



WACO, TEXAS

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## **COURSE SYLLABUS & INSTRUCTOR PLAN**

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

*Interpersonal Communication*

*SPCH 1318.087*

*Professor Leslie A. Henderson*

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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**Course Description:**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

**Prerequisites and/or Co-requisites:**

There are no official course prerequisites at this time. However, you will need college level writing skills for completing assignments, college level reading skills for reading a college text and responding to tests and discussion questions. The student will apply critical thinking skills including comparison and contrast, analysis, and synthesis.

**Course Notes and Instructor Recommendations:**

**All students will need to check their MCC email, Brightspace announcements, and Brightspace assignments daily.** All communication between student and instructor will use the MCC email system. No outside emails are accepted. Each student will need to have a USB drive (or equivalent) that must be used to save all class work submitted.

**Instructor Information:**

**Instructor:** Professor Leslie A. Henderson  
**MCC E-mail:** [lahenderson@mclennan.edu](mailto:lahenderson@mclennan.edu)  
**Office Phone #:** (254) 299-8936  
**Office Location:** FB 102  
**Conference Hours:** Online or by appointment

**Required Text & Materials - Your textbook is an eBook that you have already paid for with your course tuition.**

Title: Interplay: The Process of Interpersonal Communication  
Author: Ronald B. Adler, Lawrence B. Rosenfeld, & Russell F. Proctor II  
Edition: 15<sup>th</sup> edition  
Publisher: Oxford University Press

- Paperback - 9780197501344
- Loose-Leaf - 9780197501368
- **Digital eBook- 9780197501351**



### **Sending your instructor emails:**

How you email me your questions is very important. I welcome your emails and questions - I really, really do not mind! I would rather you ask than guess at something and have that effect your grade. Following these simple rules will help me respond to you more quickly and effectively. It is a win-win situation!

1. **Always send emails through your MCC student email account.** MCC has a strong filter that often throws outside emails to the junk folder. MCC student emails do, however get in. (If you do not know how to use your student email address, just ask).
2. **In the subject heading always put your class and your section number and your full name.** For example, if you were in section 00 you would put **SPCH\_1318\_187\_John Doe** in the subject heading. This is necessary to be able to respond to you in a timely manner.
3. If I do not acknowledge your email within 24 hours then resend it. I do not respond to emails sent after 8:00pm until the next day.

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

This online course will use chapter readings from the text, supplemented with online readings and/or videos. Students will participate in weekly discussion boards and worksheets centered on their readings, as well as chapter quizzes. This course also has a group activity project, a research paper and four unit exams.

### **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.

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### **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), and the basic use of Internet and search skills. The course uses the Brightspace Learning platform 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 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.

### **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.
2. The word processing software of MS Office is required. If you do not own a copy of MS Word, as a matriculated MCC student you can use Office 365 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. Download Java using the link found at [Free Java Download at http://java.com/en/download/](http://java.com/en/download/).
4. Here are some additional helpful links for the new Brightspace Learning Platform:
  - a. D2L System Check [D2L System Check at https://community.desire2learn.com/d2l/systemCheck](https://community.desire2learn.com/d2l/systemCheck)
  - b. Browser Support for desktop, tablet, and mobile devices [Browser support at https://documentation.brightspace.com/EN/brightspace/requirements/all/browsersupport.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browsersupport.htm)
  - c. Brightspace Technical Assistance at MCC [MCC Technical Assistance at http://www.mclennan.edu/brightspace-students/](http://www.mclennan.edu/brightspace-students/)

### **5. Chromebook Users Beware**

- Most every worksheet or written assignment to be down loaded is in an rtf format (Rich Text File).
- You will need to download/save the RTF file, rather than just double click to open it. You should then be able to open it (using a TXT app) or can [open it using Google Drive](#).
- If you are using Google Drive then you will need to go to **File, Download as Microsoft Word (.docx) or Rich Text File (.rtf)**.
- **Do not submit it in Google Docs.**

### **6. Instructions for MacBook Pro**

- a. After completing assignment click the blue share button at the top right corner of the screen.
- b. A popup screen will appear and then click the copy link at the bottom left hand corner of the popup.
- c. Another popup will appear and from there just click the blue copy button. From there you can just copy and paste it into Brightspace and click submit.
- d. Click [here](#) for the PDF of instructions.

