

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Pharmacology of Addiction: On-Line

DAAC_1304_O080

Professor: Catie Capp-Hays, LCSW-S

NOTE: This is a 16-week, On-Line Course.

Course Description:

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug addiction. (3 Lec.)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

This is a 100% on-line course. To do well in this class, you must read the entire chapter, review the power points, watch/read You Tube videos and articles. It is also important to complete all discussion boards and take all quizzes.

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW documentary review and a NEW response paper. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Instructor Information:

Instructor Name:	Catie Capp-Hays, LCSW-S
MCC E-mail:	ccapp-hays@mclennan.edu
Office Phone Number:	(254) 299-8772
Office Cell Phone Number:	(254) 300-9733
ZOOM Link:	https://mclennan.zoom.us/j/3564780936
Office Location:	CSC 129 E
Office/Teacher Conference Hours:	Please see Brightspace
Other Instruction Information:	ZOOM Meeting ID: 356 478 0936

Required Text & Materials:

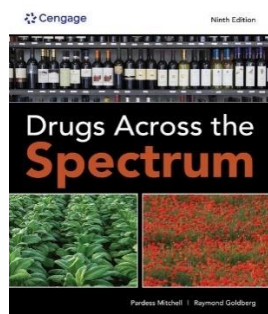
Title: Drugs Across the Spectrum

Authors: Raymond Goldberg and Pardess Mitchell

Edition: 9th

Publisher: Brooks/Cole

ISBN: 978-0-357-85265-1



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

Methods of Teaching and Learning:

This is a 100% on-line course. The professor will use power points, videos, and articles to present the material. Discussion boards and quizzes will be used to ensure student understanding. This list is not all-inclusive and is adaptive to fit the needs of the specific class.

To do well in this class, you must read the entire chapter, review the power point, watch/read You Tube videos and articles. It is also important to complete all discussion boards and take all quizzes. In addition, you will have a response paper and documentary review to complete. It is important to not fall behind. If you need help, please reach out to me!

Students will need to make regular weekly time to complete each module per week. Once a module is closed, it will remain closed. A HIGH level of self-discipline is needed to successfully complete the course.

Submission of discussion boards, quizzes, papers, and a video presentation for this course will be conducted via the internet on Brightspace. All quizzes will take place in Brightspace. Email and Brightspace communication will be used by the professor extensively to communicate course

information, including supplemental instruction materials and any needed course changes. Therefore, students must bring a working knowledge of web browser use, email, and Brightspace for successful completion of this course. If you need assistance in any of these areas, please notify me. It is also important to check your Brightspace Announcements at least (at the very minimum) of weekly. **Please note.. all Discussion Boards and Quizzes will open on a Monday at 8 am and will close on the following Sunday at 8 pm.**

Course Objectives and/or Competencies:

Appropriate workplace competencies and foundation skills identified by the [Council for Standards in Human Services Education \(CSHSE\)](#) for the Associate's Degree level are integrated into the following objectives/competencies. Specifically, this course addresses these CSHSE standards:

- **Standard 12:** The curriculum shall include knowledge and theory of the interaction of human systems including: individual, interpersonal, group, family, organizational, community, and societal.
- **Standard 13:** The curriculum shall address the scope of conditions that promote or inhibit human functioning.
- **Standard 18:** The curriculum shall incorporate human services values and attitudes and promote understanding of human services ethics and their application in practice.

In addition, the Mental Health/Social Work Dept. has identified the following **Student Learning Outcomes (SLOs)** for this course.

By the end of the semester, the student will be able to: differentiate and explain the stages of drug use and addiction; identify the components of the central nervous system and explain their general functions in relation to drug use; explain the physiological and psychological effects of drugs or addictive behavior on the major systems of the body; identify classes and schedules of psychoactive drugs; and define terms common to drug use, misuse, abuse and dependence.

**** Please note that SLO's are administered during the Fall only*****

Course Outline or Schedule:

Course schedule is subject to change based on student needs. Students will be notified by the professor of changes via Brightspace.

