

WACO, TEXAS

# AND INSTRUCTOR PLAN

MUSIC APPRECIATION
MUSI\_1306\_O181\_2023FA

**Patrick Kelly** 

NOTE: This is an 8-week, online course

# MUSIC APPRECIATION

#### MUSI 1306 81 2023FA

#### **Course Description:**

Understanding music through the study of cultural periods, major composers, repertoire, and musical elements.

Illustrated with audio recordings, readings, interclass discussion, and video programs.

(Does not apply to a music major degree.) Applies as a required

humanities or fine arts course for all students.

Semester Hours 3 (3 lec)

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

None

# **Course Notes and Instructor Recommendations:**

This online course works best when using Google Chrome as your browser. Firefox works ok, too. Microsoft Explorer does not work and play well with Brightspace. Don't use Explorer to work in this course.

#### **Instructor Information:**

Instructor Name: Patrick Kelly

MCC E-mail: pkelly@mclennan.edu Office Phone Number: 254-299-8106

Office Location: MTA 112

Office/Teacher Conference Hours: My schedule is often fluid during the week so if you will contact me via email I will be happy to arrange a time to meet you at my campus office at your

convenience.

I check my MCC email each morning and again each evening every day. I also use MCC email to send announcements pertaining to the class and to contact individual students. It is absolutely essential that you use and check your MCC student email account often. I will not contact you via private email accounts.

# **Required Text & Materials:**

Title: Listen to This

Author: Mark Evan Bonds

Edition: 4th

Publisher: Pearson Revel

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ISBN: Not needed – the digital text was included in the price of the course and the access portal is already located inside the Brightspace course shell.

MCC Bookstore Website: <a href="http://www.mclennan.edu/bookstore/">http://www.mclennan.edu/bookstore/</a>

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

We will use a combination of readings and listening examples all assessed with quizzes that are embedded in the digital text "Listen to This." In addition there will be weekly discussion topic assignments in Brightspace and a video or two.

There is a short course Orientation Module contained in Brightspace to be completed during the first week of class. The orientation material will answer most of the most commonly asked question regarding the course. However, if you have any additional questions or require additional clarification on anything pertaining to the course please do not hesitate to email me directly. I am here for you and there are no silly questions.

Much of what you will be doing in this course involves reading and listening from REVEL: Listen to This. Quizzes over the reading and listening will also be done inside REVEL. A link for accessing REVEL: Listen to This is already embedded in the Brightspace course shell. Use this entry point when setting up your REVEL account and working in the course.

In addition, there are weekly Discussion Forums contained in the "Discussions" area of Brightspace and a few video assignments that will be available through the weekly announcements.

Students may submit up to two extra credit essays to supplement your grade. Instructions for the extra credit exercises are available in Brightspace. Additional recital/concert attendance can count as extra credit.

#### **Course Objectives and/or Competencies:**

To learn about the basic elements that make up all music

To learn how to listen to music actively

To learn about the historical evolution of music, including major composers and key repertoire To learn to think and write critically about music

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#### **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.

Course attendance will be measured week to week by participation. If a student produces no evidence of participation (no assignment quizzes completed, no discussion board posts, no assigned orientation or video quizzes) that student will be counted "absent" from the course for that week.

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

# Calendar of Assignments

# All you need to remember is that everything for each week is due on the following Monday at 8am.

A) If you fail to get the work finished by the Monday due date you should email me at <a href="mailto:pkelly@mclennan.edu">pkelly@mclennan.edu</a> ASAP and explain why the work was not completed. I can then work with you to get caught up.

Note: Do not leave zeros in the gradebook. Zeros will drag your average down quickly and are hard to overcome even if you do well on other assignments. I want you to succeed in this course and will do all I can to help you make that happen, but you must communicate with me and let me know you are trying.

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B) Each week's discussion topic must be completed by the Monday at 8:00am due date.

# You cannot make up a discussion topic once the due date has passed and the forum has closed.

There are extra credit assignments that can be done to replace a missing discussion topic grade. These are found under Extra Credit on the Brightspace content menu.

