

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

WACO, TEXAS

---

## **COURSE SYLLABUS and INSTRUCTOR PLAN**

**United States History I  
HIST-1301-C17**

**Dr. Richard D. Driver**

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

**NOTE: This is an online 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.

---

**AN EQUAL OPPORTUNITY INSTITUTION**

**Fall 2022**

## Course Description: United States History I (HIST-1301)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

## Course Prerequisite(s) and/or Corequisite(s)

Prerequisite: Must have passed the reading section of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec)

## Course Notes and Instructor Recommendations:

Dual credit students enrolled in this asynchronous online course are expected to follow the attached schedule and participate and contribute daily and weekly. An online course requires more time commitment than a face-to-face course and reliable access to a computer. Technical issues from computer problems to poor Internet connectivity are not accepted as an excuse for missed or late assignments. Communication with your instructor and classmates is vital for this course and you must access and check your MCC email (or Midway ISD or personal email where available) and the D2L Brightspace interface daily. Be sure to keep up with all readings and assignments in the course. If you encounter any difficulties, it is your responsibility to contact your instructor.

Read the syllabus completely. Ask questions if the syllabus requires more explanation. The syllabus serves as a guide for the expectations and completion of the course. Any changes will be communicated to students electronically. Dr. Driver is committed to student success, and believes appropriate participation and attendance achieves that goal. All students are expected to behave as professionals and demonstrate respect for themselves, fellow students, Dr. Driver, and the course, in all interactions.

## An asynchronous online course has no dedicated meeting times or locations.

All interactions take place via Brightspace or email. Though asynchronous, the course is scheduled with a structured progression of topics, content, assigned materials, and due dates for completion.

## Instructor Information

Instructor name: Richard D. Driver, Ph.D. (Dr./he/him), Associate Professor of History

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

Office Phone Number: (254) 299-8708

Office Location: Michaelis Academic Center (MAC), room 317

Office/Teacher Conference Hours: Mondays – Thursdays, 11:00AM-12:00PM, or by appointment in-person, phone, or Zoom. Email for appointment.

Other Instruction Information: Email is the best method to contact me, please use your MCC email. Information on email policies is included in this syllabus. I generally reply to emails within 24 hours of receipt, but usually never after 5:00 PM or before 8:00 AM. Emails received on weekends will likely be replied to on the following Monday.

## Required Text & Materials

Students are expected to have a copy of the required textbook by the end of the first week of the semester.

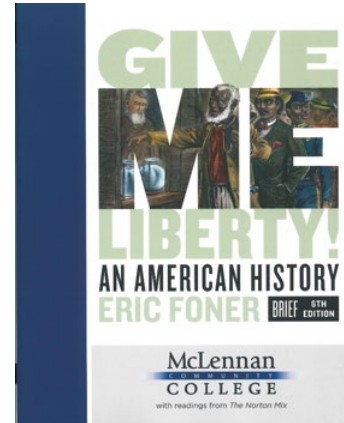
Title: *Give Me Liberty! An American History*

Author: Eric Foner

Edition: Brief (MCC Custom) 6th Edition (2020)

Publisher: W.W. Norton and Company, Incorporated

ISBN: 978-0-393-44595-4



The MCC customized sixth edition of *Give Me Liberty! An American History* includes both volumes of the textbook (HIST-1301: vol. 1, HIST-1302: vol. 2).

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

## Methods of Teaching and Learning

A variety of methods will be used in teaching United States History I online, including the use of recorded presentations and videos, quizzes, and written assignments. Student assessment includes completion of reading quizzes and reading and written analysis of primary and secondary sources. These measures will assess the following course objectives and competencies. A departmental rubric may be used to assess different aspects of the course objectives (see below).

## Course Objectives and/or Competencies

- **Critical Thinking:** Through lecture and a variety of objective strategies, students will be assessed on critical thinking ability. Objective examinations will specifically be used to assess critical thinking. Other assessment vehicles may include essays, portfolios, primary source objective exams, and presentations.
- **Communication:** Measures such as objective tests, written assignments, discussions, portfolios and presentations may be used to measure the student's ability to communicate.
- **Social Responsibility:** Because the teaching of history involves evoking examples of successes and failures in social responsibility, and the continual importance of this issue politically and personally today, social responsibility naturally is emphasized. Assessment measures may include readings, primary document exams, discussions, projects and essays.
- **Personal Responsibility:** Because the teaching of history also involves evoking examples of successes and failures in personal responsibility, and the consequences that personal choices can have, personal responsibility is also naturally emphasized. Assessment measures may include participation, readings, primary document exams, discussions, projects and essays.

