

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**EARTH SCIENCE – GEOL 1401.O080
(LECTURE & LAB)**

DR. ELAINE K. FAGNER, P.G.

NOTE: This is a 16-week course.

NOTE: This is an Online course.

AN EQUAL OPPORTUNITY INSTITUTION

FALL 2023 SEMESTER

EARTH SCIENCE – GEOL 1401.O080

Course Description:

GEOL-1403 Physical Geology (4 Credits)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Semester Hours 4 (3 lec/3 lab)

Prerequisites and/or Corequisites:

None

Instructor Information:

Instructor Name: Dr. Elaine Fagner, P.G.

MCC Email: efagner@mclennan.edu

Office Phone Number: 254-299-8442

Cell/Text Number: 254-853-0097

Office Location: Science Building, Room 222

Office/Teacher Conference Hours:

- Tuesday (virtual via Zoom or other virtual means): 12:30 pm – 3:00 pm CST
- Wednesday (in-person in Science 222): 8:00 am – 10:30 am CST
- By advance appointment.

Other Instruction Information: If the instructor needs to adjust her designated office hours for a specific week, a Brightspace announcement will be posted with this change. She has both in-person and virtual office hours.

In-person Office Hours: The instructor should be accessible in Science 222 or 235 on Wednesday mornings starting at 8:00 am - 10:30 am.

- Please let me know you are coming because I value your time. I want to block out time for you so it is yours.
- If I do have an appointment with another student and you come in, please wait patiently on the chairs around the corner in the common area and wait for me to come get you.
- If you have time constraints, email me while you are sitting out there and request another time slot with several options for me to select.

EARTH SCIENCE – GEOL 1401.O080

Virtual Office Hours Zoom Link: Please click this URL to start or join Dr. Fagner's virtual office hours by selecting the following link:

<https://mclennan.zoom.us/j/2542998442> or, go to <https://mclennan.zoom.us/join> and enter meeting ID: 254 299 8442. You will likely be placed into a waiting room.

- If you are still waiting for more than 5 minutes once you enter the waiting room and we have a scheduled appointment, text and email me to see what is going on.
- If you are a drop-in to virtual office hours, please note that I will get to you as soon as my previous appointment has concluded. I have selected these specific hours to accommodate working students who may need assistance during their lunch break.

Required Text & Materials:

None required. All reading material is provided within Brightspace.

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

Course Notes and Instructor Recommendations:

1. Students are required to meet the minimum computer system standards, utilize a reliable internet connection, and engage with Brightspace on a weekly basis for this course. All of the course lecture and lab content within is accessible within Brightspace except designated course materials like books.
2. Students are required to access PDF files and YouTube videos on a routine bases and have the computer capabilities to view these documents and save their assignments.
3. If a due date or time in Brightspace inadvertently does not match the Course Instructor Plan, the date in the Course Instructor Plain supersedes dates posted in Brightspace.
4. All major course exams are administered using the Respondus Monitor (LockDown browser), which is free for students to download within Brightspace. This software requires the use of a functioning webcam (computer video camera). The exam portals and the Respondus LockDown browser link are located in the Exams Folder.



Dual credit students are responsible for having their school load this software onto their computer before the due date of the first lecture quiz and both exams.

5. All students are required to take the “**Technology Check**” assessment found in

the Exams Folder at least 72-hours before each exam, to make sure their technology works with the software. If a student discovers their computer, laptop, or tablet is not compatible with the LockDown browser, they are required to contact the instructor at least 72-hours prior to an exam due date to confirm their attendance for the set Zoom exam time.

- Students who work need to confirm their device works with the LockDown browser with ample time to ask off from their employer or to arrange for childcare.
 - The College has student computers throughout the library that have this software and some have webcams. If a student needs to use this option, it is highly recommended to be waiting in line when the library opens on exam day. Here is a link to the Library for details on their services and hours of operation: <https://www.mclennan.edu/library/>
6. The instructor's preferred means of email contact is **efagner@mclennan.edu** or by **text at 254.853.0097**. Failure to follow the following correspondence requirements, may result in your professor not seeing or receiving your important inquiry. Students should check the spelling of the instructor's email for accuracy. All correspondence must include the following information:
- Make sure you include your class name (**Physical Geology**) and course number in the subject line of the email;
 - Write your using formal English only (as if to the president of the company where you work).
 - Send all emails **using your MCC student email address** – external email addresses may be caught by the spam filter.
 - Include your cell phone number where the instructor can reach you to discuss the inquiry and include specific details about the nature of their question and what action or resolution they want to accomplish.
 - Attach documentation such as a screenshot or other information that will help the instructor assist them in a more productive manner. If documents are attached, use a PDF format or Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx). **Work will not be accepted by email unless specifically requested by the professor.**
 -  Follow up with a voice message, text, and second email within 48-hours if a response is not received. Be proactive in getting answers to your questions or concerns.

