

McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

**COURSE SYLLABUS AND
INSTRUCTOR PLAN**

PHYSICAL GEOLOGY – GEOL 1403.H2

DR. ELAINE K. FAGNER, P.G.

NOTE: THIS IS A 16-WEEK COURSE (BLENDED/HYBRID FORMAT).

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.

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FALL SEMESTER - 2022**

Course Description:

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Semester Hours 4 (3 lec/3 lab)

Prerequisites and/or Corequisites:

None required.

Instructor Information:

Name: Dr. Elaine K. Fagner, P.G.



Photo shown above is of Dr. Fagner.

Office Location: Science Building, 222

Office Phone: 254.299.8442 (this number is forwarded to my cell phone)

Cell Phone: 254.853.0097 (available to call or text for assistance)

Instructor's College Email: efagner@mclennan.edu

Virtual Office Hours Zoom Link: Please click this URL to start or join Dr. Fagner's virtual office hours. <https://mclennan.zoom.us/j/2542998442> or, go visit the MCC homepage and select Zoom or <https://mclennan.zoom.us/join> and enter meeting ID: 254 299 8442.

To ensure the health and safety of students and the instructor, office hours will be provided via Zoom in a virtual format unless there is a need for an urgent face-to-face meeting. In this case, the student should request an appointment with the instructor. If the instructor needs to adjust these hours, an announcement will be posted in Brightspace with updated virtual office hours.

- Students can show up unannounced to the virtual office hours but should check the course announcements/Brightspace emails in case the day and/or time has been changed.
- If you desire a Zoom meeting outside of my virtual office hours, please email me a day in advance so I can send you a Zoom meeting invitation and confirm a time with you.

expect the instructor to be present in her Zoom room for office hours as follows this semester provided the College is open for business. If I am not online when you arrive, call me and I will get on. Please understand that this could happen if I with another student or get called into an unexpected meeting. Students may request a meeting outside these designated hours upon request by email or text.

Tuesday from 2:00 pm – 4:00 pm;

Wednesday from 10:30 am – 11:00 am; and 2:00 pm – 4:00 pm.

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Preferred Means of Email Contact: The instructor's preferred means of email is efagner@mclennan.edu and/or by text at **254.853.0097**. In either case, a student is required to include the following information:

- their first and last name as listed in Brightspace;
- their full class name (**Blended Physical Geology**);
- their cell phone number where the instructor can reach you to discuss the inquiry;
- include specific details about the nature of their question and what action or resolution they want to accomplish; and
- attach any applicable documentation to your message (such as a screenshot of a question) that will help the instructor assist them in a more productive manner.

 My goal is to be available to you to address any of your needs and questions pertaining to this course. I may not respond to email or text messages between Friday and Sunday, because this is when I take my weekend break from work. I may not respond to email, phone, or text messages received at 9:00 pm CST on a regular class day. Generally, I try to check my messages, at least, once per day during the week; but the weekend responses are sporadic. Emails sent by students after 9:00 pm on Monday - Thursday may be responded to on the next class day.

Email Correspondence with Instructor: Send all email correspondence regarding this course using your McLennan issued email. This procedure is required by MCC's email policy; so, please adhere to it. This can be done using the email function located on the menu bar within Brightspace or directly from your McLennan email account. The College has an email policy that restricts conversations regarding grades and course work to your McLennan email account. **If a student sends the instructor an email from a personal account, the instructor will reply to their student account provided the student's email was received.**

Required Text & Materials (the course textbook is part of the Inclusive Access Program, which means a course fee was paid by the student that included the cost of these materials).

Textbook: *Practical Geology 2nd edition*, 2021; Bluedoor LLC, ISBN: 9781643869001.

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

Course Notes and Instructor Recommendations

1. The course materials are part of the Inclusive Access (IA) program at MCC. This program allows students to pay a course fee for these materials when they register for the course, which allows them to have access to their course materials by the first day of class. To get your book, contact the Bookstore at 254-299-8456 no later than the 1st day of class. Every student must have the required course materials including the rock kit by starting Friday, 8/26/22
2. Students are required to meet the minimum system requirements for their hardware, software, and internet connection as noted in the instructor plan. Each student is required to have a working webcam to take exams and have periodic Zoom meetings with the instructor. If a student does not meet these minimum requirements, they should utilize the computers with webcam capabilities in the MCC Library.

