

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Veterinary Anatomy and Physiology

VTHT 1413

Dennis A. Clark DVM

NOTE: This is a 16-week 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.

Course Description:

Gross anatomy of domestic animals including physiological explanations of how each organ system functions. Semester Hours: 4 (3 lec/4 lab)

Prerequisites and/or Corequisites:

Admission into the Veterinary Technology Program

Course Notes and Instructor Recommendations:

Anatomy and Physiology can only be learned through repetition. In order to fully understand and remember the material it is important for you to read the chapters before class and then to spend a certain amount of time reviewing the information each day. The more you review something the easier it is to learn and remember. You should plan on spending at the **minimum**, 2 hours of study for every hour of class/lab. **Do not wait until the day before the exam to try to learn everything.**

****All notices and information related to this course will be posted on Brightspace and/or your MCC student email. Please check them regularly.**

Instructor Information:

Instructor: Dennis A. Clark DVM

Office: Veterinary Technology, Room 125

Hours: Monday 830hrs to 930hrs; Tuesday 1130hrs to 1250hrs; by appointment on Fridays

Lecture- Monday 1030-1150hrs Tuesday 0900-1020hrs

Lab- Thursday 0830-1230hrs

Instructor Contacts:

e-mail – dclark@mclennan.edu

Office – (254) 299-8771

Cell phone/text – (254) 715-3258

Appointments may be conducted in person, via Zoom, or by my office phone. All MCC's COVID-19 policies will be followed.

Other Instruction Information:

*****INSTRUCTOR NOTE:*****

I read my e-mail at least once a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 call centers. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

I normally respond to emails within 2 Business Days.

When you send an e-mail, ALWAYS begin the subject line with VTHT and your course number. If you respond to my e-mail, hit reply, in the subject line, be sure it states what it pertains to; such as VTHT 1105.75. **Please use complete sentences in your emails. I do not want to see: u, ur, b4, jw, etc.. In professional communications it's essential you do not communicate as you might when you text or message friends or family.** Spell out all words and use complete sentences. Be professional in your communications to your instructors.

For Example: Open the email with who it's address to:

Mrs. Allen, Ms. Shrawder, or Dr. Clark

Close the email professionally:

Use your first and last name. Example: Sue Allen

*****Instructor Note Regarding the Submission of Documents/Assisgments*****

Do not submit *.pages, *.numbers, or *.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit *.odp, *.odt, or *.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

If you submit *.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

Do not submit assignments in Google Docs, your instructors can't open these submissions and it will cause a delay in grading. You will be asked to resubmit the assignment as a Word document.

Required Text & Materials:

Title: Clinical Anatomy & Physiology for Veterinary Technicians
Author: Thomas Colville and Joanna M. Bassert
Edition: 3rd
Publisher: Elsevier
ISBN: 9780323227933

Title: Clinical Anatomy & Physiology Laboratory Manual for Veterinary Technicians
Author: Thomas Colville and Joanna M. Bassert
Edition: 3rd

Publisher: Elsevier
ISBN: 9780323294751

Title: Case Studies in Veterinary Technology.
Author: Jody Rockett and Chani Christensen
Edition: 1st
Publisher: Rockett House
ISBN: 9780615435053

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

Methods of Teaching and Learning:

1. Lectures and class discussion on material.
2. Weekly Assignments: There are assignments which are due every week and may include quizzes online or in-person, case studies, writing assignments, discussion boards, or any other assignment that I may decide to include. There are usually multiple assignments due during the week.
3. Lecture exams are objective in format, and may include multiple choice, true/false, matching, fill in the blank, labeling or short answer. Please know that I normally review each exam after the test, as Brightspace does not always identify correct “fill-in-the-blank” answers.
4. Final exam is worth 200 points and is comprehensive over the entire semester. The final exam will be in similar format as the lecture exams.
5. Assignments and exams will be through Brightspace for this course.

