



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Anatomy & Physiology I**

**BIOL 2401 – Sections O280**

**Dr. John W. Seawright**

**NOTE: This is an Online course.**

**NOTE: This is a 8-week course.**

**NOTE: This course requires participation in scheduled 1-hr supplemental instruction sessions.**

### **Course Description:**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

**Note:** Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3 lab)

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

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402.

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

This course covers A LOT of material. To be successful you will need to devote a large amount of **DAILY study time**.

- 1) Come to class/log-in frequently and actively engage in class and with your classmates (through class discussions, text, email, Zoom, etc).
- 2) The biggest mistake you can make in this course is to procrastinate and do everything the last minute. This does not work and makes a difficult course unnecessarily more difficult! Don't do that to yourself!
- 3) We will be covering 15 chapters (plus exams) during this course. You will need to incorporate A&P into your daily schedule. (It is estimated that you should spend ~3 hours a week per every credit hour. This is a 4-credit hour class. Therefore, **at minimum, you should set aside 12 hours/week to study**. This is in addition to the time you spend in class/taking your notes.
- 4) A ***focused*** study group is a great tool! Create zoom meetings, text groups, coffee meet- ups, etc. with each other to go over material.
- 5) Zoom with, meet with, or email me for help!

**Instructor Information:**

**Instructor Name:** John W. Seawright, Ph.D. (Most students just call me Dr. C)

**MCC Email:** jseawright@mclennan.edu

**Office Phone Number:** (254) 299 – 8185 (e-mail is the best & preferred way to contact me)

**Office Location:** FOB 206

**Office/Teacher Conference Hours:** T/Th 11:00am – 12:00pm (please give me a heads up), and by appointment. As an online course, Zoom meetings are preferred. I realize that these conference hours may not work for everybody. ***I will gladly work with your schedule to set up an appointment!***

**Zoom ID:** 2542998185

**Other Instruction Information:** E-mail is the best way to contact me. ***You must use your MCC student email address whenever you email me.*** If you do not use your MCC email address, I cannot respond. Please include your course and section number in the subject line.

I attempt to respond within 24 hours, Monday-Friday (8 am -5 pm).

**Required Text & Materials:**

The following text and materials will be used throughout this course. **YOU DO NOT NEED TO PURCHASE THESE**; they were included in your course fees. Our course is Inclusive Access and these materials are provided to you through our Brightspace course shell. *If asked to provide payment, please contact me BEFORE you proceed.*

Title: *Human Anatomy & Physiology*

Authors: Elaine N. Marieb and Katja Hoehn

Edition: 11th

Publisher: Pearson Learning Solutions

ISBN: 9780135161944

**\*Note:** If you want a physical copy of the text, you can include a loose leaf edition via your course fees or if you can find a previous edition of this text for a cheaper price, do it!

*Pearson Mastering A&P*

<https://www.pearsonmylabandmastering.com/northamerica/masteringaandp/>

There is no need to follow this link as you do not need to pay for this either. As Inclusive Access, our Brightspace course shell will link directly to Pearson's Mastering A&P. ***To register with Pearson, simply click on your first HW in Brightspace and follow the prompts.***

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

**Methods of Teaching and Learning:**

Lectures, quizzes, HW, WebQuests, and laboratory exercises will be used throughout the duration of this class. Additionally, a teamwork exercise in the form of a team presentation will be required.

Lectures will focus primarily on physiology and how/why things work. The laboratory component will focus on the identification of anatomical structures and the application of physiological concepts detailed in lectures. I have provided you a base copy of notes for each chapter (The first item in each Chapter's Lecture Materials folder). I suggest you print these and add your own notes as you go through the video lectures, labs, and readings.

**Focused group study is encouraged! Make use of Zoom, discussion boards, email, and even text if you'd like!**

**Course Objectives and/or Competencies:**

**Critical Thinking (CT)** --to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Taught through daily discussion and assessed using lecture exams with a course- wide bank of CT questions and laboratory exercises that challenge students to answer more complicated real-life questions and predict outcomes using what they've learned in lecture.