EARTH SCIENCE – GEOL 1401.O080



My goal is to be available to you to address any of your needs and questions pertaining to this course. I may not respond to email or text messages between Friday and Sunday, because this is when I take my weekend break from work. I may not response to email, phone, or text messages received at 9:00 pm CST on a regular class day. Generally, I try to check my messages, at least, once per day during the week; but the weekend responses are sporadic. Emails sent by students after 9:00 pm on Monday - Thursday may be responded to on the next class day. Allow for 24-hour turnaround for a reply to your email during week days, and 48-hrs on weekends.

7. To begin working in the course, select “Content” in the Brightspace Navigation Bar, then select the “Table of Contents”. You will see the following folders in the course Brightspace shell. Here is a guide to using the course Brightspace shell.

Essential Course Information (start course here) Folder	1 st Folder	This folder contains the course overview video, instructor Plan, grading information, the course drop form, and additional important course information. It is the first folder you will see in Brightspace.  The instructor has set release requirements for this folder so students must complete all the items in this section before accessing course assignments and content.
Weekly Lecture & Lab Assignments Folder	2 nd Folder	Each folder has a weekly rundown followed by two sub-folders or modules as follows: Weekly Lecture Assignments and Weekly Lab Assignments.
Exams Folder	3 rd Folder	This folder contains all of the lecture videos, exam portals, exam rules, and review sheets.
Baby Yoda Bonus Folder	4 th Folder	This folder contains the bonus/extra credit opportunities provided for the course. Random bonus opportunities may appear without an announcement in

EARTH SCIENCE – GEOL 1401.O080

		this folder.
Important Student Resources Folder	Last Folder	This folder has been added by the College to all course Brightspace shells. Valuable student resources are provided in the folder.

Fulfilling Course Assignments (Lecture and Lab) and Course Grades

Lab assignments make up 25% of a student's overall course grade in a lab-science course. In addition, the weekly meeting hours for lab are the same for lecture (3 hours for lecture and 3 hours for lab per week). Therefore, students should expect to spend at least 6 hours in a lab-science course each week in addition to studying and fulfilling course requirements, such as quizzes or exams. The weekly lecture and lab folder has specific guidance on how a student will get a grade for their respective assignment. Some labs require that students submit a lab form to Brightspace and others are done by using the student's completed lab form to take a corresponding assessment:

- When a lab assignment needs to be scanned, students will make a PDF scan or upload a Word document to the specified lab assignment tool.
- The instructor will **not** accept Google documents, "HEIC", "pages" and other formats that cannot be read by Brightspace; therefore, students need to be proactive and convert any assignment submissions into a PDF format. Students who submit assignments in different formats may not receive a grade for non-PDF assignments.

Methods of Teaching and Learning:

Teaching methods include, lectures, assessments (exams and quizzes), class and online discussions, lab exercises, projects, student self-guided or instructor-led field trips, student performances/presentations, written reports/papers, simulations, and/or scientific software.

EARTH SCIENCE – GEOL 1401.O080

Course Objectives and/or Competencies:

Lecture Objectives	Lab Objectives
1. Explain the current theories concerning the origin of the Universe and Solar System.	1. Classify rocks and minerals based on chemical composition, physical properties, and origin.
2. Explain the place of Earth in the Solar System and its relationships with objects in the Solar System.	2. Apply knowledge of topographic maps, diagrams and/or photographs to identify landforms and explain the processes that created them.
3. Relate the origin and evolution of Earth's internal structures to its resulting geologic systems, including Earth materials and plate tectonics activities.	3. Differentiate the types of plate boundaries, explain the processes that occur at each and identify associated structural features on maps, block diagrams, and cross sections.
3. Explain the operation of Earth's geologic systems and the interactions among the atmosphere, the geosphere, and the hydrosphere, including meteorology and oceanography.	4. Measure atmospheric processes that affect weather and climate.
4. Explain the history of the Earth including the evolution of earth systems and life forms.	5. Describe the composition and motion of ocean water and analyze the factors controlling both.
	6. Compare properties and motions of objects in the solar system.
	7. Demonstrate the collection, analysis, and reporting of data.

Other Specific Student Learning Outcomes and Core Objectives

Critical thinking assignments

These assignments focus on scientific knowledge related to problems involving energy and the environment.