## Learning Outcomes

Upon successful completion of this course, students will:

1. Create an argument through use of historical evidence.
2. Analyze and interpret primary and secondary sources.

3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

## Course Outline or Schedule

The Fall 2022 Semester occurs between August 22 and December 9, 2022.

- The following schedule is tentative and subject to change. Important dates are bolded.
- The Course Outline and Schedule is organized by weeks, you may be required or need to plan to complete materials on weekends, too.
- Students are responsible for and expected to know due dates provided in Brightspace. Quizzes and assignments are due by 08:00 AM on the dates below and indicated within Brightspace.
- All written assignments are required to be submitted as Word .doc or .docx files in Brightspace.

August 22-28, 2022 – Modules: Course Introduction and Policies (1) and Colonization (2)
<ul style="list-style-type: none"><li>• <b>August 22, 2022: First Day of Class</b></li><li>• Assigned Readings: Course Syllabus and Instructor Plan and <i>Give Me Liberty!</i> Ch. 1</li><li>• Assignment: Syllabus Quiz (starts on Aug. 24 and due by Aug. 26)</li><li>• Check-In #1: available from Aug. 24 and due by Aug. 26</li></ul>
August 29-September 4, 2022 – Modules: Colonization (2) and English America (3)
<ul style="list-style-type: none"><li>• Assigned Readings: <i>Give Me Liberty!</i> Chs. 1-3 and Brightspace materials</li><li>• Assignment: Colonization Quiz (starts on Aug. 31 and due by Sept. 5)</li></ul>
September 6-11, 2022 – Module: English America (3)
<ul style="list-style-type: none"><li>• <b>September 5, 2022: Labor Day Holiday</b></li><li>• Assigned Readings: <i>Give Me Liberty!</i> Chs. 3-4 and Brightspace materials</li><li>• Assignment: Settling in Pennsylvania (due by Sept. 12)</li></ul>
September 12-18, 2022 – Modules: English America (3) and the American Revolution (4)
<ul style="list-style-type: none"><li>• Assigned Readings: <i>Give Me Liberty!</i> Chs. 4-5 and Brightspace materials</li><li>• Assignment: English America Quiz (starts on Sept. 14 and due by Sept. 19)</li><li>• Check-In #2: available from Sept. 14 and due by Sept. 16</li></ul>
September 19-25, 2022 – Module: The American Revolution (or War for Independence) [4]
<ul style="list-style-type: none"><li>• Assigned Readings: <i>Give Me Liberty!</i> Ch. 5, Brightspace materials, and Declaration of Independence</li><li>• Assignment: Remember the Ladies (due by Sept. 26)</li></ul>
September 26-October 2, 2022 – Module: The American Revolution (or War for Independence) [4]
<ul style="list-style-type: none"><li>• Assigned Reading: <i>Give Me Liberty!</i> Ch. 6, appendix, and Brightspace materials</li><li>• Assignment: Revolution Quiz (starts on Sept. 28 and due by Oct. 3)</li><li>• Check-In #3: available from Sept. 28 and due by Sept. 30</li></ul>
October 3-9, 2022 – Module: The Constitution (5)
<ul style="list-style-type: none"><li>• Assigned Readings: <i>Give Me Liberty!</i> Ch. 7, appendix, Brightspace materials, the United States Constitution, and the Bill of Rights</li><li>• Assignments: Constitution Quiz (starts on Oct. 5 and due by Oct. 10)</li></ul>
October 10-16, 2022 – Mid-Term Exam and Module: The Federalist Era (6)
<ul style="list-style-type: none"><li>• <b>October 10, 2022: Midway ISD Student Holiday</b></li><li>• Assigned Readings: <i>Give Me Liberty!</i> Ch. 8, appendix, and Brightspace materials</li><li>• Assignment: Hamilton Primary Source Analysis (due by Oct. 17)</li><li>• Check-In #4: available from Oct. 12 and due by Oct. 14</li></ul>