Course Objectives and/or Competencies:

Upon successful completion of this course the student will be able to:

1. Describe the physical and chemical factors that are responsible for the origin, development and progression of life.
2. Detail the anatomy and physiology of the cells, tissues, organs, and systems
3. Explain the interrelationships of body organs and systems
4. Compare the anatomy and physiology in our domestic animals
5. Compare the physiology and various pathophysiologic conditions of animals and relate this to similar conditions in humans
6. Identify various muscles, organs and structures within the body using anatomical models and specimens.
7. Recognize muscles, arteries, veins using a preserved specimen and comparing this in the live animal.

The study of Anatomy and Physiology is the foundation for the recognition of normal and abnormal clinical conditions of animals.

Course Outline or Schedule:

Week 1 – Terminology & Chemistry

Week 2 – Cell Anatomy

Week 3 – Cell Physiology

Week 4 – Tissues

Week 5 – Integument

Week 6 – Skeleton

Week 7 – Muscle

Week 8 – Nervous System & Sense Organs

Week 9 – Cardiovascular System

Week 10 – Blood, Lymphatics, and Immunity

Week 11 – Respiratory System

Week 12 – Digestive System; Nutrients & Metabolism

Week 13 – Endocrine System; Urinary System

Week 14 – Reproductive System & Pregnancy

Week 15 – Avian & Reptile A&P; Review

Course Grading Information:

LECTURE EXAMS. Lecture exams are objective in format, i.e., multiple choice, true/false, matching, fill-in-the-blank and short answer. The exams will be worth 100 points each. There will be 12 exams in this class. The exams may contain questions from the class assignments, quizzes or word-of-the-day. Any grading errors must be reported to the instructor no later than the end of the week following the exam. The final exam will be worth 200 points and will be **comprehensive over the entire course.**

FINAL EXAM. A comprehensive exam, covering information from the entire course, will be given. This exam will be worth 200 points and administered during finals week. This exam will be objective in format (MC, T/F, etc).

LABORATORY EXAMS– All laboratory exams will be fill-in-the blank and involve identification of structures within the body or functions of certain structures within the body. There will be a mid-term and final lab exam. Both exams will be worth 100 points. **The final lab exam will be comprehensive over the entire course. Word banks will not be provided for lab exams- Don't ask, the answer will be "no".**

WEEKLY QUIZZES: Quizzes will cover the reading for that week and will be on Blackboard. The quizzes will be available from the Monday at 0700hrs until Sunday at 2359hrs. You will have two attempts to take the quiz. There is no make up for missed quizzes. Each quiz is worth 10 points. There will be 15 quizzes in this class. The instructor may use pop-quizzes at any time as a way to measure learning and to take attendance. All pop-quizzes will be worth 10 points.

LABORATORY PARTICIPATION: Attendance and active participation is essential to being successful in this course. These will be graded weekly for a maximum of 10 points per week for a total of 150 points. Additional, your completion of Kennel Duty will be monitored during this class. Kennel duty will be worth 50 points.

CLASS ASSIGNMENT – ESSAY: A paper is required to be completed and turned in by Thursday **November 10th**. This paper should compare and contrast the rear limb of the horse, the dog and the cow. The paper should give the similarities and the differences of the anatomy of the rear limb of each animal. A discussion of the “Stay Apparatus” of the horse should be included in the paper. This paper is worth 150 points of your total grade. This paper must be typed spaced and turned in electronically. **Handwritten papers will not be accepted.** Computers are available for use in the Vet Tech Library room and in the Main Campus Library. Include a Works Cited page in your paper that includes at least three (3) sources. Only one (1) source can be in a digital format (website, email, television, video, etc). The other two (2) sources needs to come from a journal, book or other printed material. For more information on how to document your sources in MLA style, go to this website: http://www.english.uiuc.edu/cws/wworkshop/writer_resources/citation_styles/mla/mla.htm#authors. APA style is also accepted. Papers will not be accepted after November 13th under any circumstances.

