

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

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**INTRODUCTION TO SPEECH COMMUNICATION**

**SPCH 1311.092**

**MARIANNA HAMPTON**

**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.

# INTRODUCTION TO SPEECH COMMUNICATION

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## **Course Description:**

Introduction to Speech Communication introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking

## **Prerequisites and/or Corequisites:**

None.

## **Course Notes and Instructor Recommendations:**

Welcome to Introduction to Speech Communication! This course syllabus is my contract with you for this semester. **It is your responsibility to read this syllabus and be familiar with its contents!** However, just like any other contract, this syllabus is renegotiable and may change at my discretion throughout the course. Adequate notice will always be given prior to any changes.

## **Things to Know:**

- **I am here to help!** If you need clarification or feedback on an assignment, or if you would like coaching for speech presentations, please do not hesitate to ask. That said - it is up to you to take the initiative and ask for help.
- I am available during my office hours for questions or assistance. If you are not available during my office time, please email me - we can always set up a time to meet.
- **Email is the best way to get in touch with me.** I check my email frequently, until 5:00 pm on weekdays, and will do my best to respond to you within 24 hours (except on weekends).
- **Please check your campus email and/or Brightspace course site each week!** I will use these methods to communicate pertinent class information and reminders.

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## **Instructor Information:**

Instructor Name: Marianna Hampton  
MCC E-mail: mhampton@mclennan.edu  
Office Phone Number: 254-299-8955  
Office Location: FOB 115

Office/Virtual Conference Hours:

Tues: 9:00 am – 11:00 am

Wed: 1:30 pm – 2:30 pm

Thurs: 9:00 am – 11:00 am

**To meet with me virtually, use the Zoom Meeting ID 254 299 8955 during posted office hours.** If I am meeting with another student or faculty member, you will be placed in a virtual waiting room until I am available.

Other Instruction Information: I check email until about 5:00 pm and will do my best to respond within 24 hours Monday through Thursday.

## **Required Text & Materials:**

Title: Human Communication  
Author: Pearson, Nelson, Titsworth, Hosek  
Edition: 6<sup>th</sup>  
Publisher: McGraw Hill  
ISBN: 9780078036873

**Website for free .pdf of text:**

<https://bowenstaff.bowen.edu.ng/lectureslides/1586878126.pdf>

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

## **Methods of Teaching and Learning:**

Lecture, class discussion/activities, online workshop, student presentations, group project, self and peer evaluations, quizzes, exams.

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## **Course Objectives and/or Competencies:**

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork (TW)** -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

## **Learning Outcomes**

Upon successful completion of this course, students will:

1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis. (CT, COM, PR)
2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication. (COM, TW)
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness. (CT, COM, PR, TW)
4. Develop, research, organize, and deliver formal public speeches. (CT, COM, PR)
5. Recognize how to communicate within diverse environments. (CT, COM, PR, TW)

## **Online Student Technology Requirements:**

The online student should have knowledge of using a web browser, computer, a MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), the ability to record and upload videos using Youtube and other online platforms, and the basic use of internet and search skills. The course uses the

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Brightspace Learning platform, YouTube, and Zoom, and the student is required to become proficient in these skills through the course orientation. The student should also have a general understanding of online technologies and appropriate online behavior.

## **Hardware requirements:**

1. You need an Internet connection (at least 56k, but High Speed connection is recommended).
2. Brightspace recommends using a monitor that supports resolution of 1024x768 or higher.
3. **Students are expected to maintain regular & reliable access to a computer with a stable broadband Internet connection.** If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.
4. Brightspace is working on a mobile app suitable to this new learning platform. **However, please note that you very likely will NOT be able to complete an online course using only a mobile device.** A laptop or desktop computer is almost always required. If you only have a mobile device, and you cannot come to MCC campus to use a lab computer, contact me immediately to discuss your situation.

## **Software requirements:**

1. You need a web browser to access Brightspace. We recommend an up-to-date version of Mozilla Firefox. I strongly recommend Brightspace students use the latest version of [Mozilla Firefox](#) for Windows and Mac because it is the browser that Brightspace supports.
2. The word processing software of MS Office is required. If you don't own a copy of MS Word, as a matriculated MCC student you can use Office 365 for free which will give you the most used tools.
  - a. To view a video tutorial for signing up for and installing Office 365 [Click here.](#)
  - b. To sign up and get started now [Click here.](#)
  - c. Please do not hesitate to contact the MCC Help Desk by calling [254-299-8077](tel:254-299-8077) or emailing [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu) if you require further assistance.
3. Many Brightspace functions require Java Run Time Environment. Java technology allows you to work and play in a secure computing environment. Upgrading to the latest Java version improves the security of your system, as older versions do not include the latest security updates. Java may be downloaded using the link found at <http://java.com/en/download/>.
4. [Here are some additional helpful links for the Brightspace Learning Platform:](#)
  - a. D2L System Check <https://community.desire2learn.com/d2l/systemCheck>
  - b. Browser Support for desktop, tablet, and mobile devices [https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

