

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Social Welfare: Legislation, Programs, and Services

SOCW_2362_001

Catie Capp-Hays, LCSW-S

NOTE: This is a 16 week Face-to-Face course.

Course Description:

This course offers a historical and contemporary examination of legislation and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislation to meet the needs of vulnerable populations. Societal responses to legislation are also considered. (SOCW 2362 is included in the Social Work Field of Study.)

Prerequisites and/or Corequisites:

SOCW 2361 or co-enrollment.

TSI complete in writing.

Course Notes and Instructor Recommendations:

It is my expectation that you read the chapter we are discussing in class BEFORE coming to class. If you do not read the chapter independently before coming to class, you will not fully grasp the material and will not be as successful in this class. ZOOMing into class is not longer allowed unless under special circumstances. If you need help, please reach out to me earlier- not later!

Instructor Information:

Instructor Name:	Catie Capp-Hays, LCSW-S
MCC E-mail:	ccapp-hays@mclennan.edu
Office Phone Number:	(254) 299-8772
Office Cell Phone Number:	(254) 300-9733
ZOOM Link:	https://mclennan.zoom.us/j/3564780936
Office Location:	CSC 129 E
Office/Teacher Conference Hours:	Please see Brightspace
Other Instruction Information:	ZOOM Meeting ID: 356 478 0936

Required Text & Materials:

Title: *Social Work, Social Welfare, and American Society*
Author: Popple, Philip R, Leighninger, Leslie, and Leighninger, Robert D.
Edition: 9th Edition
ISBN: 10: 0-205-79383-5

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

Methods of Teaching and Learning:

This is a face to face course. To do well in this class, you must come to class, read the entire chapter, review the power points, study, and complete assignments and exams timely. ZOOMing into class is not longer allowed unless under special circumstances. If you need help, please reach out to me earlier- not later! It is really important to communicate with me. If you need help, please reach out to me earlier- not later!

All Exams will be completed in Brightspace outside of class. Please see the course schedule for the dates and times the Exams open and closed. Since the Exams are open for a total of 4 days, I will not reopen the Exams unless there is a legitimate reason. I determine what a legitimate reason is.

Response Papers and the Policy Paper will be submitted via Brightspace on the date due. No late assignments accepted unless there is a legitimate reason. I determine what a legitimate reason is.

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW policy paper (with a new different policy) and NEW response papers. Do not resubmit/update the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Describe characteristics of legislation.
2. Differentiate between legislation and policy.
3. Explain how legislation influences service delivery and identify current proposed or recently passed state or federal legislation that will influence services.
4. Trace the history of major pieces of social welfare legislation, including the political, economic, environmental, and social conditions affecting vulnerable populations that prompted the legislation's development.
5. Describe how political ideology and social constructions of vulnerable populations influences the development of social welfare legislation.
6. Describe how political ideology and social constructions of vulnerable populations influence societal responses.
7. Compare and contrast the residual, versus institutional, view of social welfare.
8. Articulate how social workers can actively and ethically engage in the political process to address social justice issues.

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.

[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.

Mental Health Social Work ATTENDANCE POLICY for Face to Face Classes

Weekly units/modules

Meets 2x week

- Student is present when they are physically in their chair in the classroom.
- A student is dropped from the class if they are never present in class prior to the Census Date.

- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Attendance/Participation: In this course, the student will not receive a grade for attendance and participation. However, attendance and participation are rewarded when it comes to calculating the student's final grade.

Course Outline or Schedule:

Course schedule is subject to change based on student needs. Students will be notified by professor of changes via Brightspace or verbally during class time. All assignments will be submitted via Brightspace. All exams will be taken outside of class, via Brightspace.

