



WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **INTRODUCTORY CHEMISTRY I**

**CHEM - 1405 – 08**

**Dr. Ivanna Campbell**

**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:**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Semester Hours 4 (3 lec/3 lab).

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

Successful completion of this course will require the student be capable of algebraic manipulation of symbolic equations. Laboratory work will require the student to prepare in advance of the lab by reading the lab assignment and turning in a lab report of data gathered during that lab session.

It is strongly recommended that the student take adequate lecture notes and study outside of class. Homework sets will assist in understanding the concepts covered in each lecture. These homework sets are to be done outside of class and turned in for grading. Also, a problem from the set will show up on an exam, so prior effort will pay off. If any material is unclear to the student, it is highly recommended to consult with the instructor as soon as possible. Do not wait until the last minute to request help. In case you still have trouble even after following these suggestions, avail yourself of the free tutorial service provided here.

**Use of D2L Brightspace:** This syllabus, the class calendar, the lectures, quizzes, assignment grades, and any other information you may need will be posted on D2L Brightspace. If you cannot access D2L Brightspace from home, MCC has over 100 computers in the library and across campus where you can access the information I have posted regarding this class on D2L Brightspace. Any changes made to the course will be announced in class and posted on D2L Brightspace. Therefore, reading all the course materials and checking emails and announcements is an absolute necessity. I recommend students also check the course calendar at the beginning of the week to avoid missing important deadlines.

It is important to find the necessary study time to succeed in this course. Students are expected to spend between 1-3 hours per week reading about the course and the laboratory, and reviewing the lectures and videos posted on Brightspace. This time does not include the assignments, laboratory activities and study time. A general recommendation is 2-3 hours per week of study time for every college credit hour taken.

The first week of the course is open. I recommend students cover each chapter one at a time and complete all the assignments within that chapter before going to the next one. Although each chapter covers a specific topic, due to the way Chemistry builds on former topics, students could be at an advantage if they retain information from past chapters.

Please know that **I am here to help you.** Let me know if you have questions. Please do not ever think that you are bothering me! I'm sure that **If you follow the suggestions given, you should do well.**

Stay up to date about MCC COVID response by checking the COVID response link on the MCC homepage.

<https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html>

You are asked to fill out a self-report form (located in the above link) in case of COVID symptoms, exposure and/or positive. After completing the form you'll be contacted by an MCC representative who will review your case. Assigned workspace in the classroom and in the laboratory will be required if necessary.

**Instructor Information:**

Instructor Name: Ivanna Campbell

MCC Email: [icampbell@mclennan.edu](mailto:icampbell@mclennan.edu)

Office Phone Number: 254 2998174

Office Location: SB 307

Office/Teacher Conference Hours: T 9:30 – 10:30 am. Any other day only by appointment. If you prefer to meet by Zoom, please allow me 24 hours to set up this videoconference meeting.

The best way to reach me is through the e-mail address listed above. I may not be able to respond immediately, but I will try to respond within 24 hours to communications received during the week (8:00 to 5:00 pm CST Monday through Thursday). I will try to respond to emails received over the weekend (Friday through Sunday) within 36 hours.

When sending an email please include the following information in your message (email):

- A **brief description** of the purpose to your email on the **subject line**. For example: homework question, link is not working, etc.
- Please state your **whole name** and **the course name and section** to start the message. Write complete sentences, don't use text and chat abbreviations (I know most of them but not all :). If you are referring to a specific question in your homework give me the title of the question (just

the number does not work). Additionally, you are welcome to include a screenshot of the problem itself.

**You need to use your MCC e-mail account** when contacting me. Please do not attach files or e-mail assignments without prior authorization. Also, please do not put me on your e-mail lists for inspirational, funny, or chain e-mails. E-mails should be confined to class-related issues.

If you need to speak with me on the phone, call to my office number listed above. Keep in mind I am teaching other chemistry course on campus so I won't be in my office all the time. Thus, if I don't answer, please leave a message with your name, the class you are taking (specifically what section), and a phone number and I will return your call during my next scheduled office time.

**Required Text & Materials:**

Title: Basic Chemistry

Author: Timberlake & Timberlake

Edition: sixth edition

Publisher: Pearson

ISBN: 9780134987149

Laboratory Manual: Chemistry 1405 Laboratory Manual (green cover)

Author: Robert D. Ford

Publisher: MCC Shop

**Mastering Chemistry access code.** If you buy the textbook from the MCC bookstore, this code is part of the package. Please be aware that used or rented books will **NOT** have the required access code for Modified Mastering.