**Communications Skill (COM)** -- to include effective written, oral, and visual communication. Taught through formal or informal presentation (including oral, written, and visual components), class discussion and assessment via common rubric for use of scientific language, clarity, and understanding. Also taught using scientific articles or current events within face-to-face or online discussion groups.

**Empirical & Quantitative Skills (EQS)** -- to include applications of scientific and mathematical concepts.

Taught using specific laboratory exercises involving measurements and very basic data collection. (E.g., measuring arm length among each group, tallying the data, and then analyzing it by gender and height.).

**Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Taught using specific laboratory or homework exercises and/or through class or online discussion of a given topic.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

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## Course Outline or Schedule:

<b>Unit 1:</b> (08/21-09/05)	Mon	16-Oct	Ch. 1 Orientation to the Human Body	
	Tues	17-Oct	Ch. 1 Orientation to the Human Body	
	Wed	18-Oct	Ch. 1 Orientation to the Human Body	<b>Ch. 1 HW and Quiz Due</b>
	Thurs	19-Oct	Ch. 2 Chemistry Come Alive!	
	Fri	20-Oct	Ch. 2 Chemistry Come Alive!	
	Sat	21-Oct	Ch. 2 Chemistry Come Alive!	<b>Ch. 2 HW, Webquest, and Quiz Due</b>
	Sun	22-Oct	Ch. 3 Cells	
	Mon	23-Oct	Ch. 3 Cells	
	Tues	24-Oct	Ch. 3 Cells	
	Wed	25-Oct	Ch. 3 Cells	<b>Ch. 3 HW and Quiz Due</b>
	Thurs	26-Oct	Ch. 4 Tissues	
	Fri	27-Oct	Ch. 4 Tissues	
	Sat	28-Oct	Ch. 4 Tissues	<b>Ch. 4 HW and Quiz Due</b>
	Sun	29-Oct		<b>Exam 1 Due</b>
<b>Unit 2:</b> (09/06-09/19)	Mon	30-Oct	Ch. 6/7 The Skeletal System	
	Tues	31-Oct	Ch. 6/7 The Skeletal System	
	Wed	1-Nov	Ch. 6/7 The Skeletal System	
	Thurs	2-Nov	Ch. 6/7 The Skeletal System	<b>Ch. 6/7 HW and Quiz Due</b>
	Fri	3-Nov	Ch. 8 Joints	
	Sat	4-Nov	Ch. 8 Joints	
	Sun	5-Nov	Ch. 8 Joints	<b>Ch. 8 HW and Quiz Due</b>
	Mon	6-Nov	Ch. 5 The Integumentary System	
	Tues	7-Nov	Ch. 5 The Integumentary System	
	Wed	8-Nov	Ch. 5 The Integumentary System	<b>Ch. 5 HW and Quiz Due</b>
	Thurs	9-Nov		<b>Mid-term Lab Practical Due</b>
	Fri	10-Nov		<b>Exam 2 Due</b>

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<b>Unit 3:</b> (09/20 - 10/01)	Sat	11-Nov	Ch. 9/10 The Muscular System	
	Sun	12-Nov	Ch. 9/10 The Muscular System	
	Mon	13-Nov	Ch. 9/10 The Muscular System	
	Tues	14-Nov	Ch. 9/10 The Muscular System	<b>Ch. 9/10 HW and Quiz Due;</b> <i>Last Day for Student-Initiated Withdrawals</i>
	Wed	15-Nov	Ch. 11 The Nervous System	
	Thurs	16-Nov	Ch. 11 The Nervous System	
	Fri	17-Nov	Ch. 11 The Nervous System	<b>Ch. 11 HW and Quiz Due</b>
	Sat	18-Nov	Ch. 12 The CNS	
	Sun	19-Nov	Ch. 12 The CNS	
	Mon	20-Nov	Ch. 12 The CNS	<b>Ch. 12 HW and Quiz Due</b>
	Tues	21-Nov		<b>Exam 3 Due</b>