Week/Date of Class Meetings	Topics	Assignments (Readings Prior to Class Meetings)
Week 1 8/21 & 8/23	Ice breaker Syllabus APA Introduction to the course Start Chapter 1	Read Chapter 1
Week 2 8/28 & 8/30	Finish Chapter 1	Read Chapter 2
Week 3 9/4: MCC Closed for Labor Day 9/6: we have class	Chapter 2	Read Chapter 7
Week 4 9/11 & 9/13	Finish Chapter 2 Chapter 7	Read Chapter

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Week 5 9/18 & 9/20	Finish Chapter 7 Chapter 8	Chapter 2 Response Paper- submit via Brightspace on or before 9/20 by 8 pm
Week 6 9/25 & 9/27	Finish Chapter 8 Chapter 9	Exam 1: Covers Chapters 1, 2, 7, & 8. Opens in Brightspace on 9/28 at 8 am and closes on 11/1 at 8 pm. Read Chapter 9
Week 7 10/2 & 10/4	Finish Chapter 9 Chapter 10	Read Chapter 10
Week 8 10/9 & 10/11	Finish Chapter 10 Chapter 11	Read Chapter 11
Week 9 10/16 & 10/18	Finish Chapter 11 Chapter 12	Chapter 10 Response Paper- submit via Brightspace on or before 10/18 by 8 pm Read Chapter 12
Week 10 10/23 & 10/25	Finish Chapter 12 Chapter 13	Exam 2: Covers Chapters 9-12. Opens in Brightspace on 10/26 at 8 am and closes on 10/29 at 8 pm. Read Chapter 13
Week 11 10/30 & 11/1	Finish Chapter 13 Chapter 14	Read Chapter 14

Week 12 11/6 & 11/8	Finish Chapter 14 Chapter 15	Read Chapter 15
Week 13 11/13 & 11/15	Finish Chapter 15 Chapter 17	Read Chapter 17 prior to TURN IN Individual Policy Paper via Brightspace on or before 11/15 by 8 pm
Week 14 11/20 11/22: MCC Closed for Thanksgiving	Chapter 17	
Week 15 11/27 & 11/29	Finish up lectures, final exam review	
FINAL EXAM	The final exam will open on 11/30 at 8 am and will close on 12/3 at 8p.	Final Exam covers Chapters 13-17.

Course Assignments:**Exams**

There are a total of 3 exams in this course. Each exam will cover 4 chapters. The final exam is NOT cumulative/comprehensive- it will cover the last 4 chapters in the course. All Exams will be taken via Brightspace (not during class time). The exam dates and when they will be opened in Brightspace are notated in the course outline and schedule above. Each exam will be 50 questions (multiple choice and true/false). Bonus questions will be included as well. All Exams will be timed (80 minutes). Professor will provide a study guide prior to each test. The study guides are posted in Brightspace.

Response Papers

Two (2) times throughout the semester, students will complete papers in response to course content and discussion. The instructions and prompts for each paper will be posted on Brightspace. All papers must be submitted via Brightspace on or before the date listed on this

syllabus. The intent of these papers is for students to demonstrate an ability to critically think about the course content and apply it to “real life” practice. Though there may at times not be a “right answer” on the response paper prompts, you are expected to demonstrate an ability to reason and logically back-up your responses.

Individual Policy Paper

Each student will write an individual paper on a social welfare policy that you have chosen. It is perfectly fine to choose a social welfare policy that you read about in the text or in the power point lectures. The purpose of this assignment is for you to analyze and evaluate a social welfare policy. Your goal is to uncover the history of the policy, its social impacts, the varying political perspectives, its unintended consequences, how the policy was received by different populations, and how it could possibly be improved upon. Specific instructions can be found at the end of this syllabus and in Brightspace.

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW policy paper (with a new policy- not the policy you wrote about in the past) and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 25 points off on any response paper or policy paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclellan.edu or 254-299-8500.

Pre/Post Tests- FALL SEMESTER ONLY

As a part of our Student Learning Outcomes (SLO), we are asking students to take a test at the start of the course (pre-test) and another test at the end of the course (post-test). These are all

generalized questions from the overall content of the course. All questions are Multiple Choice. Your scores on these 2 tests do not factor into your final grade for the course. They will be used for statistical purposes only.