**CHEMISTRY GOGGLES**

Other materials needed included: non-programmable scientific calculator, and 4 Scantrons for your exams (882-E).

For your quizzes and/or exams, you will need to download and enable the Lockdown Browser and/or Respondus Monitor software prior to accessing the assignment. This software is a FREE download. This will require an internet connection and the use of a computer with a camera/microphone (webcam). The purpose of this software is to ensure academic integrity. It will prevent you from accessing or opening other applications while completing your course assignments. If a student cannot download the necessary software, it will be the student's

responsibility to make arrangements to take online exams and quizzes on another device. Computers are available on campus.

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

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers. You are required to use Brightspace and the Pearson Mastering Chemistry online platform for this course.

**Methods of Teaching and Learning:**

The course consists of lecture and laboratory. The lecture will be a mix of PowerPoint presentations, problems worked on the whiteboard and discussion. Problems worked will be real world chemical problems that are solved using algebra to find solutions. The student is expected to use algebraic methods of problem solving at a high school level. It is important that students keep up with material and devote adequate time outside the class to study.

The laboratory portion offers hands on experience in laboratory experimentation. The student's review of the written explanation of the lab experiment will enhance the learning experience. Students may be required to work individually or in groups. Learning to work cooperatively in the laboratory setting is an important aspect of the lab.

The posted information on Brightspace is divided in weeks. Each week you will find all the assignments (homework, quizzes, and/or exams) for that week as well as three main folders: lecture, laboratory, and supplemental videos.

In the lecture folder students will find the PowerPoint presentation for each chapter covered in the week, screencast lecture for the problems solved and, in some cases, conceptual videos to help understand some of the objectives for the chapter.

In the laboratory folder you will find video(s) and/or supplemental information about each lab. The laboratory consists of various activities and resources that will prepare the student to learn the required lab content for each topic. To get credit for lab, the students must turn in a report or complete the activity and submit them on the day of the laboratory.

The supplemental videos folder contains videos to help understand the concepts and the calculations.

**Course Objectives and/or Competencies:**

**Critical Thinking (CT):** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

- *Students' critical thinking abilities will be assessed through exam questions and laboratory experiments and reports.*

**Communication (COMM):** to include effective development, interpretation and expression of ideas through written, oral and visual communication.

- *Students will be assessed through formal or informal presentation of a topic relevant to the semester's course work and laboratory reports.*

**Empirical/Quantitative (EQS):** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

- *Students will be required to perform chemistry calculations on exams, during weekly assignments and in laboratory experiments.*

**Teamwork (TEAM):** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

- *Students will work in teams for some laboratory experiments. Each member of the team will carry some responsibility for data collection and/or interpretation.*

**Learning Objectives:**

1. To acquaint the student with the general principles of chemistry and the applications of chemistry to modern living.
2. To help the student appreciate the development of this science and the importance of chemistry in society.
3. To gain some understanding of chemical phenomena in the student's environment.
4. To develop an adequate scientific vocabulary.
5. To acquaint the student with the use of basic chemical manipulations, formulas, equations and problems – both theoretically and practically.
6. To acquaint the student with the use of some of the more common apparatus and methodology found and used in the routine chemistry laboratory and to demonstrate to the student that chemistry is a laboratory science.
7. To aid the student in developing a well-rounded personality with a philosophy of good ideals.

**Course Outline or Schedule:**

**This schedule is subject to change.** You will be informed of any changes to the syllabus or any assignments by email, D2L Brightspace or class announcements. Due to uncertainty related to

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COVID-19, the format for the course (Face to Face, in person) may be changed to Zoom or completely online format.