Empirical/quantitative assessments

This is assessed through lectures that allow students to see examples of specific case studies, research, and current events that pertain to data-collection, analysis, and the scientific method as they pertain to earth science issues related to natural disasters, rocks/minerals, fossils, plate tectonics, energy/sun resources, astronomical exploration, ocean currents, shoreline erosion/deposition, weather, and climate change.

Assessing Communication Skills

This is assessed through quizzes and assignments that are largely written, while lectures gravitate towards visual components, and class discussions that guarantee students' oral interactions when introducing

EARTH SCIENCE – GEOL 1401.O080

the physical sciences at a collegiate level.

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.

Methods for Measuring Class Attendance:

Students will be counted present for the week based on completion and submission of the Weekly Lecture Quiz by the due date/time listed in the Course Instructor Plan. The instructor will maintain an attendance roster in Brightspace.

Course Assignment Due Dates/Times

The weekly schedule for this course starts on Monday and ends on Saturday unless otherwise noted in the Instructor Plan schedule. It is the responsibility of a student to be familiar with, respect, and adhere the course schedule and due dates. These due dates are predictable and are not subject to negotiation due to scheduling, childcare, or work commitments:

- **Lecture quizzes are due Thursday due by 11:55 pm** Central Standard Time (CST) of each week unless noted in the schedule within this document. For the Fall semester, Week 14 is a short 2-day week and lecture assignments are due on Tuesday, rather than Thursday.
- **Lab assessments/assignments are due Saturday by 11:55 pm** Central Standard Time (CST) of each week unless noted in the schedule within this document. Lab forms need to be converted to a PDF prior to submitting them on Brightspace. For the Fall semester, Week 14 is a short 2-day week and lecture

EARTH SCIENCE – GEOL 1401.O080

assignments are due on Tuesday, rather than Thursday.

- **Major course exams are due no later than NOON (12:00 pm) CST** on or before the specific date noted in the schedule within this document. Both exams open at least 5 days prior to the due date to help provide flexibility for students.



Students who work or need to arrange for child care, should be proactive and make necessary arrangements to take the exam early in the semester. Each exam will be available 5 days prior to the official due/date and time.

It is recommended that students download the schedule and print it out to reference all semester. Students should not rely on due dates in Brightspace; however, the instructor strives to maintain an accurate set of due dates in the course Brightspace shell. Please note that the schedule of assignments, quizzes, exams, and/or labs is subject to change for just cause by the instructor. If this occurs, the instructor will notify the students of the schedule change via Brightspace announcements. The schedule found in this Instructor Plan is the official schedule for the course.

Flexibility of Working Ahead in this Course

At times, students may be allowed to work ahead in the course but please note that the instructor is not required to make future course content available before the scheduled date as noted in the course schedule. A student may complete available assignments early, but should not expect to receive credit on any assignments submitted past an assignment's specified deadline unless they have a documented excused absence. Grades are recorded and kept on Brightspace. Students may inquire about their grade status in the class via email or virtual office hours.

Earth Science Course Schedule

The course assignment due dates are consistent throughout the semester. In addition, due dates and times are not "suggested", meaning they are set and definitive. The instructor has set all due dates and times intentionally based on feedback and performance of prior students. If a student has work or childcare responsibilities or goes to a high school as a dual credit student, they need to make prior arrangements to complete their assignments before the due date/time. In the course schedule, review the number of asterisks by each lab assignment to determine if it is a discussion-based lab, lab form submission assignment, or a lab assessment assignment as follows:

- Labs denoted with one asterisk (such as *Week 2 Lab, *Week 3 Lab, *Week 4 Lab, and *Week 13 Lab) require students to take an assessment using their

EARTH SCIENCE – GEOL 1401.O080

completed lab form to earn their assignment grade but does not require them to submit their lab form to an assignment tool.

- Labs denoted with two asterisks (such as **Week 1 Lab, **Week 5 Lab, **Week 6 Lab, **Week 7 Lab, **Week 8 Lab, **Week 9 Lab, **Week 10 Lab, **Week 11 Lab, **Week 12 Lab, **Week 14 Lab, and **Week 15 Lab) are required to be submitted as a **single PDF** document to Brightspace to earn a grade for this assignment. In this case, no corresponding assessment is required.

