

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

INTERNSHIP

POFM N080

CRYSTAL JOHNSON

NOTE: This is a 16-week course.

NOTE: This is an Online course.

INTERNSHIP
POFM 2386 N080

Course Description:

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. Course covers interpersonal and job-related skills. Semester Hours: 3

Prerequisites and/or Corequisites:

An approved workstation and consent of program director; POFT 1309 and ITSW 1301 with a minimum grade of C.

Course Notes and Instructor Recommendations:

As your instructor, I am extremely interested in your success in the course. If you feel you need additional information, individual help, or just a little encouragement, please come by my office to schedule an appointment. My office hours are posted on my office door and in Brightspace. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available from academic records.

Technology can sometimes fail. It is your responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately. If it is an issue with Cengage e-mail the instructor and then contact Cengage directly. I cannot fix Cengage issues, but I do like to be made aware of the issues. To contact Cengage directly, call 1-800-354-9706.

Please note that due to schedule conflicts with training and meetings, office hours are subject to change. Changes will be posted as course announcements. Office hours will be conducted both face-to-face and via Zoom, so you may attend in person or via Zoom.

You should plan to spend time studying and doing assignments to pass this course. Students who spend quality time studying are more likely to make a high grade than those who don't study or who don't have quality study habits.

Deadlines are important. Deadlines are just that "deadlines." Therefore, you need to make sure that you read the tentative schedule to know when deadlines are scheduled. You need to organize your time to meet these deadlines.

Internship Site:

INTERNSHIP
POFM 2386 N080

This course requires an external internship where you will work 240 hours. It is your responsibility to secure your internship location; however, should you need help, please contact me immediately. Students who do not begin working by week two will struggle to meet the 240 hour requirement. The requirements for this are in the course orientation.

If you are dismissed from their internship site, contact me immediately. Students who are dismissed due to policy violations or behavioral concerns, including attendance, will receive an F in the course.

Students are expected to act and dress professionally at their work place. Internships are excellent ways to network and gain references for future employment.

Time sheets and objectives sheets are due every Friday following the work week. As an example, work completed the week of August 21-25, 2023 is due September 1, 2023.

Timesheets turned in more than two weeks late will not be accepted and the hours will not be counted towards the 240 hour requirement. As in the workplace, it is the student's/employee's responsibility to ensure payment/credit and that the hours are returned in a timely manner.

Your work product is expected to be completed in a professional manner, both in the workplace and within the course. No handwritten documents will be accepted, including timesheets. Timesheets do, however, have to be hand signed. Electronic signatures will not be accepted.

Communication with Instructor – You will use your student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages during the workweek. When emailing the instructor, you must include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing. An example of a professionally formatted e-mail is found within the course orientation.

You may want to join the Office Technology Discord. This is completely optional. Instructions will be provided in Brightspace announcements on how to join. Discord is a community chat where you can connect with other students. This Discord is not course specific and

INTERNSHIP
POFM 2386 N080

confidentiality and privacy cannot be given. This is a place for students to seek help from each other in their classes from students currently taking classes and students who may have taken the class previously. Please be respectful of all students, faculty, and staff. No profanity or hateful speech will be allowed. This is a place for encouragement and help. Those who violate the rules will be removed from the server. No cheating. If you need to speak with someone privately, please do so outside of Discord. The Discord server is not routinely monitored. For immediate assistance, please contact your instructor directly. If there is a rule violation, please email me at cajohnson@mclennan.edu.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.

Hardware/Software Requirements:

- To complete this course, you MUST have access to the Internet and MS Office (including Word and Publisher)
- If you do not have access to the Internet and/or MS Office, you may use the Office Technology Careers Lab that is located in the Business and Technology Building, 1st floor. Students may also use the MCC Library.
- MCC students have access to download MS Office for free through Microsoft Education at <https://www.microsoft.com/en-us/education/products/office> by registering with their MCC student e-mail. If you need assistance with this, please call the IT helpdesk at 254-299-8077.

If you have problems with either your hardware or software, it is your responsibility to make sure that all assignments are turned in on time. Technical difficulties with computers or software are not an excuse for a missed deadline. However, if you do experience technical difficulties, you should report it immediately to your instructor. Students may utilize the I.T. Helpdesk by contacting (254) 299-8077.

In most cases, assignments will be graded within a week of the due date. Students have one week from grade posting to contest an assignment grade. After that week, the grade stands.

