be considered cheating.

Including the final exam, there is a total of four lecture exams. Lecture exams consist mainly of multiple-choice questions but may contain a limited number of short answer questions. You will be told what exams, if any, will contain short answer questions. The first three lecture exams are each given a value of 100 possible points and cover two chapters of material. There are approximately 25 questions from each of the chapters covered on an exam. The final lecture exam has a total of 110 possible points. The final exam consists of approximately 25 questions from chapters 12-spinal cord - 15. The remaining 10 questions will cover topics previously covered during the semester.

Lab Exam Information:

Lab exams are to be taken without the use of notes, book, internet, help from another person or any other form of outside help. This will be considered cheating.

There are four lab exams, each given a value of 50 possible points. Lab exams consist of 50 short answer - fill in the blank type questions. There is no “word bank”. Examples of types of possible questions are; what is this organ/structure; name a function of this organ/structure; what might happen if this organ/structure were not functioning correctly. These are just some examples of the types of questions. Other types of questions may also be asked. The lab exams will be given using anatomical models and/or projected images.

Chapter quizzes:

Chapter quizzes will be taken online in Brightspace. They are short quizzes that are taken in conjunction with each chapter. In A&P I there are 15 chapters, but I divided chapter 12 into two sections so there are 16 chapter quizzes worth 5 possible points each. The quizzes are timed and consist of five questions that are drawn from a question pool. Students are allowed three attempts on each quiz. The highest score from the three attempts will be recorded. At the completion of a quiz attempt the student will be shown the question(s) they marked incorrectly, but correct answers will not be given.

Dynamic Study Modules:

These modules are located in Pearson's *Mastering A&P* which is in your Brightspace course through Inclusive Access (IA). You will complete the Dynamic Study Modules online in Brightspace.

Dynamic Study Modules break the textbook chapter down into several small sections and they ask you questions over the material contained in the selected sections. This is a form of adaptive learning connected to the materials. For every Dynamic Study Module a student successfully *completes*, the student will earn three points. Completion means that a student works in each module until you answer all the questions in that module correctly. You are basically earning points for studying. More information about these modules is located within your Brightspace course.

Course assignments:

Assignments may be online, in-class or take-home homework. Multiple choice questions, lab structure identification, videos with questions, short answer questions, critical thinking activities and case studies are a few examples of the possible types of assessments located within the assignments.

Presentation:

The presentation is not formal and does not require the use of a computer or computer program. During our study of skeletal muscles, you will be assigned a specific joint with specific questions and movements related to that joint. You will basically teach your classmates the information about the joint's movement. You are limited to four minutes and it covers material you are already studying. It should not take a lot of preparation, just a little practice. More information concerning the presentation will be made available to you in Brightspace prior to the presentation due date.

Cheating is not tolerated in this class. See the MCC Academic Integrity Statement for MCC's definition of cheating and additional details concerning cheating. A link to MCC's full Academic Integrity Statement is located in the Academic Resources and Policies link which is located toward the end of this document. You are responsible for the material contained in the Integrity Academic Resources and Policies link.

The definition of cheating contained in the Academic Integrity Statement is as follows. *With regard to cheating, plagiarism or other forms of academic dishonesty, the term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3)*

the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

In addition, please note that cheating also includes but is not limited to: the use of notes, book, internet or help from another person or any other form of outside help on exams, copying answers from another student's paper, submitting work that is not your own, or having someone else complete the course work.

In this class, cheating on an assignment or exam will result in the student being assigned a grade of 0 (zero) on the assignment/exam. The student will be required to meet with the course instructor. The meeting with the instructor may also include the Department Chair. In addition to the grade penalty and the required meeting, the student may be reported to Student Discipline/Student Development. Student Discipline/Student Development may take additional action.

Sharing and/or posting any course materials on external websites, social media, etc. will be grounds for removal from the class, a grade of F assigned for the course grade and notification of the infraction turned in to Student Discipline. Sharing of any course materials with anyone in any form will also be considered grounds for removal from the class, a grade of F assigned for the course grade and notification of the infraction turned in to Student Discipline.

Late Work, Attendance, and Make Up Work Policies:

Late Work

Online quizzes, Dynamic Study Modules, and assignments

Late work will not be accepted for the chapter quizzes, Dynamic Study Modules or other assignments that are located in Brightspace unless there are extenuating circumstances. Some examples of extenuating circumstances include (1) authorized participation in official College functions, (2) documented personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Documentation of the above reason may be required by the instructor before any extensions on assignment due dates are granted. I realize that unexpected things may happen that might also meet the extenuating circumstances requirement. If you are unable to complete a chapter quiz, Dynamic Study Module or other online assignment before the due date, you need to let me know as soon as possible. *Please note:* Forgetting a due date or waiting too long before you get started are not reasons for granting an extension of a due date.

