



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**United States History I  
HIST 1301.D029**

**(This is a Face-to-Face, 16 week course)**

Bradley T. Turner, M.S., M.E.S., M.A.

AN EQUAL OPPORTUNITY INSTITUTION

Fall 2023

### **HIST 1301 Course Description:**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Semester Hours 3 (3 lecture)

### **Instructor Contact Information:**

Instructor: Bradley T. Turner, M.S., M.E.S., M.A.

Preferred Name: "Brad"

Office Hours: Tuesdays, 1-3p at MCC, or by appointment at Midway HS

Office Location: MCC Science Building, Room 122

Zoom ID: 254 299 8408

Email: [bturner@mclennan.edu](mailto:bturner@mclennan.edu) \*\*\*NOT bturner\*\*\*

Phone: 254-307-3372 (cell) – I receive and return phone calls during most weekdays, but you can leave me a voicemail or text 24/7. Who knows... I might even respond to you during one of those weird times.

254-299-8408 (office) - My official MCC number that forwards to the number above

Favorite Treat: Soft, homemade gingersnap/gingerbread cookies

**\*\*\*Please refrain from using the Brightspace Instant Messaging system,  
because it is unreliable and sometimes difficult for me access when I'm not on my laptop\*\*\***

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

Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402

### **Required Text & Materials:**

Foner, Eric. *Give Me Liberty!: An American History* (7<sup>th</sup> Edition). W.W. Norton & Company: New York City, New York, 2023. ISBN: 9781324057093

[MCC Bookstore Website  
http://www.mclennan.edu/bookstore/](http://www.mclennan.edu/bookstore/)

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

Every student in this course needs to regularly check Brightspace for new assignments and announcements, and email for messages. Every student needs to be able to access PDF files, audio files, and videos without a problem. Students will likely need to also have a reliable Internet connection to succeed. All quiz and exam assessments may require the use of Respondus Lockdown Browser, ProctorU, Proctorio, or even Zoom. Links to some (if not all) of these programs will be provided to the students in Brightspace. Any videos will be uploaded and streamed from YouTube. Audio recordings of the lectures will be housed in Brightspace for students to download and playback on their own devices.

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

Lectures, quizzes, exams, essays, multimedia, and/or other alternative means.

### **Course Objectives and/or Competencies, Additional Course Description, and General Concept Outline:**

Upon successful completion of this course, students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

The nature of a dual credit course commonly represents a high level of intensity, and this course will be no exception. This class requires participation via a combination of knowledge from reading and exercises required from each student. Class participation builds student understanding of history's various subjects and issues by means of group and individual interaction. This course traces the growth of an American-system alien to our contemporary society and this class is divided into phases that the instructor believes demonstrate greatest relevance and similarities. The objective of this course is to verse each student with a deeper understanding of the events that shaped his or her society while simultaneously expanding each student's personal knowledge. This course covers the history of America through the end of Reconstruction in 1877. The instructor places emphasis on the differing European colonial systems, the evolution of our liberal government, the growth of American power during the early nineteenth century, the clash of regional American ideologies, differing economic systems, and finally culminates by studying the greatest internal American conflict in our history.

### **Course Grading Information, Quiz Policies, and Exam Policies:**

Exams represent 50% of the final course average; The Video/Skit Project represents 20% of the final course average; and Quizzes represent 30% of the course average. Grades are kept in the Gradebook on Brightspace. The grade scale used in this course is: A = 90 – 100; B = 80-89.9; C = 70-79.9; D = 60-69.9; and F = 59.9 or below.

### Quizzes

There will be a total of 11 quizzes given over the course of the semester. The lowest grade will be dropped at the end of the semester, allowing only 10 quizzes to count toward a student's final average. Quizzes may use a variety of means, ranging from multiple choice questions, multi-page chapter outlines, short essays, summaries, identify-styled homework, *et cetera*, but most will be multiple choice and originate from the textbook readings and the lectures.