United States History I  
HIST-1301-C17

October 17-23, 2022 – Modules: The War of 1812 (7) and Market Revolution (8)
<ul style="list-style-type: none"><li>Assigned Readings: <i>Give Me Liberty!</i> Chs. 8-9, appendix, and Brightspace materials</li><li>Assignment: Early 19<sup>th</sup> Century Quiz (starts on Oct. 19 and due by Oct. 24)</li></ul>
October 24-30, 2022 – Module: Jacksonian America (9) and Manifest Destiny (10)
<ul style="list-style-type: none"><li>Assigned Readings: <i>Give Me Liberty!</i> Chs. 10-11, appendix, and Brightspace materials</li><li><b>October 25, 2022: Last day for student-initiated withdrawals with an automatic grade of “W”</b></li><li>Bonus assignment: Manifest Destiny (due by Oct. 31)</li><li>Check-In #5: available from October 26 and due by Oct. 28</li></ul>
October 31-November 6, 2022 – Module: Manifest Destiny (10) and the Abolitionist Movement (11)
<ul style="list-style-type: none"><li>Assigned Readings: <i>Give Me Liberty!</i> Chs. 11-12, appendix, and Brightspace materials</li><li>Assignment: Modules 9-10 Quiz (starts on Nov. 2 and due by Nov. 7)</li><li>Check-in #6: available from Nov. 2 and due by Nov. 4</li></ul>
November 7-13, 2022 – Module: The Abolitionist Movement (11)
<ul style="list-style-type: none"><li>Assigned Readings: <i>Give Me Liberty!</i> Ch. 11, appendix, and Brightspace materials</li><li>Assignment: Fourth of July (due by Nov. 14)</li></ul>
November 14-22, 2022 – Module: Sectionalism and Secession (12)
<ul style="list-style-type: none"><li>Assigned Readings: <i>Give Me Liberty!</i> Ch. 13, appendix, and Brightspace materials</li><li>Assignment: Modules 11-12 Quiz (starts on Nov. 18 and due by Nov. 23)</li><li>Check-In #7: available from Nov. 16 and due by Nov. 18</li><li><b>Midway ISD Thanksgiving Holiday: Nov. 21-25, 2022</b></li><li><b>MCC Thanksgiving Holiday: Nov. 23-26, 2021</b></li></ul>
November 28-December 4, 2022 – Module: Civil War and Emancipation (13)
<ul style="list-style-type: none"><li>Assigned Reading: <i>Give Me Liberty!</i> Ch. 14, appendix, and Brightspace materials</li><li>Check-In #8: available from Nov. 30 and due by Dec. 2</li></ul>
December 5-7, 2022 – Final Exam
<ul style="list-style-type: none"><li>Assignment: Civil War Quiz (starts on Dec. 5 and due by Dec. 7)</li><li>No submitted work will be accepted after the due date for the final exam assignment.</li></ul>

## Course Grading Information

The course is fully online and asynchronous, organized into Brightspace modules, assigned readings per module, and conducted through reading and assignment activities. Dr. Driver facilitates course participation and designed content and structure to support development of student ideas and interpretation of history. Students are expected to participate fully and regularly in the course. Please see other course policies for specific criteria related to the goal of student success in the course.

Dr. Driver participates and provides feedback and grades on all submitted assignments, as well as posts announcements and reminders for course content and any necessary changes or amendments to the course. All contributions by Dr. Driver will be written or recorded, and he may add additional video or audio messages where relevant or complementary to the modules and content in the course.

## Evaluation

United States History I is an introductory survey course into American history explored and researched for our collective understanding. The goal for students taking this course is knowledge of United States history through the Civil War and familiarity with the skills and methods of working as a historian.

Students will leave the course with mastery over content and skills they can take to any major and education and career path. Completion of the following criteria determines your success in this course.

## Criteria

### Module Content and Assignments

The course is designed to introduce students to topics in United States history and instruct them on analytical and critical thinking skills related to content, historical artifacts, documents (primary sources), and secondary sources. Materials are organized into modules within Brightspace per the outline. Due dates and instructions are also indicated in Brightspace. The modules contain or link to all assigned materials to be reviewed and evaluated as part of that module and in completion of course assignments.

Requirements for completion of module content per the course schedule are included in tasks lists, and students should use these tools to confirm all quizzes, assignments, and activities are completed. Students need to submit materials on time by the due dates. Information on late policy included below.

When completing written assignments, students are expected to utilize analysis and critical thinking skills to explore historical knowledge and developments – do not just repeat historical facts. Written assignments are evaluated based on the quality of the response and use of assigned materials. All written assignments include specific instructions and expectations for completion (such as formatting, a minimum length of 250 or 500 words and cited materials) and are not available past the due date.

Review of all required content and materials, except the textbook, are completed within Brightspace. Written assignments and quizzes are completed within Brightspace. No emailed materials are accepted.