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- c. Brightspace Technical Assistance at MCC  
<http://www.mclennan.edu/brightspace-students/>

## **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through 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.

## **Course Schedule:**

<b>Week:</b>	<b>Content:</b>	<b>Brightspace Content Location:</b>	<b>Due Date:</b>
Week 1 8/22 - 8/26	Course Syllabus Brightspace Orientation Orientation Quiz <sup>A</sup>	Course Orientation	8/26
<b>UNIT I: Communication Principles</b>			
Week 2 8/29 - 9/2	Intro to Communication, Ch. 1 Lecture Chapter 1 Quiz <sup>A</sup> Chapter 1 Discussion Post	Unit I, Chapter 1	9/2 9/2
Week 3 9/5 - 9/9	Perception, Self, & Comm., Ch. 2 Lecture Chapter 2 Quiz <sup>A</sup> Chapter 2 Discussion Post	Unit I, Chapter 2	9/9 9/9
Week 4 9/12 - 9/16	Language & Meaning, Ch.3 Lecture Chapter 3 Quiz <sup>A</sup> Chapter 3 Discussion Post	Unit I, Chapter 3	9/16 9/16
Week 5 9/19 - 9/23	Nonverbal Communication, Ch. 4 Lecture Chapter 4 Quiz <sup>A</sup> Chapter 4 Discussion Post	Unit I, Chapter 4	9/23 9/23

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Week 6	Listening, Ch. 5 Lecture	Unit I, Chapter 5	
9/26 – 9/30	Chapter 5 Quiz <sup>A</sup>		9/30
	Chapter 5 Discussion Post		9/30
Week 7	Midterm Review and Exam		
10/3 – 10/7	Midterm Exam - Requires Respondus Lockdown		10/7
<b>UNIT II: Public Speaking</b>			
	Audience Analysis Workshop <sup>A</sup>	Audience Analysis & Topic Selection	10/7
	Group Activity #1	Audience Analysis & Topic Selection	10/7
Week 8	Audience Analysis and Topic	Audience Analysis & Topic Selection	
10/10 – 10/14	Selection, Ch. 10 Lecture		
	Group Activity #2	Audience Analysis & Topic Selection	10/14
	Speech Organization, Ch. 12	Outline Development	
	Lecture		
	APA Workshop <sup>A</sup>	Outline Development	10/14
Week 9	Speech Presentation, Ch. 13	Presentation & Informative Speaking	
10/17 – 10/21	Lecture		
	Informative Speaking, Ch. 14	Presentation & Informative Speaking	
	Lecture		
	Group Activity #3	Presentation & Informative Speaking	10/21
	Visual Aids Workshop <sup>A</sup>	Presentation & Informative Speaking	10/21
Week 10	Research Orientation Workshop <sup>A</sup>	Research Orientation	10/28
10/24 – 10/28	Process Informative Speech	Speech Assignments	*10/26
	Rough Draft Outline Check		
Week 11	Process Informative Speech	Speech Assignments	11/4
10/31 – 11/4	Presentation <sup>A</sup>		
Week 12	Persuasive Speaking, Ch. 15	Persuasive Speaking	
11/7 – 11/11	Lecture		
	Group Activity #4	Persuasive Speaking	11/11
	Process Speech Self-Eval	Speech Assignments	11/11
	Process Speech Peer Critique <sup>A</sup>	Unit II, Speech Assignments	11/11

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Week 13	Group Work for Group Presentation		
11/14 – 11/18	Upload a research document to Group Files <sup>A</sup>	Groups Tab	11/18
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Week 14	Group Outline Rough Draft Check <sup>A</sup>	Unit II, Speech Assignments	*11/22
11/21 – 11/22			
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Week 15	Small Group Persuasive Speech <sup>A</sup>	Unit II, Speech Assignments	12/2
11/28 – 12/2			
<hr/>			
Week 16	Final Exam	Final Review and Exam	12/5 – 12/7
12/5 – 12/7	Group Self-Evaluation Form	Unit II, Speech Assignments	**12/5
	Group Member Evalaution Forms	Unit II, Speech Assignments	**12/5
	Group Speech Peer Critique	Unit II, Speech Assignments	**12/5

<sup>A</sup> Signifies an online activity/grade that also counts for your attendance in the course.