Please note... All Assignments MUST submitted via Brightspace. All assignments MUST be uploaded to Brightspace by 8 PM on the due date

Week/Chapter	Topic	Assignments
Orientation to the Course Week: 8/21 – 8/27	Orientation to the course	1. Review Orientation VIDEO and Run-Hide-Fight VIDEO 2. Review Syllabus 3. Read Discussion Board Etiquette 3. Complete Orientation Discussion Board (video) 4. Take Orientation Quiz 5. Take PRE-TEST
Chapter 1 Week: 8/21 – 8/27	Chapter 1: An Overview of Drugs	1. Read Chapter 1 2. Review Chapter 1 PPT 3. Watch Videos 4. Complete Discussion Board 5. Take Quiz
Chapter 2 Week: 8/28 – 9/3	Chapter 2: Impact of Drugs on Society	1. Read Chapter 2 2. Review Chapter 2 PPT 3. Complete Discussion Board 4. Take Quiz

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Chapter 3 Week: 9/4 – 9/10	Chapter 3: Drugs and the Law	<ol style="list-style-type: none"> 1. Read Chapter 3 2. Review Chapter 3 PPT 3. Watch Videos 4. Complete Discussion Board 5. Take Quiz
Reflection Paper Week: 9/11 – 9/17	Chapter 3 Reflection Paper DUE	No discussion board or quiz this week. The PAPER is DUE on or before Sunday, September 17 by 8 pm via Brightspace.
Chapter 4 Week: 9/18 – 9/24	Chapter 4: The Pharmacology and Physiology of Drug Use	<ol style="list-style-type: none"> 1. Read Chapter 4 2. Review Chapter 4 PPT 3. Complete Discussion Board 4. Take Quiz
Chapter 5 Week: 9/25 – 10/1	Chapter 5: Synthetic, Performance-Enhancing, and Other Drugs	<ol style="list-style-type: none"> 1. Read Chapter 5 2. Review Chapter 5 PPT 3. Read Article 4. Watch Videos 5. Complete Discussion Board 6. Take Quiz
Chapter 6 Week: 10/2 – 10/8	Chapter 6: Alcohol	<ol style="list-style-type: none"> 1. Read Chapter 6 2. Review Chapter 6 PPT 3. Watch Videos 4. Read Article 5. Complete Discussion Board (video)

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		6. Take Quiz
Chapter 7 Week: 10/9 – 10/15	Chapter 7: Tobacco	1. Read Chapter 7 2. Review Chapter 7 PPT 3. Complete Discussion Board 4. Take Quiz
Chapter 8 Week: 10/16 – 10/22	Chapter 8: Narcotics	1. Read Chapter 8 2. Review Chapter 8 PPT 3. Read Articles 4. Complete Discussion Board 5. Take Quiz
Documentary Review Week: 10/23 – 10/29	Chapter 8: Documentary Review DUE	No discussion board or quiz this week. The DOCUMENTARY REVIEW is DUE on or before Sunday, October 29 by 8 pm via Brightspace.
Chapter 9 Week: 10/30 – 11/5	Chapter 9: Sedative-Hypnotic Drugs	1. Read Chapter 9 2. Review Chapter 9 PPT 3. Watch Video 4. Complete Discussion Board 5. Take Quiz
Chapter 10 Week: 11/6 – 11/12	Chapter 10: Psychotherapeutic Drugs	1. Read Chapter 10 2. Review Chapter 10 PPT 3. Read Articles 4. Watch Video

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		4. Complete Discussion Board 5. Take Quiz
Chapter 11 Week: 11/13 – 11/19	Chapter 11: Stimulants: Cocaine, Amphetamines, Methamphetamines, and Caffeine	1. Read Chapter 11 2. Review Chapter 11 PPT 3. Read Articles 4. Watch Videos 5. Complete Discussion Board (video) 6. Take Quiz
Chapter 12 Week: 11/20 – 11/26	Chapter 12: Marijuana	1. Read Chapter 12 2. Review Chapter 12 PPT 3. Read Articles 4. Complete Discussion Board 5. Take Quiz
Chapter 13 Week: 11/27 – 12/3	Chapter 13: Hallucinogens	1. Read Chapter 13 2. Review Chapter 12 PPT 3. Read Articles 4. Complete Discussion Board 5. Take Quiz 6. Take POST TEST

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.

[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.

Mental Health Social Work ATTENDANCE POLICY for Fully Online Classes

Weekly units/modules

- A student is absent if they fail to complete any of the assignments in a learning unit/module.
- A student is dropped from the class if they are absent from every unit/module prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

To be counted PRESENT for the week, you must have completed the quiz OR the discussion board. If you do not complete any assignments, you will be counted absent. On the weeks that a paper is due, if you do not complete the paper, you will be counted absent.