### Checklists and Due Dates

Topical content modules within Brightspace include assigned materials (outside the textbook): overview pages, presentation videos, readings and videos, and assignments/quizzes. Due to the structure of the content modules, assignments and quizzes are not accessible until the content in the module is completed. To assist you, checklists are included within each module to track your progress and meet due dates for each module, assignment, and quiz in the course.

Additionally, due dates within the course schedule of this syllabus are duplicated within content modules and checklists. As policy, see below, no late work is accepted in the course and likewise, no extensions for missed quizzes or assignments are considered or granted.

### Quizzes

Objective quizzes are assigned within Brightspace modules to assess historical content and knowledge gained from presentations, content, and assigned readings, and are not available past the due date.

- Set aside adequate time for you to complete assigned presentations, content, and readings.
- Quizzes range in questions asked (typically between 20-40) and time allotted (30-60 minutes).
- Quizzes are assigned to be completed over a 48 hour period ending the assigned module. Please review the syllabus schedule for information on start and due dates.

United States History I  
HIST-1301-C17

### Exams

The “Hamilton Primary Source Analysis” assignment is the course mid-term exam, and the “Civil War Quiz” is the course final exam. For information on grades, see the following breakdown.

### Check-Ins

Eight “check-in” assignments provide an additional attendance marker in the course but do not contribute to the overall course grade. Students will submit “check-ins” through Assignments and availability and due dates are provided in the schedule.

Breakdown: students’ course grades are determined by the following grading areas.

Assessment	Points / % of Course Grade
Assignments	250 points / 50%
• Settling in Pennsylvania	50 points
• Remember the Ladies	50 points
• Hamilton Primary Source Analysis (Mid-Term Exam)	100 points
• Manifest Destiny (Bonus)	(50 points)
• Fourth of July	50 points
Quizzes	250 points / 50%
• Syllabus Quiz	20 points
• Colonization Quiz	20 points
• English America Quiz	40 points
• Revolution Quiz	30 points
• Constitution Quiz	30 points
• Early 19 <sup>th</sup> Century Quiz	30 points
• Modules 9-10 Quiz	30 points
• Modules 11-12 Quiz	30 points
• Civil War Quiz (Final Exam)	20 points
<b>Total</b>	<b>500 points / 100%</b>

### Letter Grades

Final grade scores based on the 100% scale provided by this breakdown are converted to a letter grade based on the following scale. All final grades are reported in WebAdvisor, the final score provided in the Brightspace system is for informational purposes only and not reflected on your transcript.

A	90-100%	B	80-89%	C	70-79%	D	60-69%	F	59% and lower
---	---------	---	--------	---	--------	---	--------	---	---------------

### Rubric Use

Rubrics are used for all assignments and available to view in Brightspace. Ratings within rubrics contain feedback and commentary for assignment criteria and points awarded for reported grades. Students are expected to be familiar with assignment rubrics and course and assessment outcomes indicated by the rubrics. Any questions about rubrics should be asked *prior to assignment submission*.

## Late Work, Attendance, and Make Up Work Policies

Ample time and notifications are provided by the course schedule and Brightspace system for due dates and coursework. I recommend you plan to complete your coursework based on these expectations, managing your time well, and preparing for the unexpected. Late work is not accepted in this course. All assignments are due on the date assigned and are not available in Brightspace after that stated due date. I will not reset any availability dates for assignments or quizzes because you missed the due date.

In the case of an emergency, students will be required to provide documentation of the emergency within seven days of the stated assignment due date and the work is due within the same time frame.

Attendance is recorded in this online course via two methods, first the completion of module contents and assignments or quizzes by stated due dates in this syllabus and duplicated within Brightspace. Your instructor reviews course progress and completion dates/times to facilitate and assist student success and attendance in the course. Therefore, not completing course content or missing an assignment counts as an absence but also contributes to the risk of not succeeding in the course and should be avoided. Two, by completing the check-in assignments by the due dates and times. The purpose of the second method is to share status and progress toward successful completion of the online course. Replies and responses to student check-ins are likely, but not guaranteed at the instructor's discretion. A register is included in Brightspace to account for both methods of attendance.

## Student Behavioral Expectations or Conduct Policy

The instructor is committed to student success and believes appropriate classroom conduct helps achieve this goal. Students are expected to behave professionally and display respect for themselves, fellow students, the instructor, and the course, in all interactions. It is the student's responsibility to track their own progress in the course, starting from successful submission of assignments, to returned feedback and grades. Course interactions may be moderated by the instructor without warning. Please direct concerns regarding course behavior to the instructor.