### **Other Technology Requirements:**

1. Microsoft Office 365 or 2013
2. Adobe Reader DC
3. Mozilla Firefox browser
4. **Respondus Lockdown Browser**
  - a. To download the software, which is specific to MCC, click this [download link](#).
  - b. If you are using a **Chromebook** and have issues with Respondus Lockdown Browser then you may need to clear all cache and data, and go into the settings and allow pop ups.
  - c. If you are using an **iPad** to take the quizzes and examples; you will need to download that app from **iTunes**. [Click here](#) to read instructions on how to do this.

## **\*Tentative Weekly Agenda for FA 2022**

<b>Week</b>	<b>Materials Covered</b>
<b>Week 1</b>	Orientation Material
<b>Week 2</b>	Chapter 1: Interpersonal Process
<b>Week 3</b>	Chapter 2: Mediated Communication
<b>Week 4</b>	Chapter 3: Culture and Interpersonal Communication
<b>Week 5</b>	<b><i>Unit #1 Exam</i></b> & Chapter 4: Interpersonal Communication & the Self
<b>Week 6</b>	Chapter 5: Perceiving Others
<b>Week 7</b>	Chapter 6: Language
<b>Week 8</b>	Begin Group Activity & <b><i>Unit Exam #2</i></b>
<b>Week 9</b>	Chapter 7: Nonverbal Communication & Group Activity Due

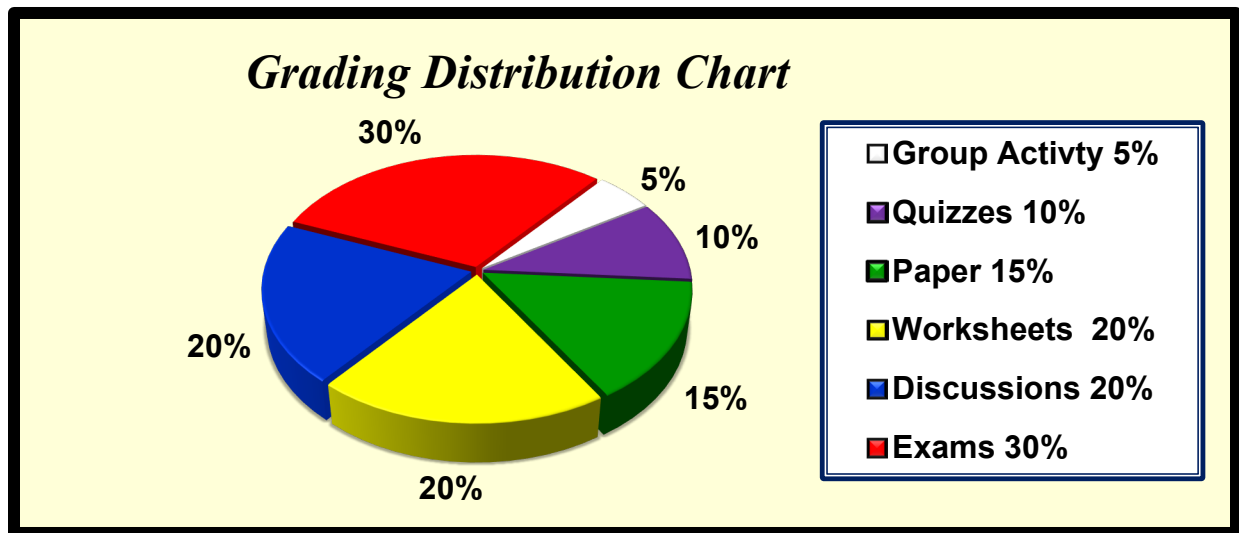
## Interpersonal Communication

SPCH 1318.087

<b>Week 10</b>	Chapter 8: Listening: Receiving & Responding
<b>Week 11</b>	Chapter 9: Emotions
<b>Week 12</b>	<b><i>Unit Exam #3</i></b> & Chapter 10: Dynamics of Relationships
<b>Week 13</b>	Chapter 11: Relational Communication: Friends, Family, & Romantic Partners
<b>Week 14</b>	<b><i>Research Paper Due</i></b>
<b>Week 15</b>	Chapter 12: Managing Conflict
<b>Week 16</b>	<b><i>Unit Exam #4</i></b>