Attendance/Participation: In this course, the student will not receive a grade for attendance and participation. However, attendance and participation are rewarded when it comes to calculating the student's final grade.

Course Grading Information:

Assessment Percentages	Total Percentage
Quizzes (14 @ 4% each)	56%
Reflection Paper	22%
Documentary Review	22%

Course grades are firm and will not be “curved” or “bumped.” **Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc.** There is no extra credit in this course. In order to earn a C or above, students must stay current with readings and assignments and exhibit strong class performance.

A minimum final grade of C is required in all Mental Health/Social Work classes for graduation.

I INCOMPLETE - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, the "I" will be changed to and "F" and the course must be repeated if credit is to be given.

Late Work and Make Up Work Policies:

No late work will be accepted in this class unless this professor determines that the student's absence was due to an unavoidable emergency. This professor determines what an unavoidable emergency is. Any late work accepted will earn an automatic 10 pt deduction. All work not turned in by the due date will receive a “0.” Regular attendance (face to face in the classroom) is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. For on-line classes, the instructor will evaluate attendance by participation in the weekly assignments. This means if a student completes the discussion board and/or quiz for the week, the student will be counted present for the class for the week.

Assignment/Exam submission folders close as noted on Brightspace and/or in the syllabus and will not be reopened for any reason. Make sure you set aside enough time to complete your

submissions on a timely basis while they're open if the professor asks that you submit an assignment in Brightspace.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

Learning should be fun and not torture. However, there are expected guidelines for each class.

Courtesy and Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Exhibiting disruptive behavior, incivility (e. g., inappropriate gestures, cursing, verbal or non-verbal intimidation, belittling or demeaning language, making statements attacking peers, faculty, or staff, the use of social media, chat rooms, or other venues to gossip, belittle, provoke fear, or stir emotions of or about peers, faculty, staff, or college leadership, etc.) is unacceptable and will not be tolerated.

Lack of respect for cultural diversity (e.g., disrespecting others regarding age, culture, race, religion, ethnic origin, gender, sexual orientation) is unacceptable and will not be tolerated.

Students who engage in threatening statements or behaviors or lack respect for cultural diversity toward instructors, guests, and fellow students will not be allowed to return to class until the offending student and professor have a one on one meeting and/or could be withdrawn from the class (depending on the corrective action plan created in the meeting). If a resolution is not met in the professor/student one on one meeting, the student may have a resolution meeting with the Program Director and/or Chair. These guidelines apply to all modalities of class presentation: in-person classes, blended classes, ZOOM classes, and on-line classes.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating. PLEASE CLICK ON THE LINK TO READ THIS!

Artificial Intelligence (AI):

Definition of AI: For the purposes of this syllabus, AI is defined as any software or technology that can perform tasks that would normally require human intelligence, such as learning, decision-making, problem-solving, or composition.

AI Content generation tools (such as ChatGPT, etc...) are NOT permitted for any work, or phase of work, in this class. Using them may interfere with your progress as an independent thinker and your achievement of the course's outcomes. If you use these tools, your actions would be considered academically dishonest.

To ensure academic integrity and uphold ethical standards in this course, any use of artificial intelligence (AI) by students on assignments and tests is **strictly prohibited**.

Prohibited Conduct:

- Using AI to complete assignments or tests
- Collaborating with AI on assignments or tests
- Submitting assignments or tests that have been completed or assisted by AI

Consequences for Violation:

Any student found to be in violation of this syllabus policy will be subject to disciplinary action, including but not limited to:

- Receiving a failing grade on the assignment or test in question
- Receiving a failing grade in the course
- A report will be made to the MCC Conduct Department.

*** *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.***

Course Assignments:

Quizzes

Each student will take a quiz at the end of each Chapter (this includes the Orientation Chapter). This means that there are a total of 14 quizzes (and orientation quiz one quiz per chapter). Each quiz will consist of Multiple Choice and True/False questions. All quizzes have 20 questions and you will have 30 minutes for each quiz. It is extremely important that you STUDY for each quiz. **You get ONE CHANCE to take each quiz.** I will NOT provide study guides for these quizzes. I take quiz questions from the textbook, power points, videos, and articles provided. I HIGHLY SUGGEST that you read each chapter to make sure that you are understanding the power points. These quizzes are not easy. Since there are weekly quizzes, there will be no exams (mid-term, final, etc).