LAB SPECIMENS AND CADAVERS: The items are to be studied in the lab and not to be removed from the lab room. The lab can be opened for study at anytime during the school week as long as I am in the building. It is asked that the lab specimens and cadavers be respected at all times. Causing damage to such specimens can lead to disciplinary measures.

GRADE DETERMINATION

- A. Taking the total points earned in lecture and lab will determine your final grade.
For example:

Lecture Exam Grades: 74, 68, 81, 80, 90, 86, 77, 69, 89 ,91, 76, 100 = 981.

Final Exam: 180=180

Lab Exam Grades: 78, 95= 173.

Quiz Grades: 10,8,9,7,10,8,9,10,7,9,6,10,8,9,10=130

Laboratory Participation: 140, 50=190

Class Assignment grades: 135= 135

Course Grade = 981 + 180 + 173 + 130 + 190 + 135 = 1789/1300 (Total points possible from all seven categories) which is a B in the course.

B. Final grades are based on:

2100 to 1890 points = A

1889.9 to 1680 points = B

1679.9 to 1470 points = C

1469.9 to 1365 points = D

1364.9 points and below = F

C. You must pass this course with a minimum of 1470 points (70 average). Failure to achieve a minimum of 1470 points (70 average) will result in dismissal from the Veterinary Technology Program.

Late Work, Attendance, and Make Up Work Policies:

As stated in the Student attendance policy: 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, (4) the observance of a religious holy day, or (5) active duty in the National Guard or Reserves. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. If the student misses an exam he/she will be allowed to make up the missed exam ONLY IF the absence is caused by one of the 4 causes listed above. Personal illnesses will require a doctor's note before you can make up any missed exams or work. Make up exams and assignments may be Essay in nature and may be taken at the MCC Testing Center. **Missed labs will be made up by scheduling time outside of class with the instructors. LABORATORY EXAMS CANNOT BE MADE UP UNDER ANY CIRCUMSTANCES.**

Late Assignments: will have a (5) point deduction taken per late assignment, unless it is for one of the permitted absences noted above.

There will be NO retakes for failed exams.

Student Behavioral Expectations or Conduct Policy:

Students are to conduct themselves while attending classes according to the conduct policies set forth in the MCC Veterinary Technology Student Handbook that has been provided to you, as well as those set forth in the General Conduct Policy in the Highlander Guide.

“Students are expected to maintain classroom behavior that includes respect for other students and the instructor, regular attendance, being on time for class, and an attitude that seeks to take full advantage of the educational opportunity.”

This course is taught on the basis of mutual respect. I respect your desire to learn the material and will do my best to present it in a way to facilitate learning. You are expected to respect the classroom environment, your fellow students and instructor. Behavior and attire are to be professional at all times.

CODE OF STUDENT CONDUCT FOR VETERINARY TECHNOLOGY:

To ensure the greatest possible learning experience and to respect the student’s desire to learn as well as the instructor’s goal to instruct, we have adopted a code of conduct to direct the Veterinary Technology program at McLennan Community College. This code of conduct is not intended to supersede the general conduct policies of the college but rather to augment the general conduct policy and apply it as it pertains to the Veterinary Technology program.