Course Grading Information:

Assessment	Total/Percentage
Response Papers (2 @ 12% each)	24%
Individual Policy Paper	28%
Exams (3 @ 16% each)	48%

Course grades are firm and will not be “curved” or “bumped.” **Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc.** There is no extra credit in this course. In order to earn a C or above, students must stay current with readings and assignments and exhibit strong class performance.

A minimum final grade of C is required in all Mental Health/Social Work classes for graduation.

I INCOMPLETE - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, the "I" will be changed to and "F" and the course must be repeated if credit is to be given.

Late Work and Make Up Work Policies:

No late work will be accepted in this class unless this professor determines that the student's absence was due to an unavoidable emergency. This professor determines what an unavoidable emergency is. Any late work accepted will earn an automatic 10 pt deduction. All work not turned in by the due date will receive a “0.” Regular attendance (face to face in the classroom) is expected of all students, and each 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. For on-line classes, the instructor will evaluate attendance by participation in the

weekly assignments. This means if a student completes the discussion board and/or quiz for the week, the student will be counted present for the class for the week.

Assignment/Exam submission folders close as noted on Brightspace and/or in the syllabus and will not be reopened for any reason. Make sure you set aside enough time to complete your submissions on a timely basis while they're open if the professor asks that you submit an assignment in Brightspace.

Student Behavioral Expectations or Conduct Policy:

In general, 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 education opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

Learning should be fun and not torture. However, there are expected guidelines for each class.

Courtesy and Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Exhibiting disruptive behavior, incivility (e. g., inappropriate gestures, cursing, verbal or non-verbal intimidation, belittling or demeaning language, making statements attacking peers, faculty, or staff, the use of social media, chat rooms, or other venues to gossip, belittle, provoke fear, or stir emotions of or about peers, faculty, staff, or college leadership, etc.) is unacceptable and will not be tolerated.

Lack of respect for cultural diversity (e.g., disrespecting others regarding age, culture, race, religion, ethnic origin, gender, sexual orientation) is unacceptable and will not be tolerated.

Students who engage in threatening statements or behaviors or lack respect for cultural diversity toward instructors, guests, and fellow students will not be allowed to return to class until the offending student and professor have a one on one meeting and/or could be withdrawn from the

class (depending on the corrective action plan created in the meeting). If a resolution is not met in the professor/student one on one meeting, the student may have a resolution meeting with the Program Director and/or Chair. These guidelines apply to all modalities of class presentation: in-person classes, blended classes, ZOOM classes, and on-line classes.

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

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating. PLEASE CLICK ON THE LINK TO READ THIS!

Artificial Intelligence (AI):

Definition of AI: For the purposes of this syllabus, AI is defined as any software or technology that can perform tasks that would normally require human intelligence, such as learning, decision-making, problem-solving, or composition.

AI Content generation tools (such as ChatGPT, etc...) are NOT permitted for any work, or phase of work, in this class. Using them may interfere with your progress as an independent thinker and your achievement of the course's outcomes. If you use these tools, your actions would be considered academically dishonest.

To ensure academic integrity and uphold ethical standards in this course, any use of artificial intelligence (AI) by students on assignments and tests is **strictly prohibited**.

Prohibited Conduct:

- Using AI to complete assignments or tests
- Collaborating with AI on assignments or tests
- Submitting assignments or tests that have been completed or assisted by AI

Consequences for Violation:

Any student found to be in violation of this syllabus policy will be subject to disciplinary action, including but not limited to:

- Receiving a failing grade on the assignment or test in question
- Receiving a failing grade in the course
- A report will be made to the MCC Conduct Department.

** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

INDIVIDUAL POLICY PAPER GUIDELINES

Each student will write an individual paper on a social welfare policy that you have chosen. It is perfectly fine to choose a social welfare policy that you read about in the text or in the power point lectures. The purpose of this assignment is for you to analyze and evaluate a social welfare policy. Your goal is to uncover the history of the policy, its social impacts, the varying political perspectives, its unintended consequences, how the policy was received by different populations, and how it could possibly be improved upon. You **MUST** use the following prompts in your paper:

1. History of the Policy

- When was it passed?
- Why was it passed? What was the social context around the development of this policy?
- What groups supported it?