\* Rough Draft Checks are due on Wednesdays instead of Fridays to allow time for revision feedback. The week of 11/21, your rough draft check will be due on Tuesday to accommodate the Thanksgiving holiday.

\*\* Monday deadline for assignments to accommodate course grade submissions.

## **Course Grading Information:**

### **UNIT I:**

**Orientation Quiz:** This quiz will be due the first week of class. It covers the orientation video material, is worth 25 points, and will count for both a grade and your online attendance

**Chapter Quizzes:** You will take five (5) chapter quizzes over the course of Unit 1. The quizzes are worth 25 points each and will count for both a grade and your online course attendance.

**Chapter Discussion Posts:** You will be required to complete five chapter discussion posts over the course of Unit I. Each post is worth 25 points; the grading rubric is below:



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<b>25 points</b>	Thoughtfully and completely answered prompt and thoughtfully responded to at least one classmate.
<b>20 points</b>	Response to prompt could use more critical thinking <i>OR</i> did not respond to at least one classmate.
<b>15 points</b>	Response to prompt could use more critical thinking <i>AND</i> did not respond to at least one classmate.
<b>10 points</b>	Response(s) were hastily/poorly written with no critical thinking displayed in content.
<b>0 points</b>	Did not complete

### UNIT II:

**Public Speaking Workshops:** You will complete a series of four workshops over the course of Unit II to prepare you for different aspects of your speech assignments. Each Workshop is worth 25 points.

**Group Activities:** You will be required to complete four group activities on Brightspace with your small group members. Group Activities will count for both a grade and online attendance. The rubric is below:

<b>25 points</b>	Thoughtfully and completely answered prompt and thoughtfully responded to at least one group member.
<b>20 points</b>	Response to prompt could use more critical thinking <i>OR</i> did not respond to at least one group member.
<b>15 points</b>	Response to prompt could use more critical thinking <i>AND</i> did not respond to at least one group member.
<b>10 points</b>	Response(s) were hastily/poorly written with no critical thinking displayed in content.
<b>0 points</b>	Did not complete

**Rough Draft Checks:** you will complete a rough draft check for each of the two speeches in your public speaking section worth 25 points each. The rough drafts must include:

- your purpose statement
- the main points in the body of your speech
- at least one source cited in APA formatting

**Speech Presentations:**

- You will give two speech presentations in this course.
- You will be expected to turn in an outline with bibliography in APA format with three of these speeches.
- For all speeches requiring outside sources, you will be expected to provide links to the library/online resources.
- Please read the handout in the Speech Prep Module of your Content area on Brightspace titled “Outlines and APA Formatting” for detailed instructions on crafting your speech outline. I will also cover this information in the lecture recordings.
- **I will only watch speech videos to one minute past the posted time range** (e.g. up to 8 minutes for a 4-7 minute speech). If your speech is longer than one minute over the posted time range, **I will stop watching the speech and only grade whatever content I have seen up to that point.**
  
- **Speech 1: Informative Speech** – This speech will take the form of a “how to” or instructional speech and should consist of an introduction to the topic, a body describing the steps of the process, and a developed conclusion.
  - The speech should be **4-7 minutes** in length.
  - You will turn in a digital typed outline and bibliography to your Brightspace course by the scheduled due date.
  - **Four (4) credible sources** are required in your bibliography.
  - You must provide a permalink for each library resource or an full web address for each approved online source in your bibliography.
  - **You may earn up to 10 bonus points by including a visual aid with your presentation.**
  - Please read the **Process Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.
  
- **Speech 2: Group Persuasive Speech** – Your group will need to choose a topic of public policy that is relevant at the local, state, or national level and persuade your audience to accept your solution to this public policy issue.
  - Each presentation should develop a problem, demonstrate a cause of the problem, and offer a solution that will directly address the cause and reduce the problem.
  - The speech should be **8-12 minutes** in length
  - Your group will need to turn in one completed outline. You will turn in a digital typed outline to your Brightspace Course by the scheduled due date.
  - **Five (5) credible sources** are required in your bibliography.

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- You must provide a permalink for each library resource or an full web address for each approved online source in your bibliography.
- All members of the group must contribute equally to the delivery of the speech.
- Your group will be required to include a visual aid.
- One member of your group will need to host and record a Zoom meeting of your group presentation, then post the recording to Brightspace.
- Each member of the group must complete **Self and Group Evaluation Surveys** available on Brightspace.
- Please to read the **Persuasive Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.