\*\*\*\*\* *Thanksgiving Holiday (11/22 - 11/26)* \*\*\*\*\*

<b>Unit 4:</b> (10/02- 10/10)	Mon	27-Nov	Ch. 13/14 The PNS	
	Tues	28-Nov	Ch. 13/14 The PNS	
	Wed	29-Nov	Ch. 13/14 The PNS	<b>Ch. 13/14 HW and Quiz Due</b>
	Thurs	30-Nov	Ch. 15 Special Senses	
	Fri	1-Dec	Ch. 15 Special Senses	
	Sat	2-Dec	Ch. 15 Special Senses	<b>Ch. 15 HW and Quiz Due</b>
				<b>Video Presentations &amp; Optional Research Paper Due</b>
	Sun	3-Dec		
	Mon	4-Dec		<b>Final Lab Practical Due</b>
	Tues	5-Dec		<b>Final Exam Due</b>

**\*Graduating Students may need to take their final exam earlier. See me to discuss and schedule a time.**

**\*\*An optional research paper worth up to 30 bonus points is available, due no later than Sunday, December 3. See Brightspace for details.**

**Expect all assignments to incorporate the course objectives/competencies listed above.**

**PLEASE NOTE:** Due to the quantity and complexity of the content, *all assignments are due by 11:59 pm local time of the date listed*. I have paced this course schedule in your favor, to help you not fall behind or become overwhelmed by the course material. However, *assignments may be completed before the listed due dates*, provided you have completed the requirements (see Brightspace). Completion of a chapter quiz will open the next chapter for you. This means that you are free to work faster than the course schedule.

**All student-initiated withdrawals must be requested no later than Tuesday, November 14. I will not withdraw you after this date, except under extreme circumstances.**

*The above schedule is tentative and is subject to change.* Any changes to the schedule will be announced in Brightspace.

**All quizzes and lecture exams will be proctored using Lockdown Browser and Respondus Monitor.** After which, I will review the Respondus footage of your quiz/exam as needed.

When taking these assessments outside of the classroom:

- 1) **Provide your student ID** (or some form of ID so we can verify your identity).
- 2) **You will be recorded via Respondus Montitor for the duration of the assessment.**  
(After which, I will review the recording as necessary. *Your face must remain in the video frame for the duration.*)
- 3) **Your video and microphone must remain on for the duration of the assessment.**
- 4) **Provide a full 360 degree view of your surroundings before beginning the assessment.**
- 5) **Complete the assessment without outside aid.** (These assessments are to be completed on your own, without notes, books, classmates, phone, tablet, internet, apple watch or other means that would be defined as academic dishonesty).
- 6) **Complete the assessment in one sitting.** (Do not get up or leave the frame of the camera.) This requires you to plan ahead and set aside the requisite time to be undisturbed. (I DO NOT recommend starting at the last moment). Quizzes and Exams may be completed early.
- 7) **Ensure your environment is as quiet as possible.** (Nobody should be talking to you during your assessment, there should be no music blaring, and you should not be wearing headphones).
- 8) **Do NOT attempt to deceive or circumvent the integrity of the assessment.**

*Failure to meet any of these criteria will result in an assessment grade of 0 and may warrant further discipline including, but not limited to: referral to Student Discipline and/or removal from the course.*

**Course Grading Information:**

*Point Distributions*

- 4 Lecture Exams (400 pts)
- 2 Laboratory Practical Exams (200 pts)
- 1 Team Presentation (60 pts)
- 1 Teamwork Assignment (10 pts)
- 15 Chapter homeworks/assignments (300 pts)
- 12 Chapter Quizzes (240 pts)
- 10 SI HWs (100 pts)

**A total of 1,310 points are available to earn in this class.**

**All homeworks, chapter quizzes, exams, and WebQuest assignments will be conducted and/or submitted online via Brightspace or Pearson's Mastering A&P.**

**Lecture Exams** will consist of primarily of multiple-choice questions and matching questions but may also include true/false and short-answer/essay questions. All exams will be online through Brightspace and proctored via Lockdown Browser and Respondus Monitor. You may take these exams at your leisure once opened but are due no later than 11:59 PM local time on the assigned day (see course schedule). You may take these exams on your personal computer. *See the above requirements for Lockdown Browser and Respondus Monitor.*

Lecture Exam 4 will be your **final exam** and will consist of two parts. Part 1 new materials from Chapters 13/14 and 15. Part 2 will be a cumulative section covering Chapters 1-12.