You are permitted to use your personal notes and study guides on all quizzes in this course; in fact, I highly recommend that you use your book, personally prepared notes, and personally prepared study guides on those specified quizzes in this course. I may often allow you the opportunity to attempt each multiple choice quiz twice (or retake each multiple choice quiz once; however, you prefer to phrase it). There are no time limits on quizzes. If multiple choice, or true/false, once finished, the quiz will not show you the correct answers; instead, you must reevaluate and find the correct answers on your own before you retaking the quiz again. The objective of these quizzes is to encourage critical thinking and provide students with the opportunity to take the material to heart—not simply memorize it for a few hours.

If you retest and score lower on your second multiple choice quiz attempt, the higher of the two grades will be the grade automatically recorded and used by Brightspace. I believe that two opportunities to take a multiple choice quiz (with your book and notes, etc.) should provide anyone (who does the required work) with the means to ace every quiz in the course. However, because of the fact you can use your notes/study guides and may retake a quiz:

**THERE ARE NO RESETS FOR QUIZZES---**  
**FOR ANY REASON---**  
**EVER.**

No exceptions... Don't even ask me about it...

No, like, really...

Typically, when students used to ask me to reset a quiz, it was because of a computer error. Because of this fact, I feel it necessary to alert you to a few things:

1. If the computer freezes on your first quiz attempt, you need to change computers before beginning your second attempt. I understand that technology does not always work properly but, I expect that you already have the technology and the technological know-how to produce competent results in this environment; as well as, a proven backup plan for when/if that technology fails you. A broken computer or device will never be considered a valid reason for poor performance or defaulting on an assignment. If you chose to take this course knowing that it requires ample knowledge of Brightspace, computers, media players, etc..., but do not have the ability to operate and function with such things, you will not be excused for poor performance. You need to make your technology work.
2. I highly recommend using the library computers for quizzes or your assigned iPads because they often prove the most dependable in an online testing environment. If you only have access to one device, you need to designate an alternative as a backup, as soon as possible, to use as a another option before beginning to take quizzes in this course.
3. You will receive a zero when you do not record a quiz grade by the specified time.
4. A quiz listed as "In Progress" at/after the deadline will result in a grade of zero for that quiz.
5. With regards to last-minute assignments please remember the old adage: Failure to plan on your part does not constitute an emergency on my part.
6. If/When Brightspace goes down during a crucial time, issues will be dealt with when Brightspace comes back online. Due dates may be adjusted to reflect any changes.

### **Video/Skit Project**

Instead of a traditional research essay, this course requires each student participate in a multimedia research project, referred to as the "Video/Skit Project." Students may either record or perform live to meet the requirements of this project. For students who do not possess the means to record their skits, the only other way to perform will be live and in front of the class. All live performances will be given on the due date. There is only a limited amount of time possible for live performance, so available times will be filled on a first-come, first-served basis. Bibliographies will be due at a previous time from the performance date. Any student who does not perform live or submit a video will receive a '0' for his/her grade. Any student who submits a bibliography, but defaults on performance will receive a '20.' All topics, additional speculations, and other information are listed on a separate sheet designed specifically for this project.

### **Exams**

This class includes four exams. Exams may be given in person via Scantron and paper copies or may be given online via a proctoring software/proctor. The instructor will decide which method best suits the needs of the class, as he deems fit. Below discusses how each process will work.

In-person paper exams may require each student to bring a Scantron Form 882-E to each exam or to take exams. Online exams will require each student use their assigned iPads and make use of a proctoring software, like Respondus LockDown Browser, which will also video record the taker and her/his environment. The primary method of each exam will be multiple choice, but the instructor reserves the right to change the methods

if he believes that the nature of the course has changed and new circumstances merit a shift. No test will be comprehensive. No exam may be re-taken for a higher grade.