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3. Every student is required to activate their College email account with McLennan and set their Brightspace notifications to receive the instructor’s emails for this course. If you are not receiving emails from the instructor, that means they have gone to Spam/Quarantine. Contact the MCC Help Desk for assistance in resolving this issue at 254.299.8077 or at <https://www.mclennan.edu/tech-support/index.html>

4. Students are required to access PDF files and YouTube videos on a daily basis and have the software capability to save their assignments as a Word or PDF document, and the Respondus LockDown browser software. Please note that the College provides free access to software (Microsoft Office 365) for students at the following website:
<https://www.mclennan.edu/tech-support/software.html>

5. Students are required to view lecture, laboratory, and other videos and have a reliable Internet connection for this course. Brightspace is the electronic learning management system (LMS) platform used for this course. Students are required to access it routinely throughout each week and participate in the course. **If a due date/time in Brightspace does not match the Instructor Plan, the date in the Instructor Plan (Syllabus) prevails.** Always ask for clarification if you discover a due date in Brightspace that does not match the Instructor Plan.

Organization of Course Brightspace Shell

MCC uses Brightspace and their Learning Management System. This course has all of the lecture and lab content within Brightspace. To begin working in the course, select “Content” in the Brightspace Navigation Bar, then select the “Table of Contents”. You will see the following folders in the course Brightspace shell.

Getting Started with Course Work Folder	1 st Folder	This folder contains the course overview video, instructor Plan, grading information, the course drop form, and additional important course information. It is the first folder you will see in Brightspace.
Important Student Resources Folder	2 nd Folder	This folder has been added by the College to all course Brightspace shells. Valuable student resources are provided in the folder.
Exams Folder	3 rd Folder	This folder contains all of the lecture videos, exam portals, exam rules, and review sheets.
Baby Yoda Folder	4 th Folder	This folder contains the bonus/extra credit opportunities provided for the course.
Lab Folder	5 th Folder	This folder contains all the lab assignments you will have each week. There is a lab folder for each of the section lab assignments associated with your textbook. Please note that the first item in this folder is the Lab Form Assignment tool. You will need to upload your lab forms to this assignment tool all semester by the due date of each lab.
Week 1 - 15 Lecture Folders	6 th Folder +	All lecture content and quizzes are found in the Week 1 - 16 Brightspace folders. There are no power-points for the video presentations. All of the content for the course in the book and the lectures supplement the book.

Locating the Weekly Lab Assignments in Brightspace

Students are required to access their assignments in the Lab Folder. Please note that you have lecture and lab assignments due each week. You are required to complete the lab forms within the textbook each week. Most laboratory assignments are designed to be taken using the corresponding Assessment Tool found in the lab folder. The first lab is the only assignment that does not have a corresponding assessment to take.

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Important Lab Assignment Information

Students are required to upload their completed lab form the same day it is due as a single PDF file. All lab forms will be submitted to the same assignment tool entitled, Lab Forms. This is the first item available in the Lab Folder. Students are required to label their uploaded lab entries by the specific Lab name (Section 1 Lab, Section 2 Lab, etc.).

Required Items for Lab Forms

Each lab form is required to have your first and last name written in ink in the appropriate name block on each lab page. In addition, the following items are required:

- Students are required to use the lab forms within the textbook and write their answers in the appropriate blanks. The instructor will not accept typed assignments with the questions from the book **unless** the student has approved accommodations.
- Students will make a PDF scan of each lab and submit it to the Lab Forms Assignment Tool, which is the first item in the Lab Folder within Brightspace. Students should download a scanning app or use a scanner to submit your lab forms as a single PDF document for each lab assignment.
- The instructor will **not** accept Google documents or “pages” so students need to be proactive and convert them into a PDF format. Students who submit assignments in these formats should expect to receive no grade for them.
- The instructor requires all lab forms to be submitted in Brightspace.
- The instructor does not accept emailed assignments for a grade.

Submission of Late Lab Forms or Failure to Submit Lab Forms

Students who submit their lab forms after the deadline of 11:55 pm CST on the due date should expect to receive a minimum 10 point accountability deduction from their lab assessment score. Students who do not submit a lab form but take the lab assessment, should expect a grade of “0” for their assignment. The instructor must review your lab forms to confirm you have completed the lab work. The instructor will make lab grade adjustments for late forms or lab forms not submitted for an assignment no later than the last class day before the Final Exam.

