



WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **INTRODUCTORY CHEMISTRY I**

**CHEM - 1405 – 87 AND 88**

**Dr. Ivanna Campbell**

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

**NOTE: This is an internet 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:**

Students need a computer that meets the system requirements with adequate internet access. Additionally, it is important to check Brightspace periodically for new assignments and/or announcements. Students need to be able to check every document and link to make sure is working appropriately. All these are important because the work for this class is submitted online. If you have problems with either your hardware or software, it is still your responsibility to make sure that all assignments are turned in on time. Extensions of due dates will NOT be given due to failure of computer or internet access.

This is an internet course; however, this is NOT a self-pace course. Students must complete the assignments in their corresponding deadlines. In this internet format the class is taught completely online (keep in mind you can take your tests at the MCC Testing Center or at approved testing centers in other locations). The primary method of communicating information is in a written format. 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 3- 6 hours per week reading, watching screencast lectures and videos. 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.

Successful completion of this course will require the student be capable of algebraic manipulation of symbolic equations. Homework sets will help with practicing calculations and assist in understanding the concepts covered in each chapter. 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. *If you follow the suggestions given, you should do well.* In case you still have trouble even after following these suggestions, avail yourself of the free tutorial service provided here.

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!

**Use of D2L Brightspace:** This syllabus, the class calendar, the lectures, quizzes, assignment, grades, announcements, and any other information you may need will be posted on D2L Brightspace.

**Instructor Information:**

Instructor Name: Ivanna Campbell

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

Office Phone Number: 254 2998174

Office Location: SB 307

Office/Teacher Conference Hours: 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.

We could also set up online meetings by appointment. We will use Zoom for videoconferencing. Please allow me 24 hours to set up this videoconference meeting.

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: Online Chemistry 1405 Laboratory Manual (blue cover)

Author: Robert D. Ford and Ivanna Campbell

Publisher: MCC Shop

Chemistry Lab Kit: this is a box with some glassware and materials to complete the at home laboratory experiments. This box contains: a kitchen scale, a 250 mL beaker, a 100 mL graduated cylinder and a bag of 15-20 pH paper strips.  
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.

Other materials needed included: non-programmable scientific calculator, printer (or have access to one) a webcam and a way to scan documents.

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 and it is divided in weeks. Each week you will find all the assignments (homework, quizzes, laboratory report 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. The student is expected to use algebraic methods of problem solving at a high school level. It is also important that students keep up with material and devote adequate time to study.

In the laboratory folder you will find a PowerPoint presentation, a PDF document or a video(s) about each lab, and/or supplemental information. 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 or before their due dates.

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 by email, D2L Brightspace or class announcements.

Week	Topic	Assignments
1	(Aug 22 – 28) Orientation & Chapter 1. Chemistry in Our Lives.	Lab safety report, HW 1 & Q 1 due Sun 8/28
	<b>Lab: Lab Safety</b>	
2	(Aug 29 – Sep 4) Chapter 2. Chemistry and Measurements	Lab 1 report due Tues 8/30 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 2 report due Tues 9/6 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 3 assignment due T 9/13