#### Week 1

#### Welcome, Elements of Music, The Middle Ages

# Due Monday, August 28th at 8am

- ➤ Course Orientation Module
  - Orientation Quiz
  - o Orientation Discussion Topic "Introduction"
- ➤ Welcome (no quiz)
- > The Elements of Music: A Brief Introduction
  - o Quiz: Listening to Young Person's Guide to the Orchestra
  - o Introduction Quiz: The Elements of Music
- ➤ Watch Video *The Story of Music: The Age of Discovery* 
  - Quiz over the video
- ➤ Part 1 The Middle Ages
  - o Part 1 Quiz The Middle Ages
- ➤ Chapter 1 Hildegard von Bingen, *Play of Virtues* (excerpt)
  - o Quiz: Listening to *Play of Virtues* (excerpt)
  - o Chapter 1 Quiz: Hildegard, *Play of Virtues* (excerpt)
- ➤ Chapter 3 Plainchant Alleluia, "Caro mea"
  - o Quiz: Listening to "Caro mea"
  - o Chapter 3 Quiz: Plainchant Alleluia, "Caro mea"
- ➤ Chapter 5 Guillaume de Machaut, "No More Than One Man Could Count the Stars"
  - o Quiz: Listening to "No More Than One Man Could Count the Stars"
  - o Chapter 5 Quiz: Machaut, "No More Than One Man Could Count the Stars"
- ➤ Chapter 6 Alfonso el Sabio, Songs to the Virgin Mary, no. 147, "The Talking Sheep"
  - o Quiz: Listening to "The Talking Sheep"
  - o Chapter 6 Quiz: Sabio, Songs to the Virgin Mary, no. 147, "The Talking Sheep"
- > Part 1 Summary (no quiz)

#### Week 2

#### (The Renaissance, The Baroque Era)

#### Due Monday, September 4th at 8:00am

- ➤ Week 2 Discussion Topic "Music and Spirituality"
- ➤ Part 2: The Renaissance
  - o Part 2 Quiz: The Renaissance
- ➤ Chapter 7: Josquin des Prez, "The Cricket"
  - o Quiz: Listening to "The Cricket"
  - o Chapter 7 Quiz: Josquin, "The Cricket"
- ➤ Chapter 8: Thomas Weelkes, "Since Robin Hood"
  - o Quiz: Listening to "Since Robin Hood"
  - o Chapter 8 Quiz: Weelkes, "Since Robin Hood"
- > Chapter 10: Giovanni Pierluigi da Palestrina, Pope Marcellus Mass, "Gloria"
  - o Quiz: Listening to "Gloria"
  - o Chapter 10 Quiz: Palestrina, Pope Marcellus Mass, "Gloria"
- > Chapter 12: Tielman Susato, Moorish Dance
  - o Quiz: Listening to Moorish Dance
  - o Chapter 10 Quiz: Susato, Moorish Dance
- > Part 2 Summary (no quiz)
- ➤ Part 3: The Baroque Era
  - o Part 3 Quiz: The Baroque Era
- > Chapter 13: Claudio Monteverdi, *Orpheus*, selection from Act II
  - o Quiz: Listening to Orpheus
  - o Chapter 13 Quiz: Monteverdi, Orpheus, selection from Act II
- ➤ Chapter 14: Henry Purcell, *Dido and Aeneas*, selections
  - O Quiz: Listening to Dido and Aeneas
  - o Chapter 14 Quiz: Purcell, Dido and Aeneas, selections
- > Chapter 16: Barbara Strozzi, "Revenge"
  - o Quiz: Listening to "Revenge"
  - o Chapter 16 Quiz: Strozzi, "Revenge