### This is a college course.

You are expected to perform professionally in this course and in your submitted work. You will receive the grade earned and that grade is a permanent entry included on your college transcript. The assignments and quizzes in the course are provided in both the schedule and breakdown. One bonus or extra credit opportunity is offered in the course. Please do not ask for other "extra credit" opportunities.

### Students are expected to read the syllabus completely on day one.

The instructor is not responsible for the student reading the syllabus. It is in the student's best interest to have completely read and reviewed the syllabus on day one, and to ask questions if any criteria, evaluation method, or course policy is not clear or requires more explanation for their understanding.

### All correspondence occurs via Brightspace or MCC email.

Students are required to use their MCC student email to contact the instructor. Email replies are typically provided within 24 hours throughout the week. Please respect that waiting period. Students



are asked to be professional in correspondence, use salutations, and avoiding “text message” style or format. The instructor may use other communication methods where relevant or appropriate.

[This course affirms people of all gender expressions and gender identities.](#)

If you prefer to be called a different name or gender pronoun than what is on (or indicated by) the class roster, please let me know. I will gladly honor your request. Please advise me of your pronouns early in the semester so I may make appropriate changes to my records. My pronouns are Dr./he/him.

[Computer use is required for this course.](#)

This course is taught through Brightspace. The syllabus, information on assigned readings, and information on activities, assignments, and assessments are posted in Brightspace, as well as announcements and grades for assignments. I post any presented materials in Brightspace, but not notes – those are compiled through review of materials by YOU!

Review of all required content and materials are completed within Brightspace. Written assignments and quizzes are completed within Brightspace. No emailed materials are accepted.

[Attendance is required.](#)

An online course required regular self-motivated progress: my advice to you is to log-in to Brightspace and your MCC email daily during the semester to maintain pace and receive updates where provided.

[MCC policy requires regular and punctual attendance by all students \(B-II\) and mandates that students are withdrawn from class if 25% of class meetings are missed in a semester, as this is taken to indicate the student does not intend to successfully complete the course.](#) The instructor of the course may contact you once 25% of attendance is recorded as absent but students are responsible for completing or requesting a withdrawal from the course. Your instructor is ready and willing to help you maintain attendance and will not drop you unexpectedly without contact and your consultation on withdrawal.

See the Late Work, Attendance, and Make Up Work Policies section for details.

[McLennan Together](#)

McLennan Community College has a notice regarding COVID-19 at the front of every course syllabus and a plan, [McLennan Together](#), to maintain health and safety in these unprecedented times. Please familiarize yourself with that information and plan accordingly. Be ready for changes to the semester as deemed necessary by college administration, faculty, and staff. We are here to help you and work with you toward student success, and I urge you to follow new policies and safety measures to that goal.

[Academic Integrity](#)

Do not be academically dishonest. In any case where any action deemed to be academically dishonest is discovered or determined, the penalty for the assignment is a 0 grade, with no revision or resubmission offered. The violation will be reported and potential for harsher penalties depending on the severity of the dishonesty exists, including failure of the course.

Academic dishonesty includes, but is not limited to:

- Cheating: copying answers; using unauthorized materials; stealing tests/assignments; substituting for another student; including unauthorized or “hidden” materials in submitted work to meet assignment expectations (may also fall under plagiarism).
- Plagiarism: using someone else’s work, ideas, writings, etc. without giving her/him credit. Anything that is in your papers should be in your own words. It is ok to quote someone, but make sure to use quotations and cite your source.
- Collusion: unauthorized collaboration with one or more other persons on an assignment or assessment.
- Sharing one’s work: any sharing of work with another classmate in any capacity will be considered academic dishonesty if it impacts either or both students’ grades on assignments.

Any violation of academic dishonesty will result in a 0 for the submitted assignment and written feedback regarding the identification of a violation of academic integrity will be provided to the student.

### Turn It In

The Brightspace system sends submitted work through Turn It In to confirm academic integrity. You can review the Turn It In similarity report for each written assignment through Brightspace. Turn It In is a great resource to check your writing and citation of included examples and references from assigned materials in the course. Students should review the report following submission of each assignment.

### Click Here for the MCC Attendance/Absences Policy

(<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.

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

---

## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

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

[disabilities@mclennan.edu](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 <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

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

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](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 <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

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

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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

**Email Policy:**

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

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

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](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](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

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

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