| Week | Topic   | Assignments   |
|------|---|---|
| 1    | (Aug 22 – 28) Orientation & Chapter 1. Chemistry in Our Lives.  | HW 1, Q 1 due Sun 8/28 @ 11:59 pm                               |
|      | <b>Lab: Orientation/ Check in/ Lab Safety</b>   |   |
| 2    | (Aug 29 – Sep 4) Chapter 2. Chemistry and Measurements  | Lab safety and report 1 due Tues 8/30<br>HW 2 & Q 2 due Sun 9/4 |
|      | <b>Lab: Experiment 1. Laboratory Techniques</b>   |   |
| 3    | (Sep 5 – 11) <i>Labor Day</i> & Chapter 3. Matter and Energy  | Lab report 2 due Tues 9/6<br>HW 3 & Q 3 due Sun 9/11            |
|      | <b>Lab: Experiment 2. Measurement and Density</b>   |   |
| 4    | (Sep 12 – 18) Chapter 4. Atoms and Elements.  | Lab report 3 due Tues 9/13<br>HW 4 & Q 4 due Sun 9/18           |
|      | <b>Lab: Experiment 3. Changes; Substances</b>   |   |
| 5    | (Sep 19 – 25) Review for Chapters 1-4 & <b>Exam 1 (Chapters 1-4)</b>  | <b>Exam 1 Th 9/22</b>   |
|      | <b>NO LAB</b>   |   |
| 6    | (Sep 26 – Oct 2) Chapter 5. Electronic Structure of Atoms and Periodic Trends.                                    | Lab report 4 due Tues 9/27<br>HW 5 & Q 5 due Sun 10/2           |
|      | <b>Lab: Experiment 4. Water in food</b>   |   |
| 7    | (Oct 3 – 9) Chapter 6. Ionic and Molecular Compounds.   | Lab report 5 due Tues 10/4<br>HW 6 & Q 6 due 10/9               |
|      | <b>Lab: Experiment 5. Flame Test</b>  |   |
| 8    | (Oct 10 – 16) Chapter 7. Chemical Quantities.   | Lab report 6 due Tues 10/11<br>HW 7 & Q 7 due 10/16             |
|      | <b>Lab: Experiment 6. Electrolytes</b>  |   |
| 9    | (Oct 17 – 23) Review for Chapters 5-7 & <b>Exam 2 (Chapters 5-7)</b>  | Lab report 7 due Tues 10/18<br><b>Exam 2 Th 10/20</b>           |
|      | <b>Lab: Experiment 7. Percentage Composition of a Compound (MgO)</b>  |   |
| 10   | (Oct 24 – 30) Chapter 8. Chemical Reactions.  | Lab report 8 due Tues 10/25<br>HW 8 & Q 8 due Sun 10/30         |
|      | Last day for student-initiated withdrawals Tuesday 10/25  |   |
|      | <b>Lab: Experiment 8. Oxygen</b>  |   |
| 11   | (Oct 31 – Nov 6) Chapter 9 Chemical Quantities in Reactions.  | Lab report 9 due Tues 11/1<br>HW 9 & Q 9 due Sun 11/6           |
|      | <b>Lab: Experiment 9. Hydrogen</b>  |   |
| 12   | (Nov 7 – 13) Review for Chapters 8-9 & <b>Exam 3 (Chapters 8-9)</b>   | Lab report 10 due Tues 11/8<br><b>Exam 3 Th 11/10</b>           |
|      | <b>Lab: Experiment 10. Ion-Combination</b>  |   |
| 13   | (Nov 14 – 20) Chapter 10. Bonding Properties of Solids and Liquids.   | Lab report 11 due Tues 11/15                                    |
|      | <b>Lab: Experiment 11. Percentage Composition of a Mixture</b>  |   |
| 14   | (Nov 21 – 27) <b>Thanksgiving</b> & Chapter 10. Bonding Properties of Solids and Liquids & Chapter 12. Solutions. | Lab report 12 & HW 10 paper version due Tues 11/22              |
|      | <b>Lab: Experiment 12. Acids and Bases</b>  |   |

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| 15 | (Nov 28 – Dec 4) Chapter 12. Solutions.                        | HW 10 & Q 10 Tues 11/29<br>HW 12 & Q 12 due Sun 12/4 |
| 16 | <b>December Thursday 8th Final Exam (Chapters 10 &amp; 12)</b> |  |

HW: Homework Q: quiz Lab: Laboratory report/activity

HW and Q are due at 11:59 pm CST

### **Course Grading Information:**

Your course grade will be based on the points received from the exams, the final, the lab grades, quizzes and the periodic homework.

**Begging for grades will not be tolerated.** Extra credit opportunities will be offered throughout the course of the semester.