1. **All cell phones and pagers WILL be turned off or silenced during class, labs and field trips.** If you leave the room to answer a cell phone for any reason other than an emergency you will not be allowed to reenter the classroom.
2. It is expected that the students will be on time to all lectures, labs and field trips and if the student arrives late he or she will enter the room as quietly and unobtrusively as possible.
3. It is expected that the student attend every class, lab and/or field trip.
4. The program encourages students to work together and to discuss academic material. Talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.
5. It is expected that the student will dress in a professional manner when in class and labs, on field trips or other functions while representing the Veterinary Technology program and MCC. The professional dress code is addressed in the section below entitled, “Student Uniforms”.
6. **Cheating will not be tolerated in this program.** This includes copying answers from another student’s paper, storing/sharing information on cell phones, PDA’s, or calculators, turning in work that is not your own, or copying material from another source without appropriate credit given to the original author. If suspected, a grade of “0” will be given on the first occurrence. The second occurrence will lead to an “F” for the course in which the cheating occurred, resulting in immediate dismissal from the program. If cheating is proven, an “F” will be given for the course, and the student will be immediately dismissed from the program.
7. Needles, syringes, and other veterinary drugs or supplies will be used in the instruction of veterinary procedures while at Highlander Ranch and are not for personal use or to be removed from the premises.
8. MCC is a smoke-free, tobacco-free, and vape-free environment effective January 1, 2020. The policy can be located at <http://www.mclennan.edu/employees/policy-manual/docs/E-XXIII.pdf>. For the purpose of this policy, the term "tobacco and vaping

products" includes cigarettes, chew, vape pens, e-cigarettes, cigars, and any other form of tobacco or vaping.

9. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

MCC Veterinary Technology Dress Code Policy:

STUDENT UNIFORMS/DRESS CODE while attending face to face class, labs or MCC related events:

The type of scrubs and lab coats worn by veterinary technicians in veterinary clinics is required in laboratory classes starting with the first semester in the first year of training. Student's dress and appearance at all times will be expected to reflect the dress worn when the student becomes employed as a veterinary technician. Scrub tops and jeans are acceptable in some courses. If jeans are worn, they must NOT have any holes/tears/rips in them, and be clean. You are required to have at least one set of MCC Veterinary Technology scrubs to wear as directed by your instructors for labs, field trips and special occasions. These are available at the MCC Bookstore. Otherwise, scrubs of various prints and colors may be worn to lecture and laboratory sessions as long as the scrubs are in good condition, fit well, and are clean, not wrinkled, and in good taste. Full scrubs, close toed shoes, and full surgical attire must be worn during all surgery laboratories. Coveralls may be worn when working around large animals or appropriate clothing as determined by instructor's class syllabi. Lab coats may be required in labs that involved handling blood, fecal material or urine. Lab coats that have the MCC Vet Tech logo are available at the program for use-they are to remain in the building and laundered here. Coveralls are available at most retail clothing stores and are similar to the Dickies brand coveralls. Closed-toe, non-slip shoes, such as boots or tennis shoes, must be worn at all times during all lectures, labs and field trips. It is strongly advisable to wear boots when handling large animals to minimize foot injuries. Mud boots are beneficial to have during inclement/wet weather.

1. Visible tattoos and body jewelry (other than earrings confined to the ear lobes-1 per ear) **may** be required to be covered up or removed, respectively, when in lecture or laboratory sessions while at the veterinary technology facility, during your practicum, or while participating in program or college related activities. Gauged ears will require a plug in each while in any/all program classes, field trips or public events.
2. No loose jewelry or loose fitting clothing (such as bracelets, scarves) are allowed in any lab or during kennel duty due to safety concerns.
3. Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

Instructors may have specific requirements, as outlined in the syllabus for the course.

Personal Grooming Guidelines:

1. Professional appearance when in clinical settings.

2. Good personal hygiene is required.
3. All clothing should be clean and free from wrinkles, stains, ragged hems. Hems and pants should be at least ½” from the floor.
4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory courses.
5. Male students should be freshly shaven or have well-groomed beards, mustaches, and sideburns.
6. Fingernails are to be kept at a length and shape consistent with patient and personal safety, approximately 1/4 inch in length. NO artificial nails are allowed.
7. The use of safety goggles or other eye protection may be required in the laboratory classes. The wearing of exam gloves when handling laboratory specimens, including anatomical specimens, blood, urine and feces, is required at all times.

You must wear closed-toe non-slip shoes at all times for lecture, lab and kennel duty. No sandals, flip-flops, Crocs, etc. are to be worn. Steel toed boots are strongly discouraged.