Instructor Information:

Instructor Name: Crystal Johnson
MCC Email: cajohnson@mclennan.edu
Office Phone Number: 254-299-8263
Office Location: BT 228

INTERNSHIP
POFM 2386 N080

Office/Teacher Conference Hours:

- Mondays: 11 a.m. to 12 p.m. and 2 p.m. to 4 p.m. (Face-to-face, Zoom, phone)
- Tuesdays: 2 p.m. to 3 p.m. (Face-to-face, Zoom, phone) and 6 p.m. to 8 p.m. (Zoom only)
- Wednesdays: 8:30 a.m. to 9:30 a.m. and 11 a.m. to 12 p.m. (Face-to-face, Zoom, phone)
- The times listed are the guaranteed times I will be in my office, but I am in my office much more than this. If these days/times don't work for you, please feel free to stop by my office, call, or schedule an appointment. I'm here to help you.
- Office hours are subject to change due to meeting and training requirements. Changes will be posted in Brightspace as a course announcement.

Required Text & Materials:

Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)

Publisher: Cengage Unlimited

ISBN: 9780357700006, or 9780357700013, or 9780357700020

Instructions for how to access the specific course textbook will be provided in Week 1 of the course material in Brightspace.

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

Methods of Teaching and Learning:

Lecture/Discussion

Homework Assignments

Hands-On Practice

Exams

Extrenal Work Experience

Course Objectives and/or Competencies:

Departmental Student Learning Outcome:- Prepare to be gainfully employed: job search skills, resume writing, application completion.

- Use job search skills
- Create employment search documents including resume, cover letter, and application
- Create a career plan
- Identify elements of workplace success
- Create a personal brand

INTERNSHIP
POFM 2386 N080

- Identify and create a network for employment prospects
- Understand interview question types and how to answer appropriately
- Demonstrate the ability to be on time
- Practice customer service principles in the workplace
- Demonstrate the ability to meet deadlines
- Prepare well-written work documents using given guidelines

Specific unit objectives are listed in Brightspace and at the beginning of each chapter.

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.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive weeks of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work for the week, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

INTERNSHIP
POFM 2386 N080

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Course Outline or Schedule:

Internship Schedule

All assignments are due at 11:59 p.m. unless otherwise noted. Any changes to the schedule will be posted in Brightspace. Review each week's task list in Brightspace for the full list of weekly activities.

Week	Assignments	Due Date
Week 1 August 21	Orientation Chapter 1- The Job Search Journey Homework: <ul style="list-style-type: none">• Find a work place and obtain approval from instructor• Objectives• Read Chapter 1• Chapter 1 Quiz• Chapter 1 Assignments- VA 1-1, CAW 1-1, VA 1-2, CAW 1-2, CAW 1-3• Weekly Worksheets	August 27
Week 2 August 28	Chapter 2- Know Yourself to Market Yourself Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 2 Quiz• Chapter 2 Assignments- VA 2-1, CAW 2-1, CAW 2-2, CAW 2-3, CAW 2-4, VA 2-2, CAW 2-5, CAW 2-6• Weekly Worksheets	September 3
Week 3 September 4	Chapter 3- Picture Yourself in the Workplace Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 3 Quiz• Chapter 3 Assignments- VA 3-1, CAW 3-1, CAW 3-2, CAW 3-3, CAW 3-4, VA 3-2, CAW 3-5, CAW 3-6• Weekly Worksheets	September 10

INTERNSHIP
POFM 2386 N080

Week 4 September 11	Chapter 4- Plan Your Resume Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 4 Quiz• Chapter 4 Assignments- VA 4-1, VA 4-2, CAW 4-1, CAW 4-2, CAW 4-3A, CAW 4-3B, CAW 4-4A, CAW 4-4B, CAW 4-5A, CAW 4-5B• Weekly Worksheets	September 17
Week 5 September 18	Chapter 5- Write Your Resume Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 5 Quiz• Chapter 5 Assignments- VA 5-1, CAW 5-1, CAW 5-2A, CAW 5-2B, CAW 5-3, CAW 5-4, CAW 5-5, VA 5-2, CAW 5-6• Weekly Worksheets	September 24
Week 6 September 25	Chapter 6- Find Job Openings Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 6 Quiz• Chapter 6 Assignments- VA 6-1, CAW 6-1, CAW 6-2, CAW 6-3, CAW 6-4, VA 6-2, CAW 6-5, CAW 6-6• Weekly Worksheets	October 1
Week 7 October 2	Chapter 7- Write Job Applications Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 7 Quiz• Chapter 7 Assignments- CAW 7-1, VA 7-1, CAW 7-2, CAW 7-3, VA 7-2• Weekly Worksheets	October 8
Week 8 October 9	Chapter 8- Write Effective Tailored Cover Letters Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 8 Quiz• Chapter 8 Assignments- CAW 8-1A, VA 8-1, CAW 8-1B, VA 8-2, CAW 8-2, CAW 8-3A, CAW 8-3B	October 15