**Note:** You may use a 3" x 5" notecard on the Final Exam.

**Note:** If you have completed the course with only the Final Exam remaining and have an "A" average, I will exempt you from the Final Exam.

**Laboratory Practical Exams** will be primarily focused on identification of anatomical structures/terminology and the application/interpretation of physiology concepts using the anatomical models, tissue, histology, graphs, etc. covered during the laboratory portion of the class. **These will be fill-in-the-blank exams. There is no word bank. Spelling counts.**

There will be a **mid-term (Chapter 1-8 Labs)** and a **final lab practical (Chapter 9/10- 15 Labs)**. Lab Practicals will be online through Brightspace and proctored via Lockdown Browser and Respondus Monitor. You may take these exams at your leisure once opened but are due no later than 11:59 PM local time on the assigned day (see course schedule). You may take these exams on your personal computer. *See the above requirements for Lockdown Browser and Respondus Monitor.*

**Quizzes** will be administered following each chapter. *If you miss a quiz, you must notify me to move forward.* The quizzes will cover **both the chapter lecture material as well as the associated labs**. All quizzes will be online through Brightspace and proctored via Lockdown Browser and Respondus monitor. You may take these exams at your leisure but are due no later than 11:59 PM local time on the assigned day (see course schedule). You may take these exams on your personal computer. *See the above requirements for Lockdown Browser and Respondus Monitor.*

***Note:** You will be required to review all the chapter materials, watch the chapter's lecture videos, submit all chapter assignments, and participate in the chapter's discussion board (2 posts: 1 to ask a question and 1 to answer a classmate's question) before you will have access to the chapter quiz. Failure to meet these requirements will result in forfeiture of the chapter quiz. At which point, you will need to email/meet with me so we can discuss/work to prevent missing future assignments before I will open your next chapter. The due dates of future assignments will NOT be adjusted, so you will need to reach out ASAP.*

**Chapter homeworks** will be assigned for each chapter. These **homeworks are open note, open book, and open classmate**. These homeworks are designed to be completed as you go through the material, but do not have to be completed in one sitting. **You may complete the homeworks twice, for the highest score.** These homework assignments will be completed with Pearson's Mastering A&P, which you will access through our Brightspace course shell, and due no later than 11:59 PM of the assigned day (see course schedule).

**Your Webquest assignment** will involve a list of questions and a corresponding list of references to use to find the answers to those questions. Your webquest will be associated with Chapter 2, is a written assignment with a **minimum 1 page requirement**. (See webquest assignment for formatting instructions). All written assignments will be automatically screened upon submission to Brightspace via TurnItIn.com's similarity checker. **Similarity scores must be less than 20% or the assignment will NOT be accepted and will be scored a 0.** (See the Brightspace assignment or Brightspace course information folder for directions to check your similarity score results).

The **Teamwork & Presentation assignments** will require you to work together in a small group with your classmates. As an online class, these presentations will need to be recorded and uploaded to the Presentation Video discussion board. You may use recording software of your choosing, provided you can upload the video to the discussion board and it is readily viewable by myself and your classmates. (See the Presentation folder on Brightspace for more details).

**Supplemental Instruction:** Participation in supplemental instruction (SI) will be required. SI sessions will be offered multiple times per week (see Brightspace SI discussion board) and will review the material presented in lab/lecture. This is also a great opportunity to ask questions you might have from an experienced peer! Your attendance will be recorded by your SI Instructor and relayed to me, at which point I will provide you with the SI HW for the chapters covered during that SI session. **You MUST attend the SI session for access to the associated chapter's SI HW.** For your SI grade, I will use your 10 highest SI HW grades (for a total of 100 points). Additional SI HWs may be completed for extra credit. Each SI HW may be completed as many times as you wish up until the due date/time.

