

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRO TO KEYBOARDING

POFT 1393 O280

KRISTY TURNER

NOTE: This is an 8-week course.

NOTE: This is an Online course.

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Course Description:

Includes topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers, typewriters, and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lecture)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Students will need access to Zoom and a web cam for completing the technique evaluation.

Timed writing competencies will be administered in the Office Technology Lab in the Business and Technology building, room 103 during normal operating hours (in-person). If COVID restrictions do not allow for this, testing will be conducted via Zoom instead and will need to be scheduled in advance. If you are unable to come to campus for timed writings due to COVID, living out of the area, or some any other valid reason, please contact me immediately to discuss alternate arrangements.

You will need money on your MAC card to pay for printouts in the lab.

As this is an 8-week class, students should plan to spend double the amount of time studying and completing assignments as they would a 16-week course. Typically, a student can expect to spend 6-12 hours a week on coursework per class in a 16-week class. For 8-week classes, students can expect to spend 12-24 hours per week on coursework per class. Variations to this formula may occur based on course format, course hours, and subject matter.

Though this is an online course, students are expected to complete Timed Writings in the Office Technology Lab located on the 1st floor of the Business and Technology Building (room 103). The hours are:

- Monday through Thursday- 8:00 a.m. to 7:30 p.m.
- Friday- 8:00 a.m. to 12:00 p.m. and 1 p.m. to 3:00 p.m.
- Saturday- 9 a.m. to 3 p.m.

Timed Writing completion requires the use of proper technique, which is covered in the course orientation. Students who do not demonstrate proper technique or do not adhere to the rules for

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completing Timed Writings will not receive credit for the Timed Writings being worked on at the time of the infraction.

Timed Writing Competencies are your final exam for this course. As such, it does require a considerable amount of time and effort. Students can expect to spend anywhere from 2 to 12 hours trying to earn their competencies. Students will be encouraged to begin working on these the last several weeks of class. Waiting until the last two days of class can cause a large amount of stress and will reduce the likelihood of success.

This is a skills-based course. This means that it takes continuous practice. Students who miss work or only work on assignments one day a week are typically not successful. Students should practice every day to develop their typing skills.

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 to the instructor from academic records.

Deadlines are important. Deadlines are just that “deadlines.” Therefore, the students need to make sure that they read the tentative schedule to know when deadlines are scheduled. The students need to organize their time to meet these deadlines.

Communication with Instructor – Students will use their 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, students 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.

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

I will communicate with you regularly. You will receive a weekly e-mail with your course progress. Towards the end of the course you may receive multiple e-mails a week. I will also

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post course announcements frequently. It is important that you check your student e-mail and course announcements at least every other day during the week.

Hardware/Software Requirements:

- To complete this course, you **MUST** have access to the Internet and SAM (Cengage).
- If you do not have access to the Internet, 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.

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. 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 for issues with their computer. If it is an issue with Cengage e-mail the instructor and 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.

Instructor Information:

Instructor Name: Kristy Turner

MCC Email: kturner@mclennan.edu

Office Phone Number: 254-299-8261

Office Location: BT 220

Office Hours: Tuesday & Thursday 10:00 a.m. – 11:00 a.m. and 2:10 p.m. – 3:10 p.m.

Wednesday 7:00 p.m. – 8:00 p.m. via Zoom

I am available at other times by appointment.

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 keyboarding software will be provided in Week 1 of the course material in Brightspace.

Full-sized keyboard- Tests will be administered on a full-sized desktop keyboard. It is important to practice using what you will be tested to help you succeed.

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Keyboard cover- Can be made from a box or you can use tape to cover the keys.

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

Lecture/Discussion

Homework Assignments

Hands-On Practice

Exams

This course is a skills-based course. Students will work consistently on improving their speed and accuracy through the use of assigned keyboarding drills.

Course Objectives and/or Competencies:

Departmental Student Learning Outcome: Key 30 wpm with 5 or fewer errors during three (3) 5-minute timed writings.