Testing events may result in a variety of experiences, relevant to the medium of the exam. If you are more than five minutes late on the day of an in-person exam (based on the clock in the classroom or on the instructor's watch), you may not enter or take the exam. Tardy students will take a make-up exam. On exam day, if testing in-person, you may not have a cell phone, calculator, smart watch, or any other item on your desk, in your pocket, on your wrist, on your lap, etc... Watches and cell phones must be turned off or otherwise silent and placed away from the student. You may not answer a phone call or receive a text message during the exam unless the instructor approves. All books, notebooks, papers, electronic devices, etc... must be in a closed backpack or bag on the floor and marked at the front of the classroom, or away from the student, as the instructor deems fit. No food or drink is allowed during an exam. You may not leave the classroom during an exam. All long sleeve shirts or jackets must be rolled up even with a student's elbows. You may only have one Scantron on your desk during the exam, if those are used. You may not talk during an exam, except to the instructor in a soft voice when necessary. Other rules and policies may be added later to accommodate the unique needs of the course.

#### **Makeup Exams, the Makeup Quiz, and the Video/Skit Project**

All makeup unit exams must be taken within one calendar week of the originally scheduled test date; the only exception to this rule being exam four, which might not be able to be made up because of deadlines associated with submitting end of term grades to the registrar. Makeup exams may be conducted online via Brightspace (and Respondus Lockdown Browser) or be conducted with a Scantron and paper. Makeup exams may be modified to prevent cheating and to be fair to the students who attended the exam. If not completed, a grade of zero will be recorded for each exam missed.

One quiz can be made up for full-credit by submitting a three page, 12 point Times, double-spaced, one-inch margin outline of the topics involved on the quiz the student wishes to makeup. The deadline for this makeup quiz essay will be listed in the course schedule on Brightspace. Students should also take note that they can always request assistance on providing the instructor with material to serve in lieu of absent quiz grades before a known event and completed early work will always be counted as full credit—meaning, a student can always request to submit work, test, or take a quiz early for days he/she knows they will be absent, but can only make up one quiz otherwise. In the event of the school closing because of inclement weather, unexpected event, etc. check Brightspace for instructions.

#### **Course Outline or Schedule:**

The official class schedule is posted and updated on Brightspace, and will be adjusted, if need be adjusted. For each section/unit there will be assignments due on specified days/evenings. At times, students may be allowed to work ahead in the course (if they choose), but the instructor is not required to make future assignments available long before an assignment's scheduled due date. If additional sections or assessments are

opened, the additional sections' due dates will be posted in the same location as the additional sections' tabs. A student may ALWAYS complete available assignments early (when they are available), but will not be able to receive credit on any assignments submitted past an assignment's specified deadline. The instructor will always provide at least a two/three day window of availability on each assignment.

**MCC Academic Integrity Statement:**

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

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

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 provided educational opportunity. All tobacco-use and vaping is prohibited in the classroom. You cannot record my lectures without my consent, in order to protect the integrity of my courses—though I will likely record each lecture meeting for the class. Students are not allowed to bring children to class without prior permission. Students are not allowed to bring guests to class, without prior permission. Any student sleeping during class will be marked absent and dismissed from class for that day.

Electronic devices are permitted during the course, with the exception of exam day or on otherwise specified assignments. The instructor does not mind if a student sends an occasional message or needs to step outside to answer an intermittent phone call; however, this must be done within the bounds of moderation (as defined by the instructor). Students should not be using their electronic devices for any purposes other than those pertaining to the course, as deemed fit by the instructor (not the student). The first violation of this policy will result in a verbal or written warning and the second violation will result in dismissal from class/lab for that day, an absence, and the prohibition of future use of technology in both classes. A third violation of the policy may result in being dropped from the course (when the violation occurred) for disruptive behavior and/or the grade of an F for the semester.

In the event of the school closing because of inclement weather, a health risk, major event, or whatever else... check Brightspace Announcements for instructions and/or any potential schedule adjustments.