#### Week 3

#### (The Baroque Era continued, The Classical Era)

### Due Monday, September 11th at 8am

- ➤ Watch Video: "Music and the Inner Self," TED Talk by James Rhodes
- ➤ Week 3 Discussion Topic "The Active Listener"
- Chapter 17: Antonio Vivaldi, *The Four Seasons*, "Winter," first movement
  - o Quiz: Listening to "Winter"
  - o Chapter 17 Quiz: Vivaldi, The Four Seasons, "Winter," first movement
- ➤ Chapter 18: Johann Sebastian Bach, Fugue in G Minor, BWV 578 ("Little" Fugue)
  - o Quiz: Listening to Bach's Fugue in G Minor
  - o Chapter 18 Quiz: Bach, Fugue in G Minor, BWV 578 ("Little" Fugue)
- ➤ Chapter 19: Johann Sebastian Bach, Brandenburg Concerto no. 2 in F Major, finale
  - o Quiz: Listening to Brandenburg Concerto no. 2, finale
  - o Chapter 19 Quiz: Bach, Brandenburg Concerto no. 2 in F Major, finale
- ➤ Chapter 20: Johann Sebastian Bach, Cantata 140: Awake, a Voice Calls to Us, selections
  - O Quiz: Listening to Awake, a Voice Calls to Us
  - o Chapter 20 Quiz: Bach, Cantata 140: Awake, a Voice Calls to Us, selections
- ➤ Chapter 21: George Frideric Handel, *Messiah*, selections
  - o Quiz: Listening to Messiah
  - o Chapter 21 Quiz: Handel, Messiah, selections
- > Part 3 Summary (no quiz)
- > Part 4: The Classical Era
  - o Part 4 Quiz: The Classical Era
- ➤ Chapter 22: Joseph Haydn, String Quartet in C Major, op. 76, no. 3, second movement
  - o Quiz: Listening to Haydn's String Quartet in C Major, second movement
  - Chapter 22 Quiz: Haydn, String Quartet in C Major, op. 76, no. 3, second movement
- Chapter 24: Joseph Haydn, Symphony no. 102 in B-flat major, third and fourth movements
  - o Quiz: Listening to Haydn's Symphony no. 102
  - Chapter 22 Quiz: Haydn, Symphony no. 102 in B-flat major, third and fourth movements

#### Week 4

(The Classical Era continued, The Nineteenth Century)

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# Due Monday, September 18th at 8am

- ➤ Week 4 Discussion Topic "Classical Music for the People"
- ➤ Chapter 25: Wolfgang Amadeus Mozart, Symphony no. 40 in G Minor, K. 550, first movement
  - o Quiz: Listening to Symphony no. 40 in G Minor, first movement
  - o Chapter 25 Quiz: Mozart, Symphony no. 40 in G Minor, K. 550, first movement
- Chapter 26: Wolfgang Amadeus Mozart, Piano Concerto in A Major, K. 488, first movement
  - o Quiz: Listening to Mozart's Piano Concerto in A Major
  - o Chapter 26 Quiz: Mozart, Piano Concerto in A Major, K. 488, first movement
- ➤ Chapter 27: Wolfgang Amadeus Mozart, *The Marriage of Figaro*, Act I, "Cosa Sento"
  - o Quiz: Listening to "Coso Sento"
  - o Chapter 27 Quiz: Mozart, The Marriage of Figaro, Act I, "Cosa Sento"
- ➤ Chapter 29: William Billings, "Chester"
  - o Quiz: Listening to "Chester"
  - o Chapter 29 Quiz: Billings, "Chester"
- > Part 4 Summary (no quiz)
- > Part 5: The Nineteenth Century
  - o Part 5 Quiz: The Nineteenth Century
- ➤ Chapter 30: Ludwig von Beethoven, Symphony no. 5 in C Minor, op.67
  - o Quiz: Listening to Beethoven's Fifth Symphony
  - o Chapter 30 Quiz: Beethoven, Symphony no. 5 in C minor, op. 67
- ➤ Chapter 31: Franz Schubert, "Erlkönig," D. 328
  - o Quiz: Listening to "Erlkönig"
  - o Chapter 31 Quiz: Schubert, "Erlkönig," D. 328
- Chapter 32: Felix Mendelssohn, Overture to A Midsummer Night's Dream
  - O Quiz: Listening to Overture to A Midsummer Night's Dream
  - o Chapter 32 Quiz: Mendelssohn, Overture to A Midsummer Night's Dream
- ➤ Chapter 33: Hector Berlioz, *Symphonie fantastique*, fourth movement ("March to the Scaffold")
  - Ouiz: Listening to "March to the Scaffold"
  - o Chapter 33 Quiz: Berlioz, *Symphonie fantastique*, fourth movement ("March to the Scaffold")