2. What was the intended impact of the policy?

- Was that the ACTUAL impact?
- What were the unintended consequences (positive or negative)?

3. What debates exist(ed) about this policy?

4. Discuss any amendments or changes to the policy since it was enacted (or proposed changes)

5. What have you learned? What is your opinion of this policy?

6. How do you think this policy could be improved upon?

Research is a huge component of this paper. All of your points discussed should be evidence-based and cited within your paper. You are expected to use at least 5 professional (preferably peer-reviewed) sources and cite using APA format. The paper should be 5 pages long. There will be a MAJOR point deduction if you submit a paper that is shorter than 5 pages. Remember, the cover page and reference page do not count in the point total. This paper must be written in APA format. Also, it is extremely important that you cover all topics listed above. Make it very clear in your paper what topics you are covering. If you don't cover all of the points listed above, there will be a MAJOR point deduction.

Writing in APA and using in-text citations is incredibly important. If you do not use in-text citations throughout your paper, you will earn a ZERO. If you do not include a reference page for this paper, you will earn a ZERO. If your paper has no in-text citations and no reference page, you will earn a ZERO on the paper.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 25 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW policy paper (with a new policy- not the same policy that you wrote about previously) and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

SOCW 2362 Response Paper Guidelines

You will complete two (2) response papers throughout the semester. These papers are an opportunity for you to demonstrate your ability to critically think about and apply the course material. Please read the guidelines for each paper before completing it, as the prompts are all slightly different.

All of the response papers must meet the following criteria:

- APA format (this includes cover page and reference page)
- Typed
- Double-spaced
- 12-point font
- Times New Roman
- 1-inch margins
- 2 pages long (no more than 3 pages) If the reflection paper is less than 2 pages, there will be a MAJOR point deduction
- A total of 2 references: 1 textbook reference and 1 reference from another periodical) If you do not provide at least 2 references (1 textbook and one from another periodical), you will earn a MAJOR point deduction.

It is really important to follow all of the prompts listed below. Failure to do so will result in a MAJOR point deduction.

Writing in APA and using in-text citations is incredibly important. If you do not use in-text citations throughout your paper, you will earn a ZERO. If you do not include a reference page for this paper, you will earn a ZERO. If your paper has no in-text citations and no reference page, you will earn a ZERO on the paper.

See the course outline in the Syllabus or Brightspace for due dates and be sure to get your paper uploaded by that date-- no late papers accepted. I'm really excited to read what you all have to say about this!

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. **I will take up to 25 points off on any paper**

that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mcclennan.edu or 254-299-8500.

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Chapter 2: Competing Perspectives on Social Welfare

The strongest and most emotional disagreement between liberal and conservative perspectives is the view of the proper role of government in the economy and in the lives of people. Describe the liberal and conservative perspectives regarding government's role in the economy and in the lives of people.

Chapter 10: The Nature and Causes of Poverty

Social psychologist, Bernice Lott, argues that a major contributor to poverty is classism, operationalized by members of upper classes creating distance between themselves and their poorer fellow citizens. Based on a review of the research evidence, Lott categorized distancing into 3 types. One of the types of distancing is institutional distancing which refers to social barriers that exclude the poor from full social participation. Examples include inferior schools for poor children; low quality and inaccessible health care for the poor; and longer prison sentences and a greater chance of capital punishment for the poor. Institutional distancing may be deliberate and obvious or it may be subtle and indirect, but the result is to reduce opportunities for the poor to improve their position in society. Describe and give an example of institutional distancing that you have observed, experienced, or read about in the State of Texas or in Waco (or surrounding areas). You can give a personal example, if you choose. Next, explain how institutional racism contributes to the cycle of poverty.

If you need help understanding APA, please see the module on Brightspace "APA Resources," visit the MCC Library, or come by during office hours!

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If you are retaking this course, you must submit a NEW policy paper and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

You have made it to the end of this syllabus. Thank you for reading it. If you e-mail me that you have read the entire syllabus, you will get 10 BONUS POINTS added on your lowest Response Paper grade!

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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.