**Exams:** There will be four 100-point exams for the course. There will be a review the class period prior to the exam. Each exam will be cumulative; however, they will focus on more recent material covered to that point. You must only use the material provided by the instructor during the exams. Exams may contain a combination of multiple choice, true-false, matching questions, short answer questions, writing answer as well as problem solving. The regular exams will be given in class and must be completed during one regular class period. No one coming in late may start an exam after the first person has left and extra time will not be given.

If for some reason you must miss an exam, or you missed an exam please contact the instructor as soon as possible to make the necessary arrangements. To be permitted to make up class work and assignments missed, you **MUST** meet the school criteria for making up missed work (see section **Late Work, Attendance, and Makeup Work Policies**). Students with excused absences may take a make-up exam similar to the one given within a week upon returning to class.

**Final Exam:** The final will be like any other exam (only focused on the last few chapters). This will be given on the scheduled exam date, except if the student is graduating, in that case the graduating student **MUST** take the exam the Monday or Tuesday of the final exams week. **There will not be a makeup test for the final exam.** No exam grade will be dropped.

**Homework:** There will be homework exercise problems to be turned in and graded. The grades will be averaged into the course grade. This average represents 20% of your total grade. The purpose of these is to encourage students to keep up with the material. Homework problems will be assigned for each chapter on the Mastering Chemistry in Pearson online system, which is linked into your Brightspace course. These homework exercises are designed to help you master concepts that will be evaluated on the exams. You will be expected to comply with the MCC Academic Integrity Statement in completing homework assignments. Homework is due on



Sundays at 11:59 pm CST after finishing the chapter (except for HW 10 due Tuesday Nov 29, see course schedule).

**Quizzes:** There will be approximately one quiz per chapter during the semester. These represent 15% of your total grade. The lowest quiz grade will be dropped. This is generally a few questions with a combination of matching questions, true/false questions, short answer, and problem solving. These quizzes will be either on Brightspace or available on the Mastering Pearson on-line system. The purpose of the quizzes is to motivate each student to review each chapter as well as any required readings, so they stay up-to-speed on the course material. You will be expected to comply with the MCC Academic Integrity Statement in completing quizzes assignments. Quizzes are due on Sundays at 11:59 pm CST after finishing the chapter (except for Q 10 due Tuesday Nov 29, see course schedule).

**Lab report:** approximately twelve laboratories will be given during the semester with the **lab report to be turned in at the end of each lab. Makeup labs are NOT offered** instead the lowest two laboratory report/activity will be dropped. If more than two labs are missed due to extenuating circumstances, an alternate assignment will be offered. The alternate assignment could be (but it is not limited to): to write a research paper, make a presentation, or take a laboratory test.

To get credit for lab, students must avoid wearing the following to lab: Shorts, sleeveless shirts, short skirts, sandals, flip-flops, canvas shoes, high heels (these usually do not sufficiently cover the foot), dangling jewelry, scarves, etc. that might get into the chemicals or the burner flame. The use of goggles in lab is mandatory. Students not following these regulations will not be admitted into lab under any circumstances and will receive a grade of zero for that lab.

**Participation:** I will maintain a record of your participation. Class participation is extremely important for several reasons. I firmly believe that, as your careers proceed, it will be necessary for you to have the ability and courage to express yourselves verbally. In addition, the class will be much more interesting for all of us if I am not the only person speaking for the entire class session. In fact, the ability of the class to learn is greatly enhanced by hearing, thinking about and being challenged by different perspectives. Finally, some students do not perform well on tests and can express their knowledge better orally. In other words, class discussion, group assignment, writing on the board and dialogue truly are important to me and I will do everything I can to make it as comfortable as possible for you to participate in class. Further, I will reward those who do make the effort to contribute to the class.

Your grade will be calculated using the following breakdown:

**Exams 40%**

**Lab grades 25%**

**Homework 20%**

**Quizzes 15%**

Your course letter grade will be based on the following scale: 90% or more of the total points will guarantee a grade of “A”; 80% or more guarantees “B”; 70% or more guarantees “C”; 60% or more guarantees “D”; below 60% of the total will result in an “F”.

**Grades will not be released over the phone or by email.** Students are expected to keep a record of their grades and determine their averages using the grading guideline of this instructor plan. The grade of the course is also shown on Brightspace and it represents the grade on the course based on the points accumulated up to that point. If the student wants to discuss the grade please schedule time during office hours. A private zoom meeting could also be an option. Please allow me 24 hours to set up this videoconference meeting.