Required Software for Exams

All exams are administered using the Respondus Monitor (LockDown browser), which is free for students to download within Brightspace. This software requires the use of a functioning webcam (computer video camera). The exam portals and the Respondus LockDown browser link are located in the Exams Folder.

 Dual credit students are responsible for having their school load this software onto their computer before the due date of the first lecture quiz and both exams.

- All students are required to take the “**Technology Check**” assessment found in the Exams Folder at least 72-hours before each exam, to make sure their technology works with the software. If a student discovers their computer, laptop, or tablet is not compatible with the LockDown browser, they are required to contact the instructor at least 72-hours prior to an exam due date to confirm their attendance for the set Zoom exam time.
- Students who work need to confirm their device works with the LockDown browser with ample time to ask off from their employer or to arrange for childcare.

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- The College has student computers throughout the library that have this software and some have webcams. If a student needs to use this option, it is highly recommended to be waiting in line when the library opens on exam day. Here is a link to the Library for details on their services and hours of operation: <https://www.mclennan.edu/library/>

Methods of Teaching and Learning

Teaching methods include, lectures, assessments (exams and quizzes), class discussions, lab exercises, projects, student self-guided or instructor-led field trips, student performances/presentations, written reports/papers, simulations, and/or scientific software.

Course Objectives and/or Competencies

Lecture	Lab
Describe how the scientific method has led to our current understanding of Earth's structure and processes.	Classify rocks and minerals based on chemical composition, physical properties, and origin.
Interpret the origin and distribution of minerals, rocks and geologic resources.	Apply knowledge of topographic maps to quantify geometrical aspects of topography
Describe the theory of plate tectonics and its relationship to the formation and distribution of Earth's crustal features.	Identify landforms on maps, diagrams, and/or photographs and explain the processes that created them.
Quantify the rates of physical and chemical processes acting on Earth and how these processes fit into the context of geologic time.	Differentiate the types of plate boundaries and their associated features on maps and profiles and explain the processes that occur at each type of boundary.
Communicate how surface processes are driven by interactions among Earth's systems (e.g., the geosphere, hydrosphere, biosphere, and atmosphere).	Identify basic structural features on maps, block diagrams and cross sections and infer how they were created.
Identify and describe the internal structure and dynamics of Earth.	Demonstrate the collection, analysis, and reporting of data.
Describe the interaction of humans with Earth (e.g., resource development or hazard assessment).	

Other Specific Student Learning Outcomes and Core Objectives

Critical thinking assignments	These assignments focus on scientific knowledge related to problems involving energy and the environment.
Empirical/quantitative assessments	This is assessed through lectures that allow students to see examples of specific case studies, research, and current events that pertain to data collection, analysis, and the scientific method as they pertain to energy problems/solutions; among other geologic topics like groundwater/surface water resources, natural disasters, plate tectonics, glacial events and climate change, and mass wasting impacts to the environment and human health.

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Course Outline or Schedule

The weekly schedule for this course starts on Monday and ends on Saturday unless otherwise noted in the Instructor Plan schedule. It is the responsibility of a student to be familiar with the course schedule, due dates for assignments and exams as follows:

- **Lecture quizzes are due Friday** on or before 11:55 pm Central Standard Time (CST) of each week unless noted in the schedule within this document.
- **Lab assessments/assignments are due Saturday** of each week on or before 11:55 pm CST unless noted in the schedule within this document. Labs 2 – 20 have a corresponding lab assessment you need to complete using your completed lab form.
- **Both major exams are due no later than 3:00 pm CST** on or before the specific date noted in the schedule within this document. Both exams open at least 72-hours prior to the due date to help provide flexibility for students. Students who work or need to arrange for child care, should be proactive and make necessary arrangements to take the exam early in the semester.

It is recommended that students download the schedule and print it out to reference all semester. Please note that the schedule of assignments, quizzes, exams, and/or labs is subject to change at the discretion of the instructor. If this occurs, the instructor will notify the students of the schedule change via Brightspace announcements. The schedule found in this Instructor Plan is the official schedule for the course.

Flexibility of Working Ahead in this Course

At times, students may be allowed to work ahead in the course but please note that the instructor is not required to make future course content available before the scheduled date as noted in the course schedule. A student may complete available assignments early, but will not be able to receive credit on any assignments submitted past an assignment's specified deadline unless they have a documented excused absence. Grades are recorded and kept on Brightspace. Students may inquire about their grade status in the class via email or virtual office hours.