Course Outline or Schedule (times are listed in Central Time Zone):

Week 1: 8/21 – 8/26/2023

Lecture Assignments (learning objectives: 3, 4, 5)

- Lecture content: Geologic Principles and Depositional Environments
- Week 1 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 2, 3, 7)

- Week 1 Lab Assignment **Evaluating Earth Science due by Saturday at 11:55 pm

Week 2: 8/28 – 9/2/2023

Lecture Assignments (learning objectives: 3, 4, 5)

- Lecture content: Minerals and the Rock Cycle
- Week 2 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 1, 2, 3, 7)

- Week 2 Lab Assignment *Rock Identification due by Saturday at 11:55 pm

Week 3: 8/28 – 9/2/2023

Lecture Assignments (learning objectives: 1, 2, 3, 4, 5, 6, 7)

- Lecture content: Plate Tectonics and Fossils
- Week 3 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 1, 4, 5, 6)

- Week 3 Lab Assignment *Fossil Identification due by Saturday at 11:55 pm

Week 4: 9/11 – 9/16/2023

Lecture Assignments (learning objectives: 3, 4, 5)

- Lecture Content: Geologic Disasters
- Week 4 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 1, 4, 5, 6)

- Week 4 Lab Assignment *Mammoth Site Experience due by Saturday at 11:55 pm

Week 5: 9/18 – 9/23/2023

Lecture Assignments (learning objectives: 3, 4, 5)

- Lecture Content: Landscapes and Geomorphology
- Week 5 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 2, 3, 7)

- Week 5 Lab Assignment **Recognizing Geologic Landforms due by Saturday at 11:55 pm

EARTH SCIENCE – GEOL 1401.O080

Week 6: 9/25 – 9/30/2023

Lecture Assignments (learning objectives: 1, 2)

- Lecture Content: Astronomy Overview
- Week 6 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 6, 7)

- Week 6 Lab Assignment **Size Up Our Solar System due by Saturday at 11:55 pm

Week 7: 10/2 – 10/7/2023

Lecture Assignments (learning objectives: 1, 2)

- Lecture Content: Sun, Moon, Meteoroids, Comets, and Deep Space Overview
- Week 7 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 6, 7)

- Week 7 Lab Assignment **Planetary Atmospheres due by Saturday at 11:55 pm

Week 8: 10/9 – 10/14/2023

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: The Ocean Floor
- Week 8 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 4, 5, 7)

- Week 8 Lab Assignment **Understanding Ocean Salinity due by Saturday at 11:55 pm

Week 9: 10/16 – 10/21/2023

Exam Assignments: Lab Exam due by NOON on Monday, 10/16 (Weeks 1 – 8 content)

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Shoreline Features
- Lecture Content: Ocean Tides and Currents
- Lecture Content: Coral Reefs
- Week 9 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 4, 5)

- Week 9 Lab Assignment **Understanding Ocean Currents due by Saturday at 11:55 pm

Week 10: 10/23 – 10/28/2023

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Overview of the Atmosphere
- Lecture Content: Overview of Air Masses
- Week 10 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 4, 5, 7)

- Week 10 Lab Assignment **Determining Drought Severity due by Saturday at 11:55 pm

Week 11: 10/30 – 11/4/2023

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Air Pressure and Wind
- Lecture Content: Weather Disasters

EARTH SCIENCE – GEOL 1401.O080

- Week 11 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 4, 5, 7)

- Week 11 Lab Assignment **Evaluating Wildfires due by Saturday at 11:55 pm

Week 12: 11/6 – 11/11/2023

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Link Between Weather, Ocean Currents, and Climate Change
- Week 12 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 4, 5, 7)

- Week 12 Lab Assignment **Interpreting Climate Data due by Saturday at 11:55 pm

Week 13: 11/13 – 11/18/2023

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Climate Change and Earth Science
- Week 13 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 4, 5, 7)

- Week 13 Lab Assignment *Global Energy Budget due by Saturday at 11:55 pm

Week 14: 11/20 – 11/21/2023 (all assignments due on Tuesday)

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Impacts of Rising Seas and Climate Change
- Lecture Content: Evidence of Ancient Climate Change
- Week 14 Lecture Quiz due by 11:55 pm on Tuesday (not Thursday)

Lab Assignments (learning objectives: 4, 5, 7)

- Week 14 Lab Assignment **Find Your Park due by Tuesday (not Saturday) at 11:55 pm

Week 15: 11/27 – 12/1/2023

Lecture Assignments (learning objectives: 4, 5)

- Lecture Content: Sustainability and Earth Science
- Week 15 Lecture Quiz due by 11:55 pm on Thursday

Lab Assignments (learning objectives: 7)

- Week 15 Lab Assignment **Ecological Footprint due by Saturday at 11:55 pm

Week 16: Comprehensive Final Exam

- **Exam Assignments: Final Exam due by NOON on Monday, 12/4 (covers weeks 9 – 15)**

Online Course Grading Information:

