

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

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**Anatomy & Physiology I
BIOL 2401 – SECTION F1**

Dr. John W. Seawright

NOTE: This is a 8-week course.

NOTE: You will be required to attend 1 hour supplemental instruction sessions.

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.

Note: 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:

This course covers A LOT of material. To be successful you will need to devote a large amount of **DAILY study time**.

- 1) Log-in frequently and actively engage in class and with your classmates (through class discussion boards, text, email, Zoom, etc).
- 2) The biggest mistake you can make in this course (and any online course) is to procrastinate and do everything the last minute. This does not work and makes a difficult course unnecessarily more difficult! Don't do that to yourself! We will have our due dates spread out throughout the course in order to help prevent this mistake.
- 3) We will be covering 15 chapters (plus exams) in 8 weeks. You will need to incorporate A&P into your daily schedule for the next 8 weeks. (It is estimated that you should spend ~3 hours a week per every credit hour. This is a 4-credit hour class. Therefore, **at minimum, you should set aside 12 hours/week to study**. This is in addition to the time you spend in class/taking your notes.
- 3) A ***focused*** study group is a great tool! Create zoom meetings, text groups, coffee meet-ups, etc. with eachother to go over material. You are free to work on your homework assignments together. (Quizzes and exams will be proctored and must be completed on your own).
- 6) Zoom/e-mail/meet with me or your supplemental instructor for help! We are here for you!

Instructor Information:

Instructor Name: John W. Seawright, Ph.D.

MCC E-mail: jseawright@mclennan.edu Office Phone Number: (254) 299-8185

Office Location: FO Building, Room 206

Office/Teacher Conference Hours: MW 2:05 pm -3:05 pm (please give me a heads up), or by appointment. In the current pandemic, Zoom meetings are preferred. I realize that these conference hours may not work for everybody. I will gladly work with your schedule to set up an appointment! Additionally, I am available before and after F2F classes.

Zoom ID: 2542998185

Other Instruction Information: *E-mail is the best way to contact me. You must use your MCC student email address whenever you email me.* If you do not use your MCC email address, I cannot respond. Please include your course and section number in the subject line (BIOL2401.F1).

I attempt to respond to emails and calls within 24 hours, Monday-Friday (8 am -5 pm).

Required Text & Materials:

The following text and materials will be used throughout this course. **YOU DO NOT NEED TO PURCHASE THESE, they were included in your course fees.** Our course is Inclusive Access and these materials are provided to you through our Brightspace course shell. *If asked to provided payment, please contact me BEFORE you proceed.*

Title: *Human Anatomy & Physiology*

Author: Elaine N. Marieb and Katja Hoehn

Edition: 11th

Publisher: Pearson Learning Solutions

ISBN: 9780135161944

*Note: If you want a physical copy of the text, you can include a loose leaf edition via your course fees or if you can find a previous edition of this text for a cheaper price, do it!

Pearson Mastering A&P

<https://www.pearsonmylabandmastering.com/northamerica/masteringaandp/>

Our Brightspace course shell will link directly to Pearson's Mastering A&P. To register with Pearson, click on your first HW assignment in Graded Assignment folder of your Lecture Chapter folder in Brightspace and follow the prompts.

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

Methods of Teaching and Learning:

Lectures, quizzes, HW, WebQuests, and laboratory exercises will be used throughout the duration of this class. Additionally, a teamwork exercise in the form of a team presentation will be required.

Lectures will focus primarily on physiology and how/why things work. The laboratory component will focus on the identification of anatomical structures and the application of physiological concepts detailed in lecture. I have provided you a base copy of notes. I suggest you print these and add your own notes as we go through the lectures, labs, and readings.

Focused group study is encouraged! Make use of classtime, Zoom, email, and text with each other!

Participation in supplemental instruction (SI) will be required. SI sessions will be offered multiple times per week (see Brightspace SI discussion board) and will review the material presented in lab/lecture. This is also a great opportunity to ask questions you might have from an experienced peer! Your attendance will be recorded by your SI Instructor and relayed to me, at which point I will provide you with the SI HW for the chapters covered during that SI session. **You MUST attend the SI session for access to the associated chapter's SI HW.** For your SI grade, I will use your 10 highest SI HW grades (for a total of 100 points). Additional SI HWs may be completed for extra credit. Each SI HW may be completed as many times as you wish up until the due date/time.