Students may wear the following to lecture class:

Preferred dress for all vet tech classes:

Scrub top
Scrub pants or jeans

Jeans (clean with no holes, no rips and no tears)
Scrub pants
Dress slacks
Scrub top
MCC Vet Tech Polo shirt or polo shirt, or other shirts deemed appropriate.

The following is prohibited and will result in being dismissed from class for the day, being marked as absence, and a grade of 0 (F) for the day:

Open toed shoes
Shorts
Capri Pants
Leggings
Short skirt or kilt
T- Shirt (MCC shirts may be considered)
Tank tops
Sleeveless shirt
No spaghetti strap or cami-style tops

Facial Piercings: one (1) earring allowed in each ear. More than 1 earring per ear, lip/nose/tongue or other piercings with jewelry is discouraged and may be required to be removed while at the program or participating in program or college related activities. Any distractive/suggestive clothing, piercing, or body art is prohibited.

PHOTOGRAPH & SOCIAL MEDIA POLICY

No pictures may be taken during this class of other people including instructors and students, patients, exams, tests, homework, or instructional models without the express written consent of the instructor(s) of this class. **Any sharing of photographs of this class on ANY social media sites is strictly forbidden.** No statements that would be considered inflammatory or derogatory towards another student, instructor, or client will not be allowed on social media. **VIOLATION OF THIS POLICY WILL RESULT IN AUTOMATIC FAILURE OF THIS CLASS.**

Professional Expectations

1. All students will dress per Veterinary Technology Professional Dress Code. This is in both the Veterinary Technology Handbook and your syllabus.
2. There will be no profane or vulgar language used at MCC Veterinary Technology. This includes outside of the classroom, during kennel duty, or on field trips.
3. Students will be on time. Tardiness is unacceptable. This includes class, field trips, and kennel duty.
4. Students will be polite and courteous to the public, other students, MCC staff, and MCC faculty.
5. The social media policy for MCC Veterinary Technology will be **strictly** adhered to by all students.
6. There will be no abusive behavior (physical or verbal) towards people, animals, cadavers, supplies, or equipment.
7. All veterinarians will be addressed as Doctor with their last name used:

Example – I am Dr. Clark

All technicians will be addressed as Mr., Ms., or Mrs.

Example – Mrs. Allen
8. Students will clean all laboratory areas at the end of class and will not leave until all lab space, surfaces, equipment, and supplies are properly cleaned, disposed of, or put back in proper working order.
9. Any cheating, stealing, or dishonesty can and will result in dismissal from the program.

10. Students will have all kennel duties, assignments, and other assigned tasks completed on time.

The Veterinary Technician's Oath

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

[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.

TARDY POLICY

In order to ensure that students arrive on time for class, the classroom instructor will be locking the classroom door **10 minutes** after the start of class. If a student arrives late and the door is locked, please know that the student will NOT be allowed in the classroom and will be counted absent for that class period. If a student leaves the classroom during the class (for anything other than an emergency)-such as becoming ill, or specific phone calls-for example a sick child, doctor's office, etc.-they will NOT be allowed to return to the classroom. Personal needs need to be taken care of between classes.

For classes (either lecture or labs), that last more than the approximate 50-minute period, a tardy student may be allowed into that class when the class takes a scheduled break or at the instructor's discretion if scheduled breaks are not practical.

This policy is to help diminish disruption of the class, and to help ensure student safety while in the classroom.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

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

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

Student Support/Resources:

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

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

MCC Foundation Emergency Grant Fund:

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

MCC Academic Integrity Statement:

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

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

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

Minimum Technical Skills:

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

Backup Plan for Technology:

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

Email Policy:

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

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

Instructional Uses of Email:

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

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

Email on Mobile Devices:

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

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

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

Forwarding Emails:

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

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

Disclaimer:

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