McLennan COMMUNITY COLLEGE

1400 COLLEGE DR., WACO, TEXAS 76708

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Elementary and Intermediate Algebra

Math 0307.L90 linked with Math 0311.L90

Professor Cindy Burns

Fall 2022

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 https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

COURSE DESCRIPTION:

0307 Elementary Algebra: Covers topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. A course designed for students who have not completed an algebra course within the past three years.

Course topics include: solution of linear equations and inequalities, graphing of points and lines in a rectangular coordinate system, solving systems of linear equations, laws of exponents, operations and factoring of polynomials, and real-world applications of these concepts. Semester Hours: 3 lecture

0311 Intermediate Algebra: A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Provides further study of algebraic concepts, operations and applications to real world problems.

Topics will include factoring polynomials and solving equations with quadratic models, operations with rational expressions and solutions of rational equations, further investigation of linear functions and linear inequalities, operations with radical expressions and solutions of radical equations, various solution methods for quadratic equations, graphing quadratic functions, and graphing systems of linear inequalities. Semester Hours: 3 lecture

PREREQUISITES AND/OR COREQUISITES:

TSIA math score below 950 with a diagnostic level of 3-4.

- This ONLINE class is for students who are:
  - **comfortable working with a computer**.
  - **have regular access to a computer with high speed internet**.
  - **self-motivated to get their work done and**
  - **able to seek support when needed.**

COURSE NOTES (1) AND INSTRUCTOR RECOMMENDATIONS (2):

1. This class is **LINKED** which means we will cover two math courses in one semester. One book will be used to cover both courses. Each course will have its own grading & attendance requirements and those will also be linked. It is possible to pass both courses or to pass 0307 but not pass 0311 or to fail both courses.

- All information for both courses will be available in **one syllabus** and in the **0311 Brightspace (BS) Course.**
- Instruction will cover material for two classes—it is **two math classes in one semester** so time management will be extremely important from Day One of the class, Students need to plan to spend at least 18 hours a week for math class. After a few weeks of class, this time commitment can be re-evaluated and adjusted as needed, but **WEEKLY ATTENTION NEEDS TO BE PAID TO MATH COURSES**.
- This class is **ONLINE** which means all instruction is online with all assignments and tests done online. For a fully online class, **students need a good computer, fast internet, a webcam, and the ability to use all of these tools.**

- Instruction is called **Classwork (CW)** and each section must be done to a grade of 85 before the practice of skills will open. CW is not part of the course grading. It consists of videos, pages of the e-text, interactive work, and practice problems similar to a classroom experience.
- Every section of **Homework (HW)** must be done to a grade of 85 before a quiz will open.

- The **Syllabus Quiz** will need a grade of 100 before any assignments will open. Other **quizzes** need a minimum grade of 75 before the corresponding test will open.
- A **Unit Test** will open after the corresponding quiz has a grade of 75.
- All tests and the final exam will be proctored by **a proctoring service** which means everyone will be videoed while taking the tests. A human is not watching, but I can look at the video later if a student is flagged for inappropriate movements. Students will need a web camera of some kind and a computer that is NOT a Chromebook or a mobile device. **Prepare now** for this!
- **All assingments in a unit including the test need to be completed before the next unit will open.**

Pearson's **MyLabMath** (MLM) will be the delivery system for homework, quizzes, tests, and online instruction. The fee for MLM was included in the tuition statement and no code of any sort is needed. If a physical textbook is desired, I recommend buying an older edition online via a 3rd party seller or Pearson offers a $50 option.

ALL OF OUR COURSE IS LOCATED INSIDE BRIGHTSPACE (BS). ALL ASSIGNMENTS MUST BE DONE.