With regards to disruptive behavior (as decided by the instructor), the instructor will provide offenders with a verbal or written warning during their first incident. There is only one warning given per semester. Second-violations may result in an faculty-initiated withdrawal from the course, an F for the final semester grade, or even a call to campus police. All disciplinary actions are determined by the instructor as a response to the instructor's perceived severity of the offense.

Non-approved use of AI technology will also be considered a violation of the academic integrity policy in this course.

Each student is expected to actively participate in each classroom. Minimal physical activity is required. If you suffer from seizures, etc... notify the instructor as soon as possible so he can know how to access your I.C.E. contact.

Any student who participates in academic dishonesty such as cheating, plagiarism, or collusion on any problem on an assignment, quiz, test, (etc.) may receive an F for her/his semester grade, be reported to the Disciplinary Officer, and could even be recommended for suspension from McLennan Community College. The weight of the compromised assignment is irrelevant—the punishment of failing semester grade may be the same. Just to be clear:

# I POSSESS ZERO TOLERANCE FOR CHEATING, COLLUSION, AND/OR PLAGIARISM.

## **MCC Attendance Policy:**

[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 has other guidelines specific to this course outlined below

Regular and punctual attendance is expected of all students, and the 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. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

In this course, a student is marked absent when she/he fails to sign the daily roll sheet, which will be made available to students during class time. At some points, two roll sheets (one at the beginning of class and one at the end) might be provided as a means to confirm a student's attendance.

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 miss 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.

Students may be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

It should also be noted that because this section requires the coordination of two educational entities, some Monday meetings will be held on their coordinating Fridays, respectfully. This means that if the campus is closed because of teacher/staff meetings at the host campus, the class will instead meet on a secondary day when the host campus is easily available to students.

Any student who does not drop him/herself before October 24, and exceeds seven absences, will stay enrolled in the course and receive the grade she/he earns.

### **The Official Turnerian G.A.D. Insurance Policy:**

The instructor may elect to offer G.A.D. Insurance on exams. G.A.D. Insurance is a privilege and represents a process related to testing that provides students with an opportunity to earn a higher grade on an exam. The instructor sets the rules and guidelines for G.A.D. Insurance, and has the right to revoke G.A.D. Insurance for any reason he deems fit. The qualifications for G.A.D. Insurance renew with each new unit, meaning that each unit resets the qualification process. Unless notated otherwise by the instructor, the qualifications for G.A.D. Insurance, a student must hold perfect attendance for a unit, pass the quiz portions of a unit (when applicable) with a 70 or greater, take the exam on the scheduled day at the pre-determined location (when applicable), not be late to an exam (when applicable), and receive a 70 or greater on any other miscellaneous assignments pertaining to a unit. Any students who do not qualify for G.A.D. Insurance will not receive the points provided for that unit, but still have the opportunity to qualify on the following unit whenever it resets—demonstrating the fairness of the policy. The instructor retains complete, total, and all authority on anything pertaining to G.A.D. Insurance.

### **Other random important information:**

1. Any videos used in the course (including video/skit submissions) will be uploaded and streamed in high definition from YouTube. Any students using mobile hotspot connections may experience issues with available data.
2. I may ask you to come meet with me in a one-on-one setting on campus sometime. I realize that you may have other issues to address first, but know that I am not asking to speak with you for a non-important reason.
3. If you are having trouble accessing the lectures or with Brightspace in general, call the MCC Help Desk at 254-299-8077 or email them at [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu) for issues involving technology pertaining to the host campus, contact their IT department.
4. The instructor has the power to provide additional credit for assessing a student's knowledge, skills, and abilities, as pertaining to the course and course material, on a case-by-case basis (both individually or collectively).
5. The instructor has the power to make adjustments to testing locations and questions, as he deems fit.
6. This syllabus is a living document and, at any time, the instructor reserves the right to amend this syllabus for the benefit of the class to counter unforeseen issues.
7. All deadlines are enforced in Central Standard Time.

### **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 miss 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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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.