*I reserve the right to change the schedule at any time.*

### Course Grading Information:



### Group Activity: 5% of Grade

- The group activity accounts for the teamwork requirement for this class.
- Students participate in assigned to create a group PowerPoint or Google slide presentation on the topic of Nonverbal Communication Channels.

### Chapter Quizzes: 10% of Grade

- Chapter quizzes are due at the end of every chapter. These quizzes will use Respondus Lockdown Browser and serve as a preview/pretest to the unit exams.
- Students may take each quiz up to three times until the deadline and *I will record the highest score only*. The quiz attempts are 30 minutes each. Each quiz has 20 questions each. The answers to all quizzes will not be available until after the deadline for each quiz and requires the use of Respondus Lockdown Browser.

**Discussion Board Participation: 20% of Grade**

- Participation in discussion board activities are worth a maximum of 100 points. You are responsible for an original thread posting (worth 70 points) and at least two replies to other student's posts (worth 15 points each).
- **Your original post is always due before the two replies.**
- Your original post must be a **minimum of at least 300 words**.
- See Appendix A for Discussion Board Grading Rubric.

**Worksheets: Total of 20% of Grade**

- Worksheet assignments are for most chapters, and provide the student a more hands on approach to the topics.
- **All documents must be submitted as a Rich Text Format or a Microsoft Word.**
- Worksheets must be formatted correctly (according to the worksheet format video) to be accepted.
- See Appendix A for the Worksheet Grading Rubric.

Every chapter (sub module) will include either a Worksheet or a DB, but not both.  
The only exception to this is the Orientation module.

Interpersonal Communication: Worksheet vs. Discussion Board		
Chapter	Worksheet	Discussion
Orientation	Online Success	Introduce Yourself
Ch 1: IPC Process	Comm. Competence	-----
Ch 2: Mediated IPC	Mediated Communication	-----
Ch 3: Culture	-----	Ethnocentrism
Ch 4: Self	Social Media & Self-Esteem	-----
Ch 5: Perceiving Others	-----	Empathy
Ch 6: Language	I-Messages	-----
Ch 7: NV	-----	Fake It Until You Become It
Ch 8: Listening	-----	Active Listening
Ch 9: Emotions	Emotional Communication	-----
Ch 10: Dynamics of Rel.	-----	Emotional Bank Account
Ch 11: Close Rel.	Connected by Alone	-----
Ch 12: Conflict	-----	Four Horsemen of Apocalypse

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### **Research Paper: 15% of Grade**

- The student will be responsible for researching and writing a 5-page research paper on a mass media related topic.
- These papers should follow the MLA format for a research paper. You can see the format on the MCC library homepage at [MCC Library at http://www.mclennan.edu/library](http://www.mclennan.edu/library).on the MCC library.
- A for the Research Paper Grading Rubric.

### **Exams: 30% of Grade**

- There are four-unit exams. You will have one opportunity to take each of the four exams.
- You will use the Respondus Lockdown Browser and Respondus Monitor for the orientation quiz and all unit exams. You need a camera on your in order to do this.
- Each unit exam will have 50 questions (multiple-choice and true/false). You will have 2 hours to complete the exam.
  - *I will reset for technical reasons one time only during the semester.*
  - *No make-up exams without a documented excuse.*