2. Student **SUCCESS** recommendations from instructor:

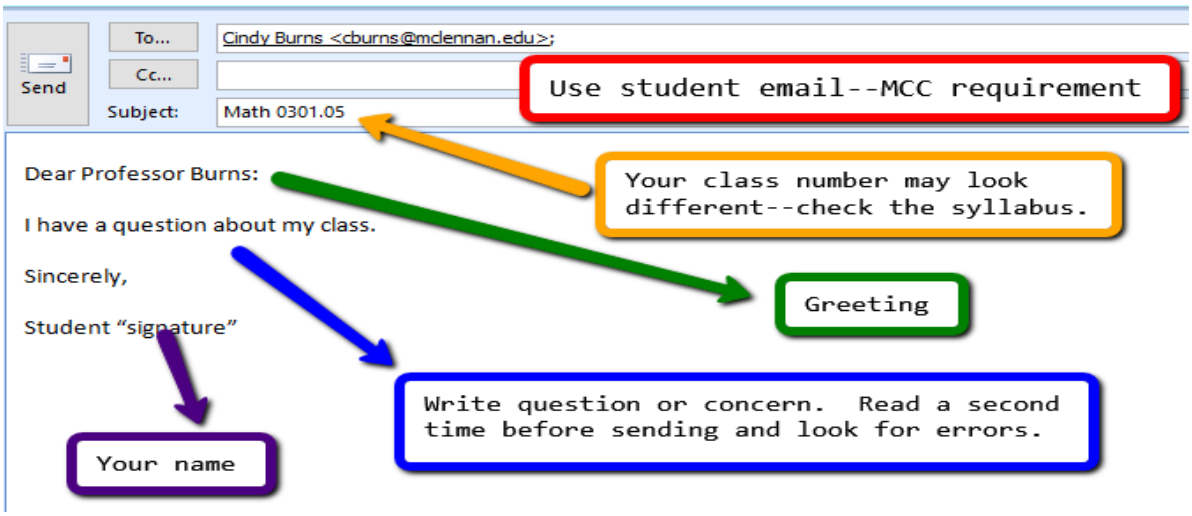
- **good time management**--Create a schedule including all activities to determine best time to do math.
- **understand the requirements—PRINT THE SYLLABUS** and consult often. Due dates are used to keep students moving at a good pace. Before any assignments will open in MLM, the student will need to score 100 on the Syllabus Quiz. **All assignments can be reviewed** by clicking MLM Gradebook in BS.
- **get organized—**A lot of paper is used in the class and needs to be orderly.
- **do the work**--Work regularly on assignments. Regularly means several times a week!
- **dedicate yourself to the task**--Experts recommend spending at least twice the course hours in study weekly. If we were in a face-to-face LINKED course, we would meet for 6 hours per week of instruction. If we multiply that by 2, then students need to schedule 12 hours a week of homework/study time in addtion to the 6 hours of classwork. 18 hours a week seems like a LOT but if anyone is to be successful, the time must be put in!! Some students might not need to work 18 hours but it will take a serious time commitment so figure out works well for you!
- **get help early**!!! See the box titled, "HELP".
- **use the resources MCC provides**—Get your money's worth!!! A complete list of support from MCC: https://www.mclennan.edu/campus-resource-guide/
- **partake in the college experience—**Many students make life-long friends while going to college. The experiences and people encountered will help set the stage of a student's future career and life. Enjoy!

INSTRUCTOR INFORMATION:

Instructor: Cindy Burns
MCC Email: cburns@mclennan.edu
Office Phone: 254-299-8877
Office Location: Mathematics Bldg., #219
Office/Teacher Conference Hours:
On campus: Mon. and Wed. from 9:15-9:30 and 12:45-2:45.
Online: Emails answered frequently MONDAY-FRIDAY.
Zoom: By appointment.

Replies to emails will be within 24 hours, but not on the weekend **AND if the email is written in the correct form**. Phone calls will be returned during on campus conference hours.

- **Correct form for emails:**
  - **Subject line** has the class title and number**—Math 0307/0311.L90**
  - It is **addressed** as: Dear Mrs. Burns or Professor Burns
  - It is **signed** with the student's first and last name
  - Comes **from student email account** (MCC requirement) **or from MyLabMath**
  - Below is a sample email in proper form



REQUIRED TEXT & MATERIALS:

1. **We use MyLabMath from Pearson for online work. The cost is included in student's tuition statement. Nothing needs to be purchased from the bookstore.** See **COURSE NOTES** if want a textbook.