#### Week 5

#### (The Nineteenth Century continued)

#### Due Monday, September 25th at 8:00am

- ➤ Week 5 Discussion Topic "The Modern Romantic"
- ➤ Chapter 34: Fanny Mendelssohn Hensel, Piano Trio in D Minor, op. 11, third movement ("Song")
  - Quiz: Listening to Hensel's Piano Trio
  - Chapter 34 Quiz: Hensel, Piano Trio in D Minor, op. 11, third movement ("Song")
- ➤ Chapter 35: Robert Schuman, "Dedication"
  - o Quiz: Listening to "Dedication"
  - o Chapter 35 Quiz: Schuman, "Dedication"
- Chapter 37: Frédéric Chopin, Mazurka in B-flat Major, op. 7, no. 1
  - o Quiz: Listening to Chopin's Mazurka in B-flat Major
  - o Chapter 37 Quiz: Chopin, Mazurka in B-flat Major, op. 7, no. 1
- ➤ Chapter 40: Giuseppi Verdi, *La Traviata*, Act I, selection ("Follie!")
  - o Quiz: Listening to "Follie!"
  - o Chapter 40 Quiz: Verdi, La Traviata, Act I, selection ("Follie!")
- Chapter 41: Richard Wagner, *The Valkyrie*, Act III, ("Wotan's Farewell")
  - o Quiz: Listening to "Wotan's Farewell"
  - o Chapter 41 Quiz: Wagner, *The Valkyrie*, Act III, ("Wotan's Farewell")
- Chapter 42: Peter Ilyich Tchaikovsky, Swan Lake, Act IV, finale
  - O Quiz: Listening to Swan Lake finale
  - o Chapter 42 Quiz: Tchaikovsky, Swan Lake, Act IV, finale
- Chapter 43: Johannes Brahms, Symphony no. 4 in E Minor, op. 98, finale
  - o Quiz: Listening to Brahms's Fourth Symphony
  - o Chapter 43 Quiz: Brahms, Symphony no. 4 in E Minor, op. 98, finale
- Chapter 44: Antonin Dvorák, String Quartet in F Major, op. 96, ("American"), third movement
  - o Quiz: Listening to Dvorák's String Quartet in F Major
  - Chapter 44 Quiz: Dvorák, String Quartet in F Major, op. 96, ("American"), third movement
- > Part 5 Summary (no quiz)

#### Week 6

#### (Since 1900)

#### Due Monday, October 2nd at 8am

- ➤ Week 6 Discussion Topic "Finding Meaning in Instrumental Music"
- > Part 6: Since 1900
  - o Part 6 Quiz: Since 1900
- ➤ Chapter 45: Claude Debussy, *Voiles* 
  - O Quiz: Listening to Voiles
  - o Chapter 45 Quiz: Debussy, Voiles
- ➤ Chapter 47: Arnold Schoenberg, "Columbine" from *Pierrot lunaire* 
  - o Quiz: Listening to "Columbine"
  - o Chapter 47 Quiz: Schoenberg, "Columbine" from Pierrot lunaire
- > Chapter 48: Igor Stravinsky, *The Rite of Spring*, Part One
  - o Quiz: Listening to The Rite of Spring, Part One
  - o Chapter 48 Quiz: Stravinsky, The Rite of Spring, Part One
- > Chapter 56: Aaron Copland, "Hoe-Down" from Rodeo
  - o Quiz: Listening to "Hoe-Down"
  - o Chapter 56 Quiz: Copland, "Hoe-Down" from Rodeo
- ➤ Chapter 49: Scott Joplin, "Maple Leaf Rag"
  - O Quiz: Listening to "Maple Leaf Rag"
  - o Chapter 49 Quiz: Joplin, "Maple Leaf Rag"
- ➤ Chapter 50: Robert Johnson, "Terraplane Blues"
  - o Quiz: Listening to "Terraplane Blues"
  - o Chapter 50 Quiz: Johnson, "Terraplane Blues"
- ➤ Chapter 51: Duke Ellington, "Cotton Tail"
  - o Quiz: Listening to "Cotton Tail"
  - o Chapter 51 Quiz: Ellington, "Cotton Tail"
- ➤ Chapter 52: Charlie Parker, "Ornithology"
  - o Quiz: Listening to "Ornithology"
  - o Chapter 52 Quiz: Parker, "Ornithology"