Course Learning Outcomes:

- Key 30 wpm with five or fewer errors on three five-minute timed writings
- Use proper keyboarding technique while typing
- Summarize basic spacing principles for creating sentences and sentence parts
- Describe types of keyboards and their uses
- Summarize basic file management principles and terminology
- Define current computer terminology
- Demonstrate proper time management skills and work ethic by completing coursework
- Demonstrate a positive attitude and behavior

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 class BEFORE the census date, a student must complete and submit assignments by the due date. An email to the instructor does NOT count as completing and submitting an assignment. Logging into Brightspace and accessing content does NOT count as

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completing and submitting an assignment. Any student who fails to complete and submit assignments by the due date prior to the census date will be dropped from the course.

After the census date, students who fail to submit two consecutive modules 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 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>

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:

POFT 1393- Intro to Keyboarding 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 full list of weekly activities.

Week	Assignments	Due Date
Week 1 October 16	Course Orientation (Brightspace) Introduction of Technique (Brightspace) Lessons 1-6 (SAM) Home Row Key Exercise 1 (Brightspace)	October 22
Week 2 October 23	Keyboarding Technique Review Quiz and Exam (Brightspace) Lessons 7-10, 14-16 (SAM) Skill Building 1 (SAM) Home Row Key Exercise 2 (Brightspace)	October 29

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	Schedule First Technique Evaluation Attempt <u>(Due October 27)</u>	
Week 3 October 30	Computer Terminology Review Quiz and Exam (Brightspace) Lessons 17-24 (SAM) Skill Building 2 (SAM) Skill Building 3 (SAM) Home Row Key Exercise 3 (Brightspace) 1 st Attempt Technique Evaluation Due (Must be completed by October 28)	November 5
Week 4 November 6	Typing Through History Review Quiz and Exam (Brightspace) Skill Building 4 (SAM) Skill Building 5 (SAM) Drill Practice- Adjacent Key (SAM) Drill Practice- Concentration 1-20 (SAM) Drill Practice- Concentration 21-41 (SAM) Drill Practice- Direct Reach (SAM) Drill Practice- Double Letter (SAM) Drill Practice- Shift Key (SAM) Home Row Key Exercise 4 (Brightspace)	November 12
Week 5 November 13	File Management Review Quiz and Exam (Brightspace) Keyboarding Technique Quiz (Brightspace) Drill Practice- Spacing (SAM) Drill Practice- First Finger (SAM) Drill Practice- Second Finger (SAM) Drill Practice- Third Finger (SAM) Drill Practice- Fourth Finger (SAM) Drill Practice- Top Row (SAM) Drill Practice- Third Row (SAM) Drill Practice- Home Row (SAM) Home Row Key Exercise 5 (Brightspace) Work on completing Timed Writing Competencies in the OTC lab or Zoom.	November 19
Week 6 November 20	Drill Practice- Bottom Row (SAM) Drill Practice- Opposite Hand D/K (SAM) Drill Practice- Opposite Hand S/L (SAM) Drill Practice- Opposite Hand T/Y (SAM) Drill Practice- Opposite Hand E/I (SAM) Drill Practice- Opposite Hand R/U (SAM)	November 26

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	Drill Practice- Opposite Hand W/O (SAM) Home Row Key Exercise 6 (Brightspace) Work on completing Timed Writing Competencies in the OTC lab or Zoom.	
Week 7 November 27	Quick Review- Enter Key (SAM) Quick Review- Space Bar (SAM) Quick Review- Shift Keys (SAM) Quick Review- Alphabetic Keys 1-25 (SAM) Quick Review- Alphabetic Keys 26-50 (SAM) Quick Review- Numeric Keys (SAM) Quick Review- Easy Lines 1-25 (SAM) Quick Review- Easy Lines 26-50 (SAM) Home Row Key Exercise 7 (Brightspace) Last Chance Technique Evaluation Attempt Due (December 2) Work on completing Timed Writing Competencies in the OTC lab or Zoom.	December 3
Week 8 December 4	Work on completing Timed Writing Competencies in the OTC lab or Zoom.	December 5 at 7:30 p.m.