   Title: *Beginning & Intermediate Algebra* Author: Elayn Martin-Gay
   Edition: 6th Publisher: Pearson Education
2. **ACCESS to a Desktop or Laptop COMPUTER WITH HIGH SPEED INTERNET SERVICE**. All tests will be proctored and the proctoring service will not work with a Chromebook or mobile device.
3. **A built-in camera or an attachable webcam** for proctoring tests and Zoom meetings if needed.
4. 1½ in. 3-ring binder with 5 dividers & paper OR spiral with 2-4 pockets—for note-taking and paper organization → Label dividers: handouts, notes, homework, practice tests, quizzes/tests
5. Graph (quad) paper—10 sheets minimum
6. Calculator—simple or scientific; not a phone or graphing calculator.

MCC BOOKSTORE WEBSITE: http://www.mclennan.edu/bookstore/

METHODS OF TEACHING AND LEARNING:

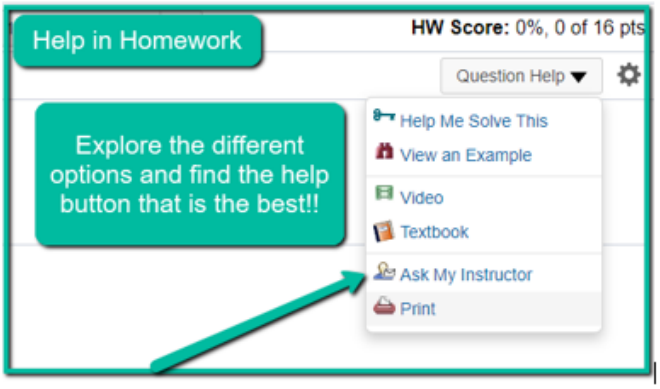
In an ONLINE class, students need to be persistent and intentional in "attending" class and participating in the learning of mathematical concepts by:

- watching and listening to instructional videos,
- taking notes,
- practicing new skills,
- doing homework, quizzes, participation activities, and tests, and
- seeking help if needed.

Learning a new skill takes patience and practice…and lots of both!!

HELP!!

- It there are **problems with understanding the homework:**
  - Watch the instructional video again or read over notes again.
  - Try watching a video from youtube.com or khanacademy.org



  - Use the Ask My Instructor button in MyLab Math (MLM) to send me an email.
    - Include the work!
    - MLM sends the problem so no need to type it…but send the work attempted.
  - Visit a tutor by ZOOM on MCC website: enter 2542998500 as the meeting ID
  - Visit a tutor in person in the Math Lab located in the Mathematics Bldg., Room 225; M-Th 8-7.
  - Contact a Success Coach www.mclennan.edu/completion-center/success-coaches or 254-299-8226
- If there are **problems with the Pearson website:**
  - Try using a different browser or clearing the browsing history on the computer.
  - Contact Pearson for customer support by going to https://support.pearson.com/getsupport/s/
- If there are **problems with the computer:**
  - Clear the browsing history regularly.
  - Call MCC's Technical Support at 254-299-8077 or email: helpdesk@mclennan.edu

COURSE OBJECTIVES AND/OR COMPETENCIES:

Students successfully completing **Elementary Algebra (0307)** should be able to:

1. Identify and apply properties of real numbers
2. Simplify and evaluate algebraic expressions
3. Perform operations and solve equations with integers, fractions, and decimals
4. Solve application problems related to numbers, geometry, ratio and proportion, mixture, and money
5. Solve inequalities in one variable and describe solutions in inequality form and interval notation
6. Graph linear equations by T-chart, intercept techniques, and slope intercept methods
7. Solve systems of linear equations by graphing, addition, and substitution methods
8. Solve applications problems which indicate system solutions
9. Use the rules for exponents
10. Perform operations with polynomials including factoring

Students successfully completing **Intermediate Algebra (0311)** should be able to:

1. Define, represent, and perform operations on real and complex numbers

2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

COURSE OUTLINE OR SCHEDULE: Outline is located on pages 9-10 of the syllabus to print and use as a checklist.