Focused group study is encouraged! Make use of classtime, Zoom, email, and text with each other!

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.

Anatomy & Physiology II

BIOL 2402.01

Course Outline or Schedule:

M	17-Oct	Ch. 1 Orientation to the Human Body	
T	18-Oct	Ch. 1 Orientation to the Human Body	
W	19-Oct	Ch. 1 Orientation to the Human Body	Ch. 1 HW and Quiz Due
Th	20-Oct	Ch. 2 Chemistry Come Alive!	
F	21-Oct	Ch. 2 Chemistry Come Alive!	
Sat	22-Oct	Ch. 2 Chemistry Come Alive!	Ch. 2 HW, Webquest, and Quiz Due
Sun	23-Oct	Ch. 3 Cells	
M	24-Oct	Ch. 3 Cells	
T	25-Oct	Ch. 3 Cells	
W	26-Oct	Ch. 3 Cells	Ch. 3 HW and Quiz Due
Th	27-Oct	Ch. 4 Tissues	
F	28-Oct	Ch. 4 Tissues	
Sat	29-Oct	Ch. 4 Tissues	Ch. 4 HW and Quiz Due
Sun	30-Oct		Exam 1 Due
M	31-Oct	Ch. 6/7 The Skeletal System	
T	1-Nov	Ch. 6/7 The Skeletal System	
W	2-Nov	Ch. 6/7 The Skeletal System	
Th	3-Nov	Ch. 6/7 The Skeletal System	Ch. 6/7 HW and Quiz Due
F	4-Nov	Ch. 8 Joints	
Sat	5-Nov	Ch. 8 Joints	
Sun	6-Nov	Ch. 8 Joints	Ch. 8 HW and Quiz Due
M	7-Nov	Ch. 5 The Integumentary System	
T	8-Nov	Ch. 5 The Integumentary System	
W	9-Nov	Ch. 5 The Integumentary System	Ch. 5 HW and Quiz Due
Th	10-Nov		Mid-term Lab Practical Due
F	11-Nov		Exam 2 Due
Sat	12-Nov	Ch. 9/10 The Muscular System	
Sun	13-Nov	Ch. 9/10 The Muscular System	
M	14-Nov	Ch. 9/10 The Muscular System	
T	15-Nov	Ch. 9/10 The Muscular System	Ch. 9/10 HW and Quiz Due
W	16-Nov	Ch. 11 The Nervous System	
Th	17-Nov	Ch. 11 The Nervous System	
F	18-Nov	Ch. 11 The Nervous System	Ch. 11 HW and Quiz Due
Sat	19-Nov	Ch. 12 The CNS	
Sun	20-Nov	Ch. 12 The CNS	
M	21-Nov	Ch. 12 The CNS	Ch. 12 HW and Quiz Due

Anatomy & Physiology II

BIOL 2402.01

T	22-Nov		Exam 3 Due
W	23-Nov	<i>Thanksgiving - Campus Closed</i>	
Th	24-Nov	<i>Thanksgiving - Campus Closed</i>	
F	25-Nov	<i>Thanksgiving - Campus Closed</i>	
Sat	26-Nov	<i>Thanksgiving - Campus Closed</i>	
Sun	27-Nov	<i>Thanksgiving - Campus Closed</i>	
M	28-Nov	Ch. 13/14 The PNS	
T	29-Nov	Ch. 13/14 The PNS	
W	30-Nov	Ch. 13/14 The PNS	Ch. 13/14 HW and Quiz Due
Th	1-Dec	Ch. 15 Special Senses	
F	2-Dec	Ch. 15 Special Senses	
Sat	3-Dec	Ch. 15 Special Senses	Ch. 15 HW and Quiz Due
Sun	4-Dec		Video Presentations Due
M	5-Dec		Final Lab Practical Due
T	6-Dec		*Final Exam Due

***Graduating Students may need to take their final exam earlier. See me to discuss and schedule a time.**

***An optional research paper worth up to 30 bonus points is available, due no later than Sunday, December 4. See Brightspace for details.**

PLEASE NOTE: *All assignments are due by 11:59 pm local time of the date listed, but may be completed early, if you have completed the requirements.*

All student initiated withdrawals must be requested no later than Tuesday, November 15. I will not drop you after this date except under extenuating circumstance.

The above schedule is tentative and is subject to change. Any changes to the schedule will be announced in class/through Brightspace.