Course Grading Information:

Timed Writing Speed..... 30%

Technique..... 20%

Assignments..... 20%

Exams..... 20%

Professionalism/Participation..... 10%

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

Below 60

Timed Writing Speed (30%)- Each timed writing is five (5) minutes in length. Timed writings completed that are not five minutes will count as a Sam Assignment grade only and will not count as one of the three required competencies. Each Timed Writing will count as a Timed Writing Speed grade (if it meets the requirements). Only the top 3 speeds of your Timed Writings will be counted towards this grade. **Office Technology and Paralegal majors must reach a speed of 30 wpm with 5 or fewer errors on three Timed Writings to complete this course.** Other majors will receive their Timed Writing Speed grade based on the following chart:

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	Speed																
Error Count	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	<15
<=5	100	97	94	91	88	85	82	79	76	73	70	68	66	64	62	60	30
6	97	94	91	88	85	82	79	76	73	70	67	65	63	61	59	57	29
7	94	91	88	85	82	79	76	73	70	67	64	62	60	58	56	54	27
8	91	88	85	82	79	76	73	70	67	64	61	59	57	55	53	51	26
9	88	85	82	79	76	73	70	67	64	61	58	56	54	52	50	48	24
10	85	82	79	76	73	70	67	64	61	58	55	53	51	49	47	45	23
11	82	79	76	73	70	67	64	61	58	55	52	50	48	46	44	42	21
12	79	76	73	70	67	64	61	58	55	52	49	47	45	43	41	39	19
13	76	73	70	67	64	61	58	55	52	49	46	44	42	40	38	36	18
14	73	70	67	64	61	58	55	52	49	46	43	41	39	37	35	33	17
15	70	67	64	61	58	55	52	49	46	43	40	38	36	34	32	30	15
16	67	64	61	58	55	52	49	46	43	40	37	35	33	31	29	27	14
17	64	61	58	55	52	49	46	43	40	37	34	32	30	28	26	24	12
18	61	58	55	52	49	46	43	40	37	34	31	29	27	25	23	21	11
19	58	55	52	49	46	43	40	37	34	31	28	26	24	22	20	18	9
20	55	52	49	46	43	40	37	34	31	28	25	23	21	19	17	15	8
21	52	49	46	43	40	37	34	31	28	25	22	20	18	16	14	12	6
22	49	46	43	40	37	34	31	28	25	22	19	17	15	13	11	9	5
23	46	43	40	37	34	31	28	25	22	19	16	14	12	10	8	6	3
24	43	40	37	34	31	28	25	22	19	16	13	11	9	7	5	3	2
25	40	37	34	31	28	25	22	19	16	13	10	8	6	4	2	0	0
26	37	34	31	28	25	22	19	16	13	10	7	5	3	1	0	0	0
27	34	31	28	25	22	19	16	13	10	7	4	2	0	0	0	0	0
28	31	28	25	22	19	16	13	10	7	4	1	0	0	0	0	0	0
29	28	25	22	19	16	13	10	7	4	1	0	0	0	0	0	0	0
30	25	22	19	16	13	10	7	4	1	0	0	0	0	0	0	0	0
More than 30 errors will be scored as a 0.																	

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Timed Writings must be done in the lab (see instructor recommendations above for lab hours) or during proctored times on Zoom if other arrangements have been made due to inability to come to campus. Zoom times are limited and students may need to complete these in person. Students will print a report immediately after completion. The instructor or lab instructor will initial it and the student will turn it in. Timed Writings that do not contain initials will not be accepted. You should expect to spend several hours completing these. Though it says you only need three competencies, it may take several attempts to reach those competencies. I will take the top three grades from three different timed writing attempts. **You will need to have money on your student ID card to print the reports.**

Students who do not complete at least three timed writings will receive an F in the course.

Procedures for Completing Timed Writings

1. The student will visit the OTC lab during regular operating hours.
2. The student will inform the lab instructor that they are there to complete timed writings. You may be assigned a station to work, depending on the lab's usage for that day.
3. The student will obtain a keyboard cover from the lab instructor to use for the duration of the timed writings.
4. The student will demonstrate proper technique while completing the timed writings.
5. The student will print the report(s) for the timed writing(s) completed while at the OTC lab.
6. The student will take the printed report(s) to the lab instructor to initial and turn in. The timing must be open on the computer screen for the instructor or lab instructor to initial the timing. Timed writings turned in outside of the lab and not containing lab instructor initials will not be accepted.

Office Technology and Paralegal Grades

Paralegal and Office Technology majors will need to reach 30 words per minute with 5 or fewer errors by the end of the course.