COURSE GRADING INFORMATION:

For 0311: Although 0311 is a Pass or Fail class, students will receive a letter grade of A, B, C or NC for No Credit.

A = 90% + B= 80-89% C = 70-79% NC = below 70%

(This grade does not affect a student's GPA.)

Grading in 0311 will be based according to the following percentages.

- **Homework: 15% Quizzes (6): 10% Participation: 10% Tests (5): 45% Final Exam: 20%**

For 0307, students will receive CR (credit) if he/she passes 0311. However, if a student does not pass 0311, then the grade for 0307 will be based on homework (50%) and average of first 3 tests (50%). The grade for 0307 will be C for Credit if average is 70 or above. If average is below 70, then grade will be NC for No Credit.

Student's GRADEBOOK is in Brightspace(BS)/Content/MyLab Math Gradebook.

Homework:

Homework problems may be found by clicking the **All Assignments** button in **Brightspace (BS)/Content.**

- **Homework (HW) will open after the corresponding Classwork (CW) is done with a score of 85.**
- Homework assignments are due the following Sunday as listed in the Course Schedule, p. 9-10.
- Each missed problem can be re-done until it is correct so it is possible to score 100.
- After the due date, homework may still be completed with a 1% per day penalty.
- **EVERY HOMEWORK SECTION MUST BE DONE WITH A MINIMUM GRADE OF 85 TO OPEN A QUIZ.**

Quizzes:

Quizzes may be found by clicking the **All Assignments** button in **BS/Content.**

- The first quiz tests knowledge about the requirements for this class. Students must score 100 on the **Syllabus Quiz** before any classwork (CW) or homework (HW) assignments will open.
- The next five quizzes are practice test quizzes for the five tests and will open when HW is 85.
- The quizzes are timed to give the student the experience of a timed test before taking a test.
- **EACH QUIZ NEEDS A MINIMUM GRADE OF 75 BEFORE THE CORRESPONDING TEST WILL OPEN.**

Participation:

Activities may be found in **BS Discussions or Assignments.**

- There will be one short interactive type activity most weeks used to extend a student's learning.
- Work will be assigned on Monday morning and due Thursday night before midnight.
- No late assignments accepted and no make-ups.
- Each weekly activity weill be worth 10 points and the maximum semester score is 100.
- Grades are recorded in MLM Gradebook.

PARTICIPATION

A variety of quick activities will extend a student's understanding of math concepts and/or college life.
Activities will be found in Brightspace (BS) under Discussions or Assignments.
Icons will be used with the description and also as a reminder on Course Schedule.

For Discussions **For Assignments**

WEEK	ICON	DESCRIPTION	DUE		WEEK	ICON	DESCRIPTION	DUE
1		Introduction to classmates	8/25		10		Test 3 Debrief	10/27
2		Desmos 1 Calculator	9/1		11		Desmos 3 Guess My Rule	11/3
4		Youtube video	9/15		13		Line Gem Game	11/17
5		MCC Services	9/22		15		Self-assess	12/1
7		Desmos 2 Expression Mash-up	10/6		16		Attendance Bonus = 1 pt. per "Present"	8/11
8		Khanacademy.org	10/13		Grades are posted in MLM. Feedback for activities is in BS Assignment. Grade = 100 max.			

Unit Tests:

Tests may be found by clicking the **All Assignments** button in **BS/Content.**

- Each test has a **75 minute time limit** which is the same as a face-to-face long semester class.
- A scientific calculator may be used. **If a phone is used, it will be considered cheating!**
- Each test will open after the corresponding practice quiz has been done to a grade of 75.
- Two attempts are given for tests if taken before the due date. A grade of 0 (zero) will be entered if first attempt of test is not done by due date.
- **Notes may be used.**
- **ALL TESTS ARE PROCTORED.** After opening the test, follow directions and Respondus Monitor will check that the computer's camera is working correctly. Students will need a school I.D. or a driver's license. Everyone is videoed while taking the test and the video will check for improper behavior during a test. If someone is looking extremely left or right then it looks like another computer monitor is being observed. Do not leave the area while taking the test.
- **The tests have strict due dates to keep everyone moving at a good pace through the class**. If a test is not done by the due date, then the student will lose one attempt.
- **Students can not move forward to the next unit until a test is taken**, i.e. chapter 3 classwork and homework will open after Test 1 is done.