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	<b>Lab: Experiment 3. Changes; Substances</b>	HW 4 & Q 4 due Sun 9/18
5	(Sep 19 – 25) <b>Exam 1 (Chapters 1-4).</b> Chapter 5. Electronic Structure of Atoms and Periodic Trends.	<b>Exam 1 due Wed 9/21</b>
	<b>NO LAB</b>	
6	(Sep 26 – Oct 2) Chapter 5. Electronic Structure of Atoms and Periodic Trends.	Lab 4 report due Tues 9/27 HW 5 & Q 5 due Sun 10/2
	<b>Lab: Experiment 4. Flame Test</b>	
7	(Oct 3 – 9) Chapter 6. Ionic and Molecular Compounds.	Lab 5 report due Tues 10/4 HW 6 & Q 6 due Sun 10/9
	<b>Lab: Experiment 5. Water in food</b>	
8	(Oct 10 – 16) Chapter 7. Chemical Quantities.	Lab 6 report due Tues 10/11 HW 7 & Q 7 due Sun 10/16
	<b>Lab: Experiment 6. Electrolytes</b>	
9	(Oct 17 – 23) <b>Exam 2 (Chapters 5-7).</b> Chapter 8. Chemical Reactions.	<b>Exam 2 due Wed 10/19</b> Lab report 7 due Sun 10/23
	<b>Lab: Experiment 7. Percentage Composition</b>	
10	(Oct 24 – 30) Chapter 8. Chemical Reactions.	Lab 8 report due Tues 10/25 HW 8 & Q 8 due Sun 10/30
	Last day for student-initiated withdrawals Tuesday 10/25	
	<b>Lab: Experiment 8. Hydrogen</b>	
11	(Oct 31 – Nov 6) Chapter 9 Chemical Quantities in Reactions.	Lab 9 report due Tues 11/1
	<b>Lab: Experiment 9. Ion-Combination</b>	
12	(Nov 7 – 13) Chapter 9 Chemical Quantities in Reactions.	Lab 10 report due Tues 11/8 HW 9 & Q 9 due Sun 11/13
	<b>Lab: Experiment 10. Group Lab Percentage Composition</b>	
13	(Nov 14 – 20) <b>Exam 3 (Chapters 8 &amp; 9).</b> Chapter 10. Bonding Properties of Solids and Liquids.	<b>Exam 3 due Wed 11/16</b> Lab 11 report & HW 10 paper version due Sun 11/20
	<b>Lab: Experiment 11. Acids and Bases</b>	
14	(Nov 21 – 27) <b>Thanksgiving</b> & Chapter 10. Bonding Properties of Solids and Liquids.	
15	(Nov 28 – Dec 4) Chapter 10. Bonding Properties of Solids and Liquids. Chapter 11. Gases.	HW 10 & Q 10 due T 11/29 HW 11 & Q 11 due Sun 12/4
16	<b>December Monday 5<sup>th</sup> Final Exam (Chapters 10 &amp; 11)</b>	

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

All the assignments 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. 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 when applicable. The exam will consist of two parts the online portion (~75%) and the written part (~25%). The online portion will be timed. The online part of the exam will be opened from 6:00 am to 11:59 pm the Wednesday on the corresponding week of the exam (see course schedule). No exam grade will be dropped.

If for some reason you must miss an exam, or you missed an exam please contact the instructor as soon as possible. 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 at a time convenient to the instructor.

**Final Exam:** The final will be like any other exam (only focused on the last few chapters) but just with the online portion. This will be given on the scheduled exam date. **There will not be a makeup test for the final exam.**

**Homework:** There will be homework exercise problems to be turned in and graded. These represent 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 eleven laboratories will be given during the semester with the **lab report to be turned by Tuesdays at 11:59 pm (except the days of the exam, the due date for the lab report will on Sunday)**. **Makeup labs are NOT offered**. The top ten lab grades will be counted toward your final grade.

For the laboratory report, students will conduct the experiment, collect information, answer questions, and perform calculation in the reports. The report must be **handwritten** (pencil is preferred) and submitted as a **PDF or Word document**. This report will be turned in to get credit for the lab. Failure to follow this instruction will result in a grade of (0) zero for the laboratory report. For some laboratories, instead of a lab report, students will be asked to complete an activity. Experiments are graded based on completion, accuracy, and thoughtfulness of your results.

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 a private zoom meeting will be scheduled. Please allow me 24 hours to set up this zoom 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.

If you wish to dispute a grade or have a grade changed, please contact me as soon as possible. It will be discussed by appointment.

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, lab reports/activities, 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. To be consistent, make up work will not be allowed except in extreme circumstances. 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. Attendance in an online class is based on assignments being completed. There will be two categories for attendance one for the laboratory and one for the lecture. Submitting ONE laboratory reports per week counts as present on the laboratory. Completing TWO online assignments (homework, quiz or exam) per week will be consider as attendance for the lecture.

An online class requires a regularly scheduled time to work and discipline. Plan when you will work on the class. You may be dropped from the class for failure to submit assignments. Work on the class regularly. *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.

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.