All quizzes and lecture exams will be proctored using Lockdown Browser and Respondus Monitor. Afterwhich, I will review the Respondus footage of your quiz/exam. When taking these assessments outside of the classroom:

- 1) **Provide your student ID** (or some form of ID so we can verify your identity).
- 2) **You will be recorded via Respondus Montitor for the duration of the assessment.** (Afterwhich, ***I will review the recording.*** Your face must remain in the video frame for the duration.)
- 3) **Your video and microphone must remain on for the duration of the assessment.**
- 4) **Provide a full 360 degree view of your surrounding before beginning the assessment.**
- 5) **Complete the assessment without outside aid.** (These assessments are to be completed on your own, without notes, books, classmates, phone, tablet, internet, apple watch or other means that would be defined as academic dishonesty).
- 6) **Complete the assessment in one sitting.** (Do not get up or leave the frame of the camera.) This requires you to plan ahead and set aside the requisite time to be undisturbed. (I DO NOT recommend starting at the last moment). Quizzes and Exams may be completed early
- 7) **Ensure your environment is as quiet as possible.** (Nobody should be talking to you during your assessment, there should be no music blaring, and you should not be wearing headphones).
- 8) **Do NOT attempt to deceive or circumvent the integrity of the assessment.**

Failure to meet any of these criteria will result in an assessment grade of 0 and may warrant further discipline including, but not limited to: referral to Student Discipline and/or removal from the course.

Course Grading Information:

Point Distributions

- 4 Lecture Exams (400 pts)
- 2 Laboratory Practical Exams (200 pts)
- 1 Team Presentation (60 pts)
- 1 Teamwork Assignment (10 pts)
- 13 Chapter homeworks/assignments (260 pts)
- 10 Chapter Quizzes (200 pts)
- 10 Supplemental Instruction HWs (100 pts)

A total of 1,230 points are available to earn in this class.

All Homeworks, Chapter quizzes, Lecture Exams, Lab Practicals, and WebQuest assignments will be conducted and/or submitted online via Brightspace or Pearson's Mastering A&P.

Lecture Exams will consist of primarily of multiple-choice questions and matching questions, but may also include true/false and short-answer/essay questions. All exams will be online through Brightspace and proctored via Lockdown Browser and Respondus Monitor. You may take these exams at your leisure once opened, but are due no later than 11:59 PM local time on the assigned day (see course schedule). You may take these exams on your personal computer. *See the above requirements for Lockdown Browser and Respondus Monitor.*

Lecture Exam 4 will be your final exam and will consist of two parts. Part 1 will cover new material from Chapters 13/14. Part 2 will be a cumulative section covering Chapters 1-12.

Note: You may use a 3" x 5" notecard on the the Final Exam.

Note: *If you have completed the course with only the Final Exam remaining and have an "A" average, I will exempt you from the final exam.*

Laboratory Practical Exams will be primarily focused on identification of anatomical structures/terminology and the application/interpretation of physiology concepts using the anatomical models, tissue, histology, graphs, etc. covered during the laboratory portion of the class. **These will be fill-in-the-blank exams. There is no word bank. Spelling counts.** There will be a mid-term (Chapter 1-8 Labs) and a final lab practical (Chapter 9/10 - 15 Labs). Lab Practicals will be online through Brightspace and proctored via Lockdown Browser and Respondus Monitor. You may take these exams at your leisure once opened, but are due no later than 11:59 PM local time on the assigned day (see course schedule). You may take these exams on your personal computer. *See the above requirements for Lockdown Browser and Respondus Monitor.*

Quizzes will be administered following each chapter. ***If you miss a quiz, you must notify me to move forward.*** The quizzes will cover **both the chapter lecture material as well as the associated labs.** All quizzes will be online through Brightspace and proctored via Lockdown Browser and Respondus monitor. You may take these exams at your leisure, but are due no later than 11:59 PM local time on the assigned day (see course schedule). You may take these exams on your personal computer. *See the above requirements for Lockdown Browser and Respondus Monitor.*

Chapter homeworks will be assigned for each chapter. These **homeworks are open note, open book, and open classmate**. These homeworks are designed to be completed as you go through the material. You may complete the homeworks twice, for the highest score. These homework assignments will be completed with Pearson's Mastering A&P, which you will access through our Brightspace course shell, and due no later than 11:59 PM of the assigned day (see course schedule).