### **Using Respondus LockDown Browser:**

- We have access to a software product, Respondus LockDown Browser, which is software designed to help with security and reliability of tests in Brightspace courses. You will use Respondus LockDown Browser for every quiz and unit exam
- By using LockDown Browser, you **will not** be able to:
  - Print
  - Access other programs
  - Use Instant Message programs
  - Capture screen content
  - Accidentally exit the test
  - Use search engines
- To download the software, which is specific to MCC, click this [download link](#).
  - Ensure that you have installed the browser. It is also always located in the Orientation. To access it Brightspace click on Table of Contents (in your Brightspace). Then select Unit 1: Laying the Ground Work > Course Orientation > Respondus LockDown Browser.
  - You only need to do this ONCE. If you are using an iOS device, download LockDown Browser then log into Brightspace, then Navigate to the test and begin.
  - If you are using an **iPad** to take the quizzes and examples, you will need to download that app from **iTunes**. [Click here](#) to read instructions on how to do this.
  - **To watch an introductory video on Respondus LockDown Browser please click the following link -** <https://youtu.be/XuX8WoeAycs>
  - **If you can't get the video to play, you might want to update your plugins at:** [https://www.mozilla.org/en-US/plugincheck/?utm\\_source=firefox-browser&utm\\_medium=firefox-browser&utm\\_campaign=plugincheck-update](https://www.mozilla.org/en-US/plugincheck/?utm_source=firefox-browser&utm_medium=firefox-browser&utm_campaign=plugincheck-update)

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### **The Percentage Breakdown of the Final Grade is as follows:**

- **Group Activity (5%)**
- **Quizzes (10%)**
- **Paper (15%)**
- **Worksheets (20%)**
- **Discussions (20%)**
- **Unit Exams (30%)**

**Grading Scale: A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0**

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### **Late Work, Attendance, and Make-up Work Policies:**

- **Late work is generally NOT accepted.** All work is due by midnight on the date listed for each assignment. *Only in the case of exceptional circumstances and with proper verifiable documentation for an emergency will late work be considered.*
  - If you know you will have a conflict meeting a deadline, it is always better to complete it early or discuss this with me ahead of time.
  - Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) 2 of 5 McLennan Community College observance of a religious holy day.
- Please read the [College Attendance Policy](#).
  - **Failure to complete six consecutive assignments is evidence that you do not intend to complete this course and will result a drop from the course.**
- I do not drop students after the last day for student-initiated drops (**Tuesday, October 25, 2022** without a compelling reason. A failing grade in the course is NOT a compelling reason.

### **Student Behavioral Expectations or Conduct Policy:**

- Students are to engage in appropriate online behavior according to Online [Rules of Netiquette.pdf](#).
- Students are responsible for all due dates. When in question, work ahead in the course.
  - I believe in protecting students grades who turn their work in on time and have already sacrificed time with family/friends/work to reach their due dates.
  - **Forgetting that an assignment is due is not a documented excuse. Print your calendar and place it where you can see it daily.**

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- **I am a stickler about this!**
  - 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.
  - Students will communicate in a polite and respectful manner with both the instructor and classmates at all times.

**[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.

## Appendix A: Grading Rubrics

### Discussion Board Grading Rubric

Criteria: DB Rubric	Level 4 (20 points)	Level 3 (15 points)	Level 2 (10 points)	Level 1 (5 points)	Level 0 (0 points)
<b>Quality of Answers</b>	Answers all of the questions with original thought & analysis & applies their answer to previous course materials.	Answers most questions with thought & analysis & applies their answer to previous course materials.	Answers some of the questions adequately & does not apply to previous course materials.	Answers some, but not all of the questions, with no application to previous course materials.	Does not answer any of the questions.
<b>Supportive Evidence</b>	Uses original examples to support their points and cites outside sources.	Uses examples to support their point and cites outside sources.	Some examples used to support their answers, but lacked outside source citation.	Lacks support of all questions with no examples or cited sources.	Clearly plagiarizes classmates or online sources.
<b>Timeliness of Original Post</b>	Original post was made by the specified due date.	Original post was made one day late of specified due date.	Original post was made two days late of specified due date.	Original post was made three days late of specified due date.	No original post.
<b>Quality of Responses to Classmate's posts</b>	Very detailed feedback that directly addresses their classmate's posts.	Some feedback that addresses their classmate's posts.	Little feedback & uncreative responses such as <i>"I agree with ..."</i> <i>statement."</i>	Responds to one classmate's post only.	Does not respond to any classmate's posts.
<b>Word Count &amp; Mechanics</b>	Word Count was 300 or above and free of all spelling & grammar errors.	Word count was between 300-250 and/or free of most spelling & grammar errors.	Word count was between 250-200 and has spelling & grammar errors.	Word count was below 200-150, and has spelling & grammar errors.	Word count is way below 150 and has spelling & grammar errors