Discussion Boards

Discussion boards are a way that the Professor can make sure that students are understanding the material. Discussion boards are also a useful tool to ensure that there is classroom discussion in an on-line format. Each week, students will respond to discussion board posts weekly. You will not see any of your classmates threads until you have posted one. After you have made your post, you will see your classmates threads. You have to answer the original Db question and reply to at least two other students' posts to get any credit. Anything less than 3 posts will earn zero (0) points. To earn a top score (100%), the student must do an original post and thoughtfully respond to at least 2 of your peers. Writing a couple of sentences in a post will NOT earn you a high score. To earn a high score on a discussion board, the student must write at least 10 sentences (in each post). My expectation is that ALL STUDENTS be respectful to each other when they make posts. More detailed instructions regarding expectations and “how to” do a discussion post is located in Brightspace. Please see Discussion Board Etiquette at the end of the syllabus.

Chapter 3 Reflection Paper

Reflection papers are an opportunity for you to demonstrate your ability to critically think about and apply the course material. Please make sure that you read and understand all of the instructions.

To Start.....

1. Read Marijuana Tax Act of 1937 (pages 49-51). This will help you in writing your response paper.
2. Read the Case Study on Alamosa Daily Courier (page 49 in the textbook).

Use the following headings and give your responses by using your own words and research. Your paper will be graded partially based upon the inclusion of ALL points below. Please make sure you address each prompt:

1. Why was the Marijuana Tax Act of 1937 passed?
2. Explain why the 1936 movie, Reefer Madness, was considered an American propaganda film about drugs.
3. Why was the American Medical Association critical of the passage of the Marijuana Tax Act of 1937?
4. After reviewing the Alamosa Daily Courier case study (on page 49 of the textbook), please respond to the following prompts:
 - a. How does this editorial speak the racial undertones of the times?
 - b. What facts does his article bring forward? What about opinions?
 - c. How does this article use fear to encourage action?

Response papers must meet the following criteria:

- APA format (this includes cover page and reference page)
- Typed
- Double-spaced
- 12-point font
- Times New Roman
- 1-inch margins
- 3 pages long (no more than 5 pages) If the reflection paper is less than 3 pages, there will be a

MAJOR point deduction.

• **A total of 2 references: 1 textbook reference and 1 reference from another periodical**

It is really important to follow all of the prompts listed below. Failure to do so will result in a MAJOR point deduction.

It is also important to write in a narrative format. I do NOT want a question/answer style when you write the paper. It is perfectly acceptable to use headings. In fact, I prefer it. It makes it easier for me to read!

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 20 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW response paper. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

The use of Artificial Intelligence (AI) is STRICTLY PROHIBITED. Please refer to the syllabus for a more detailed description of my expectations regarding AI.

Documentary Review

Please watch the You Tube video: **Chasing the Dragon: The Life of an Opiate Addict.**
<https://www.youtube.com/watch?v=pzhD2MyeIbY>

Use the following headings and give your responses in your own words. Your paper will be graded partially based upon the inclusion of ALL points below. Please make sure you address each prompt:

1. Summary: Tell me in 1 or 2 paragraphs what the documentary was about. This part should NOT take up the bulk of your paper.
(Most of your paper should consist of points 2 and 3)
2. New Information Learned: Tell me 3 or more things you learned from the documentary that you did not know before. Be specific and explain your points. How can you use this knowledge? How will this new knowledge impact your future career?
3. Prior Knowledge: Tell me 3 or more things you already knew and that the documentary confirmed.

Use double-spaced, 12-point, Times New Roman font. This review should be 2- 3 pages and must be submitted via Brightspace. This means there must be a MINIMUM of 2 pages. Any paper submitted that is less than 2 pages will earn a MAJOR point deduction.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 20 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment. If you are retaking this course, you must submit a NEW documentary review. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

The use of Artificial Intelligence (AI) is STRICTLY PROHIBITED. Please refer to the syllabus for a more detailed description of my expectations regarding AI.

Pre/Post Tests: FALL SEMESTER ONLY

As a part of our Student Learning Outcomes (SLO), we are asking students to take a test at the start of the course (pre-test) and another test at the end of the course (post-test). These are all generalized questions from the overall content of the course. All questions are Multiple Choice. Your scores on these 2 tests do not factor into your final grade for the course. They will be used for statistical purposes only.

You have made it to the end of this syllabus. Thank you for reading it. If you e-mail me that you have read the entire syllabus, you will get 10 BONUS POINTS added on your lowest quiz grade!

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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.

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

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 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to 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.

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](#)
- [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.

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.