Supplemental Instruction: Participation in supplemental instruction (SI) will be required. SI sessions will be offered multiple times per week (see Brightspace SI discussion board) and will review the material presented in lab/lecture. This is also a great opportunity to ask questions you might have from an experienced peer! Your attendance will be recorded by your SI Instructor and relayed to me, at which point I will provide you with the SI HW for the chapters covered during that SI session. **You MUST attend the SI session for access to the associated chapter's SI HW.** For your SI grade, I will use your 10 highest SI HW grades (for a total of 100 points). Additional SI HWs may be completed for extra credit. Each SI HW may be completed as many times as you wish up until the due date/time.

Grading Scale:

A = 89.5-100%
B = 79.5-89.4%
C = 69.5-79.4%
D = 59.5-69.4%
F < 59.4%

Please note: If you make a score less than 70% on the first exam, I encourage you to meet with me via Zoom before beginning the next unit.

I do NOT release grades by phone or email. All grades are recorded on Brightspace and accessible to the student in real time.

Late Work, Attendance, and Make Up Work Policies:

Late Work: Late work is NOT accepted in this class without an MCC excused absence or approval from the instructor. It is the responsibility of the student to discuss their situation with the instructor prior or immediately upon return. If needs be, assignments may be completed and submitted before the due dates.

Attendance: See MCC's complete attendance policy referred to below. Please note that I follow the attendance policy. Students with more than 25% absences will be dropped from the course. Students will receive a weekly attendance credit based on the completion of the chapter quizzes and exams for the week. If a chapter quiz or exam is not completed by the assigned due date, students will be counted absent for that week. **All chapter materials must be reviewed, watched, or submitted before you will have access to the chapter quiz. Failure to complete a chapter quiz or exam (in addition to the grade of 0) will result in an absence.** Each chapter will have a posted list of specific requirements you must complete to access the quiz. All quizzes must be completed by 11:59 pm, on the assigned date. The chapter quiz preceeding an Exam must be completed before opening an Exam. If you miss that quiz, you must notify me to open your Exam. **Failure to due so will result in a grade of 0 for the missed Exam. (This is an 8 week semester. Greater than 2 absences will result in being dropped from the course).**

Remember, before you can access your Chapter quiz, you will be required to:

- 1) go through all of your materials in Chapter Lecture folder**
- 2) go through all of your materials in associated Chapter Lab folder**
- 3) submit your chapter HW and any additional assignments**
- 4) make TWO discussion posts in the chapter discussion board**

.Attendance is recorded in Brightspace and accessible to the student.

[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.

Make-Up work: Make-Up work: Make-up exams will not be allowed without an MCC excused absence (See MCC Attendance Policy) or **PRIOR** approval of the instructor. It is the responsibility of the student to discuss their situation with the instructor ahead of time. Chapters and Exams may be completed ahead of schedule and are accessed by completing the preceeding chapter.

Student Behavioral Expectations or Conduct Policy:

Refer to the General Conduct Policy in the Highlander Guide for general expectations. Each student is expected to **behave in a civil and respectful manner** toward the instructor and other students, to follow all directions, participate in class discussions, and provide a non-distractive learning environment.

Repeated behavioral misconduct is not tolerated in this class and may result in on or more of the following:

- 1) Dismissal from the rest of class
- 2) A removal from discussion board participation (Note: this will affect remaining quiz access and an automatic 0 will be assigned for those quizzes) or teamwork participation (an automatic 0 will be assigned for those assignments)
- 3) A grade deduction
- 4) Removal from the course.

Cheating, in any form, is not tolerated in this class.

Cheating includes but is not limited to copying answers from another student's paper, turning in work that is not your own, copying/photographing exam materials during or while reviewing the exam, leaving a quiz/exam without permission, using a cellphone/smartwatch, book, notes, other students, or internet during an exam, violating the rules of Lockdown Browser/Respondus Monitor, attempting to deceive or create an unfair advantage during proctored assessments, etc.

Cheating on an assignment or exam will result in the student being assigned a grade of 0 (zero) on the assignment/exam and the student may be reported to Student Discipline. Further action may be taken by Student Discipline.

During exams and quizzes, do not leave your computer. If you leave and/or violate the rules of Lockdown Browser or Respondus Monitor it will be considered cheating. **DO NOT GET UP AND LEAVE DURING A PROCTORED ASSESSMENT!!!**

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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 <https://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 <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://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 <https://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 regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. 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 <https://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](#)
- [Email Setup for Androids](#)

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.