## Worksheet Grading Rubric

Criteria: DB Rubric	Level 4 (20 points)	Level 3 (15 points)	Level 2 (10 points)	Level 1 (5 points)	Level 0 (0 points)
<b>Format &amp; Appearance</b>	All 4 formatting requirements are met.	3 of the 4 requirements are met.	2 of the 4 requirements are met.	1 of the 4 requirements are met.	None of the requirements were met.
<b>Knowledge of Topic</b>	Shows in depth understanding of the material.	Shows a good understanding of the material.	Shows a fair understanding of the material.	Shows little understanding of the material.	Shows no understanding of the material.
<b>Answers to Questions</b>	Answers all questions with detailed answers.	Answers most questions with detailed answers.	Some answers lack detail.	Not all questions were answered.	Most questions were not detailed nor answered correctly.
<b>Supportive Evidence</b>	Supports all answers with examples and relates it to the course materials.	Supports most answers with examples and relates some of it to the course materials.	Supports all answers with examples but does not relate it to the course materials.	Lacks supports for most answers.	Does not support answers with evidence.
<b>Writing Mechanics</b>	No spelling or grammar mistakes are evident	At least 5 spelling or grammar mistakes are evident.	At least 5-10 spelling or grammar mistakes are evident.	Has numerous spelling and grammar errors.	Too many mistakes are evident.

### Format & Appearance Requirements

- Correct Heading (name and title)
- Name & Section #
- Spaces between Question & Answers
- Margins Aligned/ Professional Appearance

## Research Paper Grading Rubric

Grading Criteria	Level 4 20 points	Level 3 15 points	Level 2 10 points	Level 1 5 points	Level 0 0 points
<b>Organization</b>	Excellent intro. and conclusion of main points and smooth transitions	Most of intro and conclusion components were present and smooth transitions	Some of intro - conclusion components were present & transitions were present	Missing many introduction, conclusion and/or transitional components	Poor introduction, conclusion, and transitions
<b>Knowledge/Content</b>	Adds current and new information beyond the text and stays on topic	Adds some information beyond the text and stays on topic	Offers little information beyond the text and goes off topic	Very little new information beyond the text and rarely stays on topic	No new information on the topic and/or stays off topic
<b>Meets Assignment Requirements</b>	Paper is 5 full pages, has title page, topic and sources were approved.	Paper is short of the 5 full pages, title page, but topic and sources were approved	Paper is very short of the 5 pages, topic and or sources were not approved on time	Paper is very short, topics and/or sources were not approved	No requirements were met.
<b>Sources &amp; APA format</b>	Clear APA source in-text citations (5) and Reference page that follows the correct APA format.	Mostly cites source in-text correctly (4) and Reference page that mostly follows the correct format.	Very few in-text citations in correct APA format (some) and several mistakes on Reference page	Very few in-text citations in correct APA and uses a Works Cited page.	No in-text citations were used and used a Works Cited page instead of a Reference page.
<b>Writing Mechanics</b>	Excellent writing style with little if any spelling, grammar, or paragraph development mistakes	Good writing style with few spelling, grammar, or paragraph development mistakes	Writing style needs work and has some spelling, grammar, or paragraph development mistakes	Unclear writing style, numerous spelling, grammar or paragraph development mistakes	Poor writing style, excessive spelling, grammar or paragraph development mistakes



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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.