INTERNSHIP
POFM 2386 N080

	<ul style="list-style-type: none"> Weekly Worksheets 	
Week 9 October 16	Chapter 9- Know the Interview Essentials Homework: <ul style="list-style-type: none"> Read Chapter Chapter 9 Quiz Chapter 9 Assignments- VA 9-1, CAW 9-1, VA 9-2, CAW 9-2, CAW 9-3 Weekly Worksheets 	October 22
Week 10 October 23	Chapter 10- Prepare for Your Interview Homework: <ul style="list-style-type: none"> Read Chapter Chapter 10 Quiz Chapter 10 Assignments- CAW 10-1, VA 10-1, CAW 10-2, VA 10-2, CAW 10-3 Weekly Worksheets 	October 29
Week 11 October 30	Chapter 11- Interview Like a Pro Homework: <ul style="list-style-type: none"> Read Chapter Chapter 11 Quiz Chapter 11 Assignments- VA 11-1, CAW 11-1, CAW 11-2, VA 11-2, CAW 11-5, CAW 11-6 Weekly Worksheets 	November 5
Week 12 November 6	Chapter 12- Stay Connected with Prospective Employers Homework: <ul style="list-style-type: none"> Read Chapter Chapter 12 Quiz Chapter 12 Assignments- VA 12-1, CAW 12-1, VA 12-2, CAW 12-2, CAW 12-3, CAW 12-4 Weekly Worksheets 	November 12
Week 13 November 13	Chapter 13- Dealing with Disappointment Homework: <ul style="list-style-type: none"> Read Chapter Chapter 13 Quiz Chapter 13 Assignments- VA 13-1, VA 13-2, CAW 13-1, CAW 13-2 Weekly Worksheets 	November 19

INTERNSHIP
POFM 2386 N080

Week 14 November 20	Chapter 14- Take Charge of Your Career Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 14 Quiz• Chapter 14 Assignments- VA 14-1, CAW 14-1, CAW 14-2, CAW 14-3, CAW 14-4, VA 14-2, CAW 14-5• Weekly Worksheets	November 26
Week 15 November 27	Homework: Prepare final report	December 3
Week 16 December 4	Final Report	December 5

Course Grading Information:

Employer Evaluation..... 60%
Quizzes.....10%
Assignments.....20%
Final Project..... 10%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

Employer Evaluation (60%)- The employer will rate the student in the following categories: Knowledge of Work, Human Relations (effect on workers), Dependability (attendance/promptness), work Habits and Attitudes; Responsibility, Accuracy in work assigned, Productivity (Quality and Quantity), Initiative, Professionalism (dress/demeanor), and Promotability. The grading rubric is provided to the students in Brightspace.

Quizzes (10%) – Quizzes will cover material within the text and lecture. Students will have 30 minutes to complete the quizzes in Brightspace. Students will have three attempts to complete each quiz. The highest of the grades will be used. Students are encouraged to take the quizzes multiple times. Quizzes are due at 11:59 p.m. of the due date.

Final Project (10%)- The final project will be a report. Students will receive instructions three weeks prior to the due date.

Assignments (20%)- Students will complete an assignment each week that corresponds with the assigned chapter. Assignments should be submitted in Brightspace unless otherwise noted. Assignments are due at 11:59 p.m. of the due date unless otherwise noted.

Students will also turn in weekly worksheets for an assignment grade each week. These weekly worksheets contain the student's timesheet with their employer and the objectives sheet. These sheets are turned in weekly. Sheets that are turned in on time and in full will receive a 100. Points will be deducted for errors in math, spelling, and grammar. Sheets turned in more than a week late will receive a 0. Sheets turned in late will receive a 50-point deduction. Missing one of the worksheets will also receive a 50-point deduction. Students who encounter difficulties in obtaining signatures should contact their instructor immediately.

Completing Assignments-

- Students are expected to complete assignments in their entirety. Skipping questions will result in lost points in proportion to the questions skipped.
- Part of being a professional is using proper grammar. Assignments should be completed using proper and complete sentences. Points may be deducted for grammatical and spelling errors at the discretion of the instructor.
- When answering questions, students should consider class discussions, material introduced by the instructor, and the text.
- Plagiarism will not be tolerated. Ideas or references should be given credit where credit is due. Students should complete works cited using APA format. Students who need help with this may seek help from the instructor, the library, the Internet, the APA Manual, or any other resource at their disposal.

Any discrepancy in grades must be made in writing via e-mail to your instructor no later than one week after the grade is posted in Brightspace.

Most assignments will be graded within a week of the due date; however, longer assignments may take more time to be graded.

Late Work and Make Up Work Policies:

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- Assignments may be turned in up to one week late for a 30 point deduction. Anything submitted after this deadline will receive a 0.
- Timesheets and objectives sheets turned in after the due date will be given a grade of 50. Timesheets more than 2 weeks late will receive a 0 and will not be accepted.
- Submitting late work will not prevent you from being dropped. You must adhere to the attendance policy.
- You, whether absent or present, are responsible for course deadlines. I understand that life happens. Please communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.

Student Behavioral Expectations or Conduct Policy:

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

INTERNSHIP
POFM 2386 N080

Plagiarism is:

- Using someone else's work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud

Cheating is:

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

[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.