Final Exam:
Final may be found by clicking the **All Assignments** button in **BS/Content.**

At the end of the semester, students will take an **online PROCTORED comprehensive FINAL EXAM**.

- The Final Exam will have a **two-hour limit** and there is only one chance to take it.
- A scientific, non-phone calculator may be used. **If a phone is used, it will be called cheating.**
- **Notes may be used.**
- THE FINAL WILL OPEN IF **ALL TESTS** HAVE BEEN TAKEN.
- **No one will be able to pass this course without taking the final exam.**

LATE WORK, ATTENDANCE, AND MAKE UP WORK POLICIES:

- **Late work:**
  - **Homework will close each Sunday at 11:59 p.m**. Students may continue to work on homework assignments after the due date but will incur a 1% per day penalty.
  - **Quizzes** will not incur a penalty if done after their due dates.
  - **Participation Activities** will not be available for make-up.
  - If a **test** is taken late, then the opportunity to take it twice is eliminated. A test must be taken before next homework unit will be available.
  - **All assignments except the final will close permanently on the Sunday before the final.**

- **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. Online class attendance is very flexible and therefore needs to be planned. Schedule time in the week, preferably every day, to work on math. Attendance will be recorded in Brightspace.
  - Attendance is based on work activity and test completion. Students will be marked Absent if all or most assignments are past due when attendance is checked on Monday morning. Students will be marked Tardy if less than half of the work is past due. There are 15 attendance checks. Two tardies will count as one absence. **Students with 4 absences will be dropped.** If a student is dropped in a linked class then he/she will be dropped from both courses.

    A student may also be dropped by the instructor for:
    - Never attended: if student does not reply to the DAY ONE email & does no work in MLM.
    - Lack of participation: if student misses 2 tests and does not provide excused reasons.

  - Student Requested drops must be requested via student email before 4:30 on Oct. 25.

- **Make-up Work:** **ALL OF THE WORK IN THIS ONLINE CLASS MUST BE DONE.** Penalties are in place for late work (see above). If a serious situation affects a student's progress, the student needs to share that information with the instructor so options may be discussed.

STUDENT BEHAVIORAL EXPECTATIONS OR CONDUCT POLICY:

- Students are expected to:
  - "attend" class on a regular basis and participate in the learning process.
  - treat other humans with respect and fairness.
  - use resources provided by the instructor or Pearson or other online resources.
  - display integrity while taking tests.

- **Cheating is easy in an online math class. I encourage use of online help while working on homework BUT DO NOT USE PHOTOMATH OR ANY OTHER TYPE OF WEBSITE DURING A TEST! DON'T CHEAT YOURSELF OF AN EDUCATION!**
- **If a student is found to be doing anything that is unethical, then the student will be reported for suspicious test-taking behavior to the appropriate MCC authorities and the grade for that assignment will become zero.**
- **If a second incident of cheating occurs, the student will receive an F for the class.**

*** 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 guidelines specific to this course.

- **TO GET STARTED IN THIS COURSE: An email will be sent on the first day of class; go to Brightspace on the first day, read the announcement, and watch the attached video.**

Course Outline or Schedule:
This schedule is subject to change and if changes are made, then students will be notified by an announcement in Brightspace. ***PAY CLOSE ATTENTION TO DUE DATES AND PLAN A SCHEDULE ACCORDIHNGLY!!***