#### Week 7

#### (Since 1900 continued)

# Due Monday, October 9th at 8:00am

➤ Week 7 Discussion Topic: "Into the Future"

- ➤ Chapter 62: Mahalia Jackson, "It Don't Cost Very Much"
  - o Ouiz: Listening to "It Don't Cost Very Much"
  - o Chapter 62 Quiz: Jackson, "It Don't Cost Very Much"
- > Chapter 66: Chuck Berry, "School Day"
  - o Chapter 66 Quiz: Berry, "School Day"
- ➤ Chapter 67: The Sex Pistols, "God Save the Queen"
  - o Chapter 67 Quiz: The Sex Pistols, "God Save the Queen"
- > Chapter 68: Public Enemy, "Fight the Power"
  - o Chapter 68 Quiz: Public Enemy, "Fight the Power"
- > Part 6 Summary (no quiz)

# **Course Grading Information:**

5% Orientation Module

55% REVEL Listen to This

20% Weekly Discussion Forums

10% Video Assignments

10% Required Recital/Concert

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

If you fall behind it is imperative that you contact me ASAP so I can help you catch up.

Discussion Topics MUST BE COMPLETED ON TIME to receive credit. If you get a Discussion Topic zero, it can only be replaced with extra credit. These Eight-Week courses are fast and furious so try not to fall too far behind or you may get overwhelmed and run out of time.

You are welcome to work ahead in the Revel text but try not to fall behind.

#### **Student Behavioral Expectations or Conduct Policy:**

The main area this comes into play is on the discussion board forums. I will be monitoring these discussions closely as well as participating in the topic discussions and commenting on students' posts. Disrespectful discourse or lewd language will not be tolerated. \* Violating this code may result in you being dropped from the course.

\* Some of the discussion forums will require that you include an active link to or embed some music you choose from Youtube. Occasionally these examples may include course language or

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otherwise suggestive content. We are all adults here. Just try to use common sense. Don't go looking for the most vulgar example you can find just to shock or offend others.

# **Click Here for the MCC Attendance/Absences Policy**

(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.

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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 <a href="https://www.mclennan.edu/disability">www.mclennan.edu/disability</a>.

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

<u>disabilities@mclennan.edu</u> 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 <a href="mailto:titleix@mclennan.edu">titleix@mclennan.edu</a> 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

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confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <a href="http://www.lighthouse-services.com/mclennan/">http://www.lighthouse-services.com/mclennan/</a>. Go to McLennan's Title IX webpage at <a href="www.mclennan.edu/titleix/">www.mclennan.edu/titleix/</a>. 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 <a href="http://www.mclennan.edu/campus-resource-guide/">http://www.mclennan.edu/campus-resource-guide/</a>

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 <a href="mailto:crew@mclennan.edu">crew@mclennan.edu</a> or a Success Coach by calling (254) 299-8226 or emailing <a href="mailto:SuccessCoach@mclennan.edu">SuccessCoach@mclennan.edu</a>. 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 <a href="https://mclennan.co1.qualtrics.com/jfe/form/SV\_07byXd7eB8iTqJg">https://mclennan.co1.qualtrics.com/jfe/form/SV\_07byXd7eB8iTqJg</a>. 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:**

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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 <a href="https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html">https://www.mclennan.edu/foundation/docs/Emergency Grant Application.pdf</a>.

#### **MCC Academic Integrity Statement:**

Go to <a href="www.mclennan.edu/academic-integrity">www.mclennan.edu/academic-integrity</a>, 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 <a href="https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html">https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html</a> 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 (<a href="http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf">http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf</a>) 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

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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 <a href="mailto:Helpdesk@mclennan.edu">Helpdesk@mclennan.edu</a> 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.