Work that is not easily readable will be not graded. Mathematical solutions must be written in an easily followed format and should be appropriately commented.

It is your responsibility to keep up with your grade. The grade for this course will be posted on Brightspace. If you wish to dispute a grade or have a grade changed, please contact me as soon as possible (within one week of the grade posting).

Anyone caught (or even highly suspected of) cheating or plagiarizing on an assignment will have grounds to fail the course for the semester and be reported to the disciplinary council. Cheating may include (but it is not limited to)- sharing assignment or test answers from or to another person, collusion with another person and/or plagiarism, using unauthorized materials, having someone else do your assignments, posting information about this class in websites like Chegg, Slate and/or any other of this nature.

If there is any evidence of cheating or plagiarizing on any homework, quiz, exam, or final exam, you will receive a zero for that item and cannot make it up or replace it and it cannot be dropped. 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 will be reported to Student Discipline/Student Development. Student Discipline/Student Development may take additional action.

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

**Late Work:** Homework assignments, and online quizzes are not accepted late unless there are extenuating circumstance. Students have sufficient time to properly complete the various required assignments. I do not reopen assignments once they close—for any reason. Students are responsible for checking the due date of all assignments. Extension of time will not be granted.

Students cannot makeup the final exam. Student must contact me to make arrangements PRIOR to the due date. Documentation of the extenuating circumstances will be required. I realize that this is an unusual semester and unexpected things may happen that might also meet the extenuating circumstances requirement.

**Attendance:** A complete record of attendance will be maintained for the entire length of each course. There will be two separate categories for attendance one for the laboratory and one for the lecture. Students who are not excused from class absences do not have the privilege of making up missed exam or laboratory report. Missed assignments that is not made up, regardless of the reason, receives a grade of zero. To be present on the laboratory you must be able to complete the experiment in the laboratory room. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

In case of required to move to remote learning, attendance for the lecture will be based on assignments being completed. Completing TWO online assignments (homework, quiz or exam) per week will be consider as attendance for the lecture.

At the beginning of each lab, there will be a laboratory lecture intended to provide you with information that is not covered sufficiently in the experiment write-ups. This includes additional background material on the experiment, safety instructions, details of the procedure, instructions for carrying out calculations and any modification to the procedure. Therefore, **you must be on time to each lab session. If you are more than fifteen minutes late, you will be considered absent and you will ask to leave the lab resulting in a zero for that lab report.**

*If a student's absences reach 25 % of scheduled lecture and/or laboratory meetings, this will be taken as evidence that a student does not intend to complete the course, **and the student will be withdrawn from the course with a grade of W.** The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.*

*In this course, the student must officially withdraw to receive a W, before October 25<sup>th</sup>. If the student's 25 percent absences are reached after the official drop date, the instructor 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 instructor may assign a W to a student who is not passing. It is the student's responsibility to initiate the drop process if he/she decides not to complete the class. If this class is not dropped, then a letter grade will be assigned for the work completed.*

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

**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."*

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

Safety equipment must be worn at all times: long pants/skirt (covering at least the top half of the calf), apron or lab coat, hair back, safety goggles, and, if necessary, gloves. No open-toed shoes, shoes with holes in them, shoes that leave the top of the foot exposed, hats of any sort, shorts, food or drink are allowed. Anyone acting in an unsafe manner will be warned once. If seen without safety equipment or acting improperly a second time, they will be asked to leave the laboratory. If they are asked to leave more than once for any given experiment, they will receive a zero for that experiment's lab report. Safety is the MOST important part of lab. Students must abide by the general safety regulations as described in the chemistry 1405 laboratory manual.

If there is any evidence of cheating on any homework, quiz, exam, or final exam, you will receive a zero for that item and cannot make it up or replace it and it cannot be dropped. The result of a second offence will be failing grade in the course. Furthermore, you could also face expulsion from MCC. The course instructor and other MCC personnel will decide consequences of your inappropriate misconduct beyond failure of course.

Students will be counted absent from class meeting missed, beginning the first official day of classes. Students whether present or absent, are responsible for all the material presented or

assigned in this course and will be held accountable for such materials in the determination of the course grade.

**[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.



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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 [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.

**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).

**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.

**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](http://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](mailto: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](mailto: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.