Assignments not assigned online through Brightspace

These assignments may be turned in late, but ten percent of the value of the assignment will be deducted for each class meeting day after the due date.

Make-up Exams

If you miss an exam, make-up exams are available. I strongly encourage you to take exams on their assigned dates. *Tentative* days for make-up exams are:

- 10/17-10/21; lecture exam chapters 1-4, lecture exam chapters 5-8, lab exam over tissues, etc. and lab exam over bones/joints
- 11/21-11/30; lecture exam chapters 9-12 brain and lab exam over muscles

If you miss the lab exam over the nervous system, extenuating circumstances as listed above under late work will be required for you to take a make-up. If you are approved for a make-up exam, you will need to meet with me to discuss possible options.

If you miss the final exam, extenuating circumstances as listed above under late work will be required for you to take the final exam after the date/time assigned by the college. If you are approved for a final make-up exam, you will need to meet with me to discuss possible options.

Make-up lecture exams may have short answer or fill-in-the blank type questions in addition to multiple choice questions. Approved make-up lecture exams will be given outside of regularly scheduled class time. Location of the make-up exam will be determined by the instructor.

Make-up lab exams may have fewer than the fifty questions of regularly scheduled lab exams. Make-up lab exams will be given outside of regularly scheduled class time. Location of the exam will be determined by the instructor.

Attendance

Attendance will be taken at least once during each class meeting. Attendance will be taken using a roll call, and/or a seating chart and/or a sign in sheet.

A link to MCC's full attendance policy is located toward the end of this document. Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course. Unless a professor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W. The professor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date (the 60 percent point in the semester or term), the professor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the

official drop date, the student will receive an F. In extenuating circumstances, the professor may assign a W to a student who is not passing. It is the student's responsibility to request to be withdrawn/dropped.

Student Behavioral Expectations or Conduct Policy:

Please refer to the heading **Course Notes and Instructor Recommendations** which begins on page two of this document. In addition:

Each student is expected to maintain classroom (virtual and face to face) decorum that includes respect for other students and the instructor.

Each student is expected to behave in a civil and respectful manner toward the instructor and other students in all forms of communication; written, verbal, and visual. Infractions will not be tolerated. Failure to comply will be grounds for dismissal from the class and name submitted to Student Discipline.

Each student is expected to exhibit regular attendance in all components of the course.

Each student is expected to have an attitude that seeks to take full advantage of the educational opportunity.

Do not bring anyone to class with you.

Please silence all cellular devices so that the classroom/lab will not be disturbed. Students can use their cell phone for course related activities. During class time do not answer your cell phone or send messages inside the classroom/lab.

Use of recording devices of any kind is not allowed in the classroom or lab without my knowledge and permission.

While in the classroom/lab do not eat, store food, drink, handle contact lenses, or apply make-up or lip balm.

Please restrain long hair, jewelry that dangles, and loose clothing while in the lab. Additional instructions concerning lab precautions and behavior may be given prior to lab sessions. You are responsible for following stated instructions. If you enter the lab late you are to report to me prior to beginning any lab assignment and you are responsible for asking me for any missed instructions concerning the lab.

Cheating is not tolerated in this class. See the MCC Academic Integrity Statement for MCC's definition of cheating and additional details concerning cheating. A link to MCC's full Academic Integrity Statement is located in the Academic Resources and Policies link which is located toward the end of this document. You are responsible for the material contained in the Integrity Academic Resources and Policies link.

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In addition, please note that cheating also includes but is not limited to: the use of notes, book, internet or help from another person or any other form of outside help on exams, copying answers from another student's paper, submitting work that is not your own, or having someone else complete the course work.

In this class, cheating on an assignment or exam will result in the student being assigned a grade of 0 (zero) on the assignment/exam. The student will be required to meet with the course instructor. The meeting with the instructor may also include the Department Chair. In addition to the grade penalty and the required meeting, the student may be reported to Student Discipline/Student Development. Student Discipline/Student Development may take additional action.

Sharing and/or posting any course materials on external websites, social media, etc. will be grounds for removal from the class, a grade of F assigned for the course grade and notification of the infraction turned in to Student Discipline. Sharing of any course materials with anyone in any form will also be considered grounds for removal from the class, a grade of F assigned for the course grade and notification of the infraction turned in to Student Discipline.

[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.



ACADEMIC RESOURCES/POLICIES

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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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. For more information about your student email account, go to www.mclennan.edu/student-email.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.