**Grading Scale:**

- A = 89.5-100%
- B = 79.5-89.4%
- C = 69.5-79.4%
- D = 59.5-69.4%
- F < 59.4%

**Please note:** If you make a score less than 70% on the first exam, I encourage you to speak with me before beginning the next unit.

I do NOT release grades by phone or email. All grades are recorded on Brightspace and accessible to the student in real time. I attempt to post grades within one week after their due date.

### **Late Work and Make Up Work Policies:**

**Late Work:** Late work is NOT accepted in this class without an MCC excused absence or approval from the instructor. It is the responsibility of the student to discuss their situation with the instructor prior or immediately upon return. If needs be, assignments may be completed and submitted before the due dates.

**Attendance:** See MCC's complete attendance policy referred to above and linked below. Please note that I follow this attendance policy. Students with more than 25% absences will be withdrawn from the course. **Students will receive a weekly attendance credit based on the completion of the chapter quizzes and exams for the week.** If any chapter quiz or exam is not completed by the assigned due date, students will be counted absent for that respective week. *All chapter materials must be reviewed, watched, or submitted and 2 discussion posts in the chapter discussion board must be made (1 to ask a question and 1 to answer a classmate's question) before you will have access to the chapter quiz.*

**Failure to complete a chapter quiz or exam (in addition to the grade of 0) will result in an absence.** All quizzes must be completed by 11:59 pm, on the assigned date. The chapter quiz preceding an Exam must be completed before opening an Exam. If you miss that quiz, you must notify me to open your Exam. Failure to do so will result in a grade of 0 for the missed Exam.

**Remember, before you can access your Chapter quiz, you will be required to:**

- 1) go through **all materials** in the Chapter **Lecture folder**
- 2) go through **all materials** in the associated Chapter **Lab folder**
- 3) **submit** your **chapter HW** and **any additional assignments** (e.g. Webquests)
- 4) make **TWO discussion posts** in the chapter discussion board.

Attendance is recorded in Brightspace and accessible to the student in real time.

**Student Behavioral Expectations or Conduct Policy:**

Refer to the MCC General Conduct for general behavioral expectations. **Each student is expected to behave in a civil and respectful manner toward the instructor and other students, to follow all directions, participate in class discussions, and provide a non-distractive learning environment.**

**Cheating, in any form, is not tolerated in this class.**

Cheating includes but is not limited to copying answers from another student's paper, turning in work that is not your own, copying/photographing exam materials during or while reviewing the exam, leaving a quiz/exam without permission, using a cellphone/smartwatch, book, notes, other students, or internet during an exam, violating the rules of Lockdown Browser/Respondus Monitor, attempting to deceive or create an unfair advantage during proctored assessments, etc.

Additionally, *unauthorized* use of artificial intelligence (e.g. ChatGTP) is considered cheating. All work submitted must be of your own accord.

**During exams and quizzes, do not leave your computer. *If you leave and/or violate the rules of Lockdown Browser or Respondus Monitor it will be considered cheating. DO NOT GET UP AND LEAVE DURING A PROCTORED ASSESSMENT!!!***

*Cheating on an assignment or exam will result in the student being assigned a grade of 0 (zero) on the assignment/exam and the student may be reported to Student Discipline. Further action may be taken by Student Discipline.*

**Repeated behavioral misconduct is not tolerated in this class and may result in on or more of the following:**

- 1) **Dismissal** from the rest of class
- 2) **A removal from discussion board participation** (Note: this will affect remaining quiz access and an automatic 0 will be assigned for those quizzes) or teamwork participation (an automatic 0 will be assigned for those assignments)
- 3) **A grade deduction**
- 4) **Removal from the course.**

**[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.

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Updated 07/18/2023



## **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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

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

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

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

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

**Disclaimer:**

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