- 30% - Exams: Midterm Exam (15%), Final Exam (15%)
- 45% - Quizzes: 15 quiz assignments, lowest quiz grade dropped
- 25% - Lab Assignments: 15 lab assignments, lowest lab grade dropped

Student Grade Concerns/Questions

Grade feedback is provided to each student in the Brightspace gradebook on a daily

EARTH SCIENCE – GEOL 1401.O080

basis by the instructor; therefore, it is the sole responsibility of each student to check their assignment feedback each week. The instructor should have grade feedback posted for lecture quizzes and lab assignments by Saturday of each course week the assignments are due. To express concern for their course assignment grades, students are required to do the following:

1. Students are required to check their Brightspace grade feedback Monday and Thursday of each day and should submit their questions in writing within 3 class days of when an assignment is due.
2. If a student has questions regarding their grades or feedback, they are required to reach out to their instructor using **BOTH** of the following forms of communication:
 - a. Email the instructor (from Brightspace) copy themselves on the email; **and**
 - b. Text the instructor at 254.853.0097 with the same information.
3. If the student does not receive a response within 48-hours, they are required to do the following to resolve grade concerns or questions rather than rely on email correspondence:
 - a. Call the instructor and leave a message at 254.299.8442 and 254.853.0097.
 - b. Join the instructor during their virtual office hours to discuss the issue:
<https://mclennan.zoom.us/j/2542998442>
4. Students who take their assignments using limited internet or on their phones are likely to encounter submission issues. Students who experience technical difficulties when submitting their course assignments are required to provide verification by photographs, screenshots, or other means of documentation to support their claim. Students should expect to meet with their instructor by Zoom to discuss these issues and the course analytics the professor utilizes.

Late Work and Make Up Work Policies:

The instructor for this course does not typically accept late work unless a student has a verified excused absence for the date of the missed quiz, lab assignment, or exam that meets the definitions of excused absences according to the MCC's Attendance Policy. Students must provide the instructor with verification of an excused absence via email and text to make up work within one calendar week of missing an assignment. Students should strive to complete their work before the due date/time to prevent an unforeseeable issue interfering with their academic success.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum in the online environment that includes respect for other students and the instructor, prompt and regular attendance as noted in the course instructor plan, and an attitude that seeks to take full advantage of the education opportunity. Any student who participates in academic dishonesty such as cheating, plagiarism, or collusion on any problem on an assignment, quiz, or exam may receive an “F” for her/his semester grade and may be reported to the Disciplinary Council.



There is a zero tolerance for cheating, collusion, and/or plagiarism for students enrolled in this course for any type of assignment.

Often, in particular on short-answer questions, the instructor understands that students seek outside, scholastic material to locate additional information on various topics. However, be sure that you realize that **you cannot simply copy something and pass it off as your answer**. In addition, students are not permitted to use any resources when taking their lecture quizzes or major exams.

If a student is unsure as to what constitutes cheating/plagiarism, they need to ask for clarification before submitting an assignment. When applicable, it is a student's obligation to verify the authenticity of his/her work through proper citations. Unless expressly stated otherwise in the assignment instructions, all assignments are to be completed independently and should reflect one's own work. Working with other students or other individuals on an assignment without instructor permission is considered collusion and cheating.

On occasion, two students in this course may share a common bond such as sharing a living space or being involved in the same collegiate or other organizational entity enroll in the same course. Students who share a common bond need to be sure their assignment work is clearly their own. It is recommended that students discuss their situation with the instructor at the beginning of the course about this issue and identify that they have a common bond.



INSTRUCTOR NOTE ABOUT STUDENT SCHOLASTIC DISHONESTY....

Deviation from any of the aforementioned course policies, will result in the following penalties:

1st Offense: Written warning from the instructor, a grade of “0” will be issued for the activity in which the offense occurred, and a report made to Student Discipline/Conduct office.

2nd Offense: Report made to Student Discipline/Conduct office and should expect to receive a failing grade in the course.

Requesting to Drop this Course

If a student wishes to drop during the first few days of a semester, they should be able to drop themselves electronically without the instructor’s approval. After that point, students will need to fulfill the following two items by contacting the instructor as follows:

1. Email the instructor your completed Geology Course Drop Form, which is the very last item found in the Essential Course Information (start course here) Folder.
2. Set up a Zoom meeting with the instructor to discuss their reasons for dropping within 24-hours of your drop request.

The instructor will not drop a student after Student Initiated Drop date unless the student has endured extreme life circumstances. In that case, the student will be required meet with the instructor via Zoom to discuss their options. The decision to drop a student for these circumstances after the Student Initiated Drop date is at the instructor’s discretion.

[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.

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.

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.