WEEK	BEGINS	CLASSWORK (CW) & HOMEWORK (HW) SECTIONS COVERED Assignments are due the following Sunday at 11:59 p.m.	DUE DATES
1	Aug. 22	Print and read syllabus; do **Syllabus QUIZ** 1.3 Fraction review 1.4 Exponents & Order of Operations 1.5/1.6 Add & Sub Real Numbers 1.7 Multiply & Divide Real #s 1.8 Properties of Real Numbers	SQ AND HW due Aug. 28
2	Aug.29	2.1 Simplifying Expressions 2.2 Solving equations 2.3 More Equations 2.5 Solving Formulas	HW due Sep. 4
3	Sep. 5	LABOR DAY HOLIDAY—campus closed 2.4 Word Problems w/ one variable 2.8 Graphing inequalities **Practice Test 1 QUIZ** (Obj. 1,2,3,4,5) **Test 1—REAL NUMBERS, EXPRESSIONS, EQUATIONS & INEQUALITIES**	HW, PT1Q, & T1 due Sep. 11
4	Sep. 12	3.1 Coordinate System 3.2 Graphing w/ T-chart 3.3 Graphing intercepts 3.4 Graphing slope 3.5 Graphing w/ y=mx+b	HW due Sep. 18
5	Sep. 19	4.1 Graphing a system of equations 4.2 Solving a system of equations w/ substitution 4.3 Solving a system of equations w/ addition/elimination 4.5 Word Problems w/ 2 variables	HW due Sep. 25

6	Sep. 26	**Practice Test 2 QUIZ** **Test 2—GRAPHING AND SYSTEMS OF EQUATIONS** 5.1 Exponent Rules 5.2 Add/Subtract Polynomials 5.3 Multiply Polynomials 5.4 Special Products	PT2Q, T2, & HW due Oct. 2
7	Oct. 3	5.5 Negative Exponents & Scientific Notation 5.6 Divide Polynomials 6.1 Factoring with GCF and Grouping 6.2 Factoring Trinomials	HW due Oct. 9
8	Oct. 10	6.3 Perfect Squares 6.4 Factoring Trinomials by grouping 6.5 Two Square and Two Cubes 6.6 Solving Quadratic Equations by factoring 6.7 Quadratic Equations & Word Problems	HW due Oct. 16
9	Oct. 17	**Practice Test 3 QUIZ** **Test 3 (Mid-term)—EXPONENTS & FACTORING** 7.1 Rational Functions & Simplifying 7.2 Multiplying/Dividing Rational Expressions	HW, PT3, AND T3 due Oct. 23
10	Oct. 24	7.3 LCD of Fractions 7.4 Adding/Subtracting Fractions 7.5 EquatIons w/ Rational Numbers 7.6 Proportions & Problem Solving 7.7 Complex Fractions	HW due Oct. 30
11	Oct. 31	8.1 Graphing & Writing Linear Equations 8.2 Functions 9.1 Compound Inequalities 9.2 Absolute Value Equations 9.3 Absolute value Inequalities 9.4 Graphing Inequalities	HW due Nov. 6
12	Nov. 7	**Practice Test 4 QUIZ** **Test 4—RATIONAL FUNCTIONS & ABSOLUTE VALUE** 10.1 Radicals 10.2 Rational Exponents 10.3 Radical Expressions	PTQ4, T4 & HW due Nov. 13
13	Nov. 14	10.4 Operations on Radicals 10.5 Rationalizing Denominators 10.6 Radical Equations & Problem Solving 10.7 Complex Numbers	HW due Nov. 20
14	Nov. 21	11.1 Square Root Theorem & Completing the Square 11.2 Quadratic Formal to solve Equations 11.5 Graph Quadratic Functions 11.6 Vertex formula HAPPY THANKSGIVING!	HW due Nov. 27
15	Nov. 28	**Practice Test 5 QUIZ** **Test 5—RADICAL FUNCTIONS & QUADRATIC FUNCTIONS**	PTQ 5 & T5 due Dec. 4.
16	Dec. 5	**FINAL EXAM—Cumulative assessment of Chapters 6-11; online exam proctored**	**FINAL due before 6 p.m. on Dec. 8.**

McLennan COMMUNITY COLLEGE

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)
- 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)

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.