Late Work, Attendance, and Make-Up Work Policies

Grading in Brightspace for this course is done by a weighted percentage as noted above. Students are required to access grades from the Navigation Bar by selecting "Assessments" and then "Grades". The instructor for this course does not typically accept late work unless a student has a verified excused absence for the date of the missed quiz, lab assignment, or exam that meets the definitions of excused absences according to the MCC's Attendance Policy. For excused absences, the instructor requires verification of the absence(s) to make-up work to be sent by email. Students should strive to complete their work before the due date/time to prevent an unforeseeable issue interfering with their academic success.

Understanding the "Blended/Hybrid" format of this Course

A blended/hybrid course has between 50% to 85% of the class conducted online and the remaining completed in the classroom. For this course, you will complete lecture videos, lecture quizzes, major exams, and some labs online. Most labs will be performed in class but students are required to complete specific portions of the assignment prior to coming to class. The instructor will post an announcement each week indicating which specific questions students need to complete. These

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questions typically require you to conduct research on a website such as USGS, a national park site, etc. The instructor may exempt students who attend class from taking the lab assessments provided students are prepared and have completed their research questions. If a student is not present in class, they are expected to take the lab assessment and turn in their lab forms to the dedicated lab assignment tool in Brightspace.

In-Person Course Schedule in S-235 Classroom:

The instructor may conduct lectures on several days in addition to assisting students with completion of their lab assignments and/or provide a field trip during class. Students are expected to watch any lecture videos and to have completed their weekly reading assignment prior to coming to class that correspond to their lab assignment. These tasks are essential to students understand the content covered in lab. Note that there is one Monday class meeting on August 22nd but the remaining in-person classes will occur on Wednesdays until all 20 labs are completed.

A blended class has both online and in-person components. The course schedule is broken into the “in-person” and “online” segments of the course and is a tentative schedule of assignments students should complete as part of this class. The instructor will inform students each week in lab if they are required to take the lab assessments for a specific lab assignment. This will depend on class participation and student preparation of lab research questions.

IN-PERSON CLASS MEETING (LAB) SCHEDULE (CLASS STARTS AT 11:10 AM - 2:05 PM)

Week	Date	Lab, Lecture, and/or Field Trip
1	Monday, 8/22	Course and Brightspace Overview; Geologic Principles overview Lab 1 Form portion (Part A)
1	Wednesday, 8/24	Lab 1 Zoom portion (Part B). Please bring a computer, tablet and/or cell phone so you can do this during class. Lab 2 (Geologic Time) Online Release form for field trips
2	Wednesday, 8/31	Lab 3 (Plate Tectonics) Lab 4 (Minerals)
3	Wednesday, 9/7	Lab 5 (Igneous Rocks)
4	Wednesday, 9/14	Lab 6 (Casual Collecting/Leave No Trace)
5	Wednesday, 9/21	Lab 7 (Sedimentary Rocks)
6	Wednesday, 9/28	Lab 8 (Metamorphic Rocks) Lab 9 (Geologic Map Skills)
7	Wednesday, 10/5	Lab 10 (Fossils) Lab Exam Review

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8	Wednesday, 10/12	Lab 11 (Marine Facies/Unconformities) MCC Lover's Leap Trail field trip
9	Wednesday, 10/19	Overview of Faults and Folds Lab 12 (Faults and Folds)
10	Wednesday, 10/26	Lab 13 (Mass Wasting) Lab 14 (Hydrothermal Features)
11	Wednesday, 11/2	Lab 15 (Volcanoes) Lab 16 (Seismic Interpretation)
12	Wednesday, 11/2	Lab 17 (Fluvial) Lab 18 (Porosity and Permeability)
13	Wednesday, 11/9	Lab 19 (Glaciers) Lab 20 (Eolian)
This blended course will be offered fully online starting 11/10/22 to the end of the semester.		