**Self/Group Evaluations:** You will complete one self-evaluation for the informative speech worth 25 points. You will also complete forms for self and group evaluations on the group persuasive speech; those scores will be averaged to determine your total out of 25 possible points.

**Peer Critiques:** You will be required to fill out a peer critique form on one of your classmate's speeches for each speech presented – which is two critique forms total. Each critique sheet is worth 25 points.

**Exams:** You will take one midterm and one final exam. The midterm exam is worth 100 points and will consist of multiple choice, true-false, and short essay questions. The final exam is worth 150 points and will be comprehensive. The test format will be multiple choice and true-false. Both exams will be administered on Brightspace and will require Respondus Lockdown.

**Plagiarism Course Policy:** You need to complete and write in your own words all work related to this course.

- “All work” includes discussion posts, speech outlines, and exam responses.
- **Copying and pasting material from another source or website is plagiarism.**

If you are caught plagiarizing in this course:

- The first offense is to receive a failing grade on the assignment with no chance for a make-up.
- The second offense is cause for a failing grade in the course.

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## GRADE SHEET

<b>assignments</b>	<b>possible points</b>	<b>your points</b>
<b>Unit I</b>		
Orientation Quiz	25	_____
Chapter Quizzes (5 total)	125	_____
Discussion Board Posts (5 total)	125	_____
Midterm Exam	100	_____
<b>Unit II</b>		
Public Speaking Workshops (4 total)	100	_____
Small Group Activities (4 total)	100	_____
Rough Draft Outline Checks (2 total)	50	_____
Informative Speech	150	_____
Self-Evaluation	25	_____
Group Persuasive Speech	175	_____
Self/Group Evaluations	25	_____
Peer Critiques (2 total)	50	_____
Final Exam	150	_____
Attendance Points	50	_____
0 – 1 absence = 50		
2 absences = 40		
3 absences = 30		
4 absences = 20		
5 absences = 10		
6 or more absences = 0		
<b>Possible points</b>	<b>1250</b>	_____

### Grades

**1125 - 1250 = A**

**1000 - 1124 = B**

**875 - 999 = C**

**750 - 874 = D**

**749 or lower = F**

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

- Attendance will be taken once a week.
- You will maintain attendance for the class by completing Unit I Chapter Quizzes, Workshops, completing a Peer Critique, submitting a research document to your Group Files area on Brightspace, and turning in Speech Rough and Final Drafts. Online attendance activities are noted with a superscript <sup>A</sup> in the course schedule.
- Being unprepared is not a valid excuse and those students will not be allowed to make-up missed assignments or incomplete portions of an assignment.
- Students will be permitted to make up assignments missed due to: (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.
  - I require documentation for above mentioned absences in order for a student to qualify for make-up work.
  - I have the prerogative of determining whether a student may make up work missed due to absences for other reasons.
  - If you miss an assignment deadline due to exposure to or contracting COVID-19, you must self-report on MCC's COVID-19 website:  
[https://mclennan.col.qualtrics.com/jfe/form/SV\\_9FiKfG5D85livQN](https://mclennan.col.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN)
- It is the student's responsibility to inform the professor of the reason for incompleting work and to do so in a timely fashion.
- Absence from 25 percent of the class will be taken as evidence that the student does not intend to complete the course and the student will be withdrawn from the course by the instructor.
  - If the student's absences (25 percent) are accumulated **before the official drop date**, the instructor will assign the student a "W." If the student reaches 25 percent **after the official drop date**, the instructor will assign a W if the student is passing or an F if the student is not passing.
- The last day for student initiated withdrawals is **October 24th**. With an online schedule, 4 missed attendance assignments will meet the 25% policy standards.

**Student Behavioral Expectations or Conduct Policy:**

- Students are to engage in appropriate online behavior according to the Core Rules of Netiquette found in your Brightspace Course Orientation Module.
- Students are responsible not only for their work and due dates, but for their technology as well. In taking an online class, it is your responsibility to have all of the hardware and software listed above. Always have a backup plan.

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- **Please dress for Zoom meetings and speech presentations following campus dress policies** and make sure you choose an appropriate location (e.g. a common room) from which to Zoom. Make sure any virtual backgrounds used are professional in nature.
- **Please provide your full name and class section number in emails.** Please email me from your MCC email address.
- Check BrightSpace regularly for any announcements or reminders.
- If you need help, ask me for help! I'm here to help you succeed!

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

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

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

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

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

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

**Student Support/Resources:**

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

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

**MCC Foundation Emergency Grant Fund:**

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

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

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

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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



**Email Policy:**

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

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

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

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

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

**Forwarding Emails:**

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

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

**Disclaimer:**

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