At the end of the course, Office Technology and Paralegal majors typing with excessive errors (10 to more) and/or less than 25 words per minute, will receive a grade of NC for the course. This grade will not affect GPA, but students will need to re-enroll and take the class again. You must turn in a timed writing to be considered for this. **If no timed writing is turned in, a grade of F will be given.**

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At the end of the semester, if a student is typing 26 to 30 words per minute with less than 10 errors on a timed writing (that is turned into the lab), they are eligible for an “I” in the course. They will NOT need to re-enroll in the class. They will need to complete the required three timed writings and turn them in to the instructor before the next full semester.

If a student receives a grade of “I” at the end of the semester, they have until the end of the next long semester to complete the competency timings. Students can work on timings in the lab. The timings must be initialed by an instructor or lab instructor immediately after they are printed. The timing must be open on the computer screen for the instructor or lab instructor to initial the timing. Once timings are complete, the instructor will calculate the grade and change the “I” grade. If a student does not complete all three competency timings by the end of the next long semester, the “I” grade will automatically change to a grade of F. The instructor is not responsible for reminding students to complete these competency timings during the time limit.

Office Technology and Paralegal students who are missing more than five SAM typing assignments will not be eligible for an Incomplete (I) or an No Credit (NC).

Technique (20%)– Students will be graded on technique. Students may be graded on technique at any point while working in the Office Technology Lab. Instructors and the Lab Instructor working in the OTC Lab will be observing the following areas:

- Verbalizing each character while striking the character
- Keeping eyes on text while keyboarding
- Correct posture
- Correct position of fingers
- Correct stroking of fingers
- Steady hands
- Depressing enter/return key correctly
- Concentration
- Rhythmic keystroking
- Student’s Attitude

You are required to schedule a time for technique evaluation(s). This will be scheduled through the instructor, will be administered via Zoom, and conducted by the course schedule. You may schedule multiple attempts on this grade, meaning that if you receive a low score, you may

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schedule an appointment on a different day to be re-evaluated. The highest score will be used in determination of the final grade. If you schedule a meeting but do not show and do not notify me prior to your scheduled appointment time, 10 points will be deducted from your final technique evaluation grade. **If you do not complete the technique evaluation by the first-attempt due date, you will be dropped unless other arrangements have been made.**

Students who do not complete the technique evaluation will receive an F in the course.

Assignments (20%)- Assignments include lessons, skill building drills, review quizzes, and home row key exercises. Students either complete SAM assignments or they do not. Completed assignments receive a grade of 100 and uncompleted assignments receive a grade of 0. All items in Brightspace receive a specific score based on skill and knowledge.

Exams (20%)- There are four (4) exams during this course. Each exam covers a different topic concerning keyboarding and technology. The information for each exam will be covered in class and provided in Brightspace.

Professionalism/Participation (10%)- Each student will receive a professionalism/participation grade. This grade is derived from evaluating attendance, participation in class, assignment completion, and professional communication standards. Each student will begin with course with a 100. Points will be deducted as follows:

- 1 point for every missing assignment, exam, or other required activity
- 5 points for each absence
- 5 points for each communication that does not meet professional standards. (E-mails should include course name in the subject line, a greeting, the body, and a closing with signature. It should be sent using complete sentences that are grammatically correct.)
- Other points may be deducted as the Instructor deems appropriate

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.
- No late work will be accepted; however, a makeup period will be offered towards the end of the course for a discounted grade. Exceptions to this are granted on a rare basis. You will need to communicate with me should a situation such as extreme illness arise.

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- You, whether absent or present, are responsible for course deadlines. You should communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.
- **Drops/grades based on attendance-** You are responsible for contacting the instructor to be dropped from this course. If you exceed the allowed absences within the first four weeks (over 2 absences), you will be dropped. If you exceed the allowed absences after week 4 (over 2 absences), you will receive a grade of F unless you contact me and request to be dropped prior to the drop deadline. If you are experiencing an emergency, you should contact me immediately to make alternate arrangements.
- For the purpose of this online course, attendance will be based on your completion of work for the week. If you complete at least 50 percent of weekly activities during the week, you will be counted as present. If you do not complete at least 50 percent of the weekly activities, you will be counted as absent. Makeup work does not count towards attendance and will not prevent you from being dropped.

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.

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.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.