WEEKLY ONLINE COURSE SCHEDULE

IMPORTANT DETAILS	Weekly Lecture Quiz due on/before Friday of each week by 11:55 pm unless otherwise noted *(such as Week 14).
	1. Each students receives 2 attempts for every lecture quiz and are NOT ALLOWED to use any resources to take them. 2. The highest grade prevails provided the quiz attempt was submitted in Brightspace.
Week 1: 8/22 – 8/27	Week 1 Lecture Quiz due by 8/26 covers Sections 1 and 2, Instructor Plan, Course Overview Video, and Brightspace
Week 2: 8/29 – 9/3	Week 2 Lecture Quiz due by 9/2 covers Sections 3 and 4
Week 3: 9/5 - 9/10	Week 3 Lecture Quiz due by 9/9 covers Section 5
Week 4: 9/12 – 9/17	Week 4 Lecture Quiz due by 9/16 covers Section 6
Week 5: 9/19 - 9/24	Week 5 Lecture Quiz due by 9/23 covers Section 7
Week 6: 9/26 – 10/1	Week 6 Lecture Quiz due by 9/30 covers Sections 8 and 9
Week 7: 10/3 – 10/8	Week 7 Lecture Quiz due by 10/7 covers Section 10
Lab Exam is due on Tuesday, 10/11 (of Week 8) by 3:00 pm via Respondus Monitor. The Lab Exam portal and review are located in the Exams Folder.	
Week 8: 10/10 – 10/15	Week 8 Lecture Quiz due by 10/14 covers Section 11
Week 9: 10/17 – 10/22	Week 9 Lecture Quiz due by 10/21 covers Section 12
Week 10: 10/24 – 10/29	Week 10 Lecture Quiz due by 10/28 covers Sections 13 and 14

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Week 11: 10/31 -11/5	Week 11 Lecture Quiz due by 11/4 covers Section 15
Week 12: 11/7 – 11/12	Week 12 Lecture Quiz due by 11/11 covers Section 16
Week 13: 11/14 – 11/19	Week 13 Lecture Quiz due by 11/18 covers Sections 17 and 18
Week 14: 11/21 – 11/23	Week 14 Lecture Quiz due by Tuesday, 11/22 covers Section 19
Week 15: 11/27 –12/3	Week 15 Lecture Quiz due by 12/2 covers Section 20
Final Exam is by Monday, 12/5 at 3:00 pm via Respondus Monitor. The Final Exam portal and review are located in the Exams Folder.	

Course Grading Information

The instructor uses a percentage system that is weighted in Brightspace. A student's grade is calculated based on a percentage of each assignment, quiz, and exam. The grade scale used in this course is listed here:

A = 90 – 100; B = 80 - 89.9; C = 70 - 79.9; D = 60 - 69.9; and F = 59.9 or below.

Grade Description		% of Grade
Lab Assignments	There are 20 Lab Assignments. Your lowest lab grade will be dropped automatically by Brightspace for a total of 19 lab grades for the semester.	25%
Lecture Quizzes	There are 15 lecture quizzes. Your lowest lecture quiz grade will be dropped automatically by Brightspace for a total of 14 quiz grades for the semester).	40%
Lab Exam	There is one Lab Exam that includes an overview of rocks, minerals, and identification skills and geologic map skills concepts.	15%
Final Exam	There is one comprehensive Final Exam that covers content Sections 1 – 20 in the book and lecture concepts.	20%
Totals		100%

Overall Course Grade Information:

- The instructor will drop the student's lowest lecture quiz grade and lab grade by 10:00 pm CST by Sunday, 12/4/22. Once the drop does occur, you will find a circle with an explanation point in it and that denotes, which specific grade was dropped.
- Students who earned bonus points for the Final Exam will have their points added into their score after the exam has concluded.
- All grades in Brightspace will be finalized by 8:00 pm CST and will automatically be submitted to WebAdvisor by 10:00 am on Tuesday, 12/6, which is before the graduation deadline.

Student Behavioral Expectations or Conduct Policy

Students are expected to maintain classroom decorum in the online environment that includes respect for other students and the instructor, prompt and regular attendance as noted in the course instructor plan, and an attitude that seeks to take full advantage of the education opportunity. Any student who participates in academic dishonesty such as cheating, plagiarism, or collusion on any problem on an assignment, quiz, or exam may receive an "F" for her/his semester grade and may be reported to the Disciplinary Council. **There is a zero tolerance for cheating, collusion, and/or plagiarism for students enrolled in this course for any type of assignment.**

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[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. This instructor has guidelines specific to this course (see below). Students will be counted absent from class meetings missed, beginning with the first official day of classes. 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.

 Students who miss work due to an excused absence, should contact the instructor by phone, text, and email within the same class week that assignments were missed. Students should expect to meet with the instructor by Zoom to discuss a plan.

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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.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

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

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

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

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

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

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

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

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

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.