

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTRODUCTION TO SPEECH COMMUNICATION**

**SPCH 1311 – SECTION 82**

**Dr. JENNA HOEFER**

**NOTE: This is an Online course.**

**Course Description:**

A survey of the basic principles of human communication with opportunities to apply these principles in three or more areas of study, including, but not limited to: interpersonal, public speaking, and small group communication. Semester Hours 3 (3 lec)

**Prerequisites and/or Corequisites:**

There are no official course prerequisites at this time. The student should, however, be able to speak, listen, and write in English, employing at least a high school level vocabulary and correct grammar. Writing skills are necessary for completing assignments; reading skills are necessary for reading a college text and responding to test questions; and speaking is necessary to demonstrate the skills studied. The student will be expected to apply critical thinking skills including comparison and contrast, analysis, and synthesis. To improve inadequate skills for the level of this course, the student may take advantage of the college's reading and developmental English courses. Adequate English oral usage is expected for success in the course.

**Course Notes and Instructor Recommendations:**

This course explores the dynamics of speech communication. In this course, we will cover the basic principles of speech communication. The goal of this course is to provide you with the tools and knowledge needed to be an effective communicator.

If you are taking an online class, you need to have access to a computer on a regular basis so you will be able to complete all of the course work. The units available at the Computer Lab in the LTC – Learning Technology Center on the MCC campus are fully equipped with all of the specifications. D2L/Brightspace will be utilized in this course for all announcements and instructions, assignments, exams, and a means of determining attendance.

**Instructor Information:**

Instructor Name: Dr. Jenna Hoefer

MCC E-mail: [jhoefer@mclennan.edu](mailto:jhoefer@mclennan.edu)

Office Phone Number: 254-299-8929

Office Location: Faculty Office Building 117

Office/Teacher Conference Hours: Office/Teacher Conference Hours: TBA

**Other Instruction Information:** If you need to visit with me, setting up an appointment (even during office hours) is the most professional approach. Having an appointment ensures that I will be available to focus my attention on you exclusively. I am available at many times, so email or call for an appointment. Office hours and individual meetings will be held through Zoom. If you need to visit with me, please let me know and we'll work something out! Please email me from your MCC student email address – this assures that I will receive the email and confirm that it is really you emailing me. I will not respond to messages sent to/through BrightSpace.

**Communication response time:** In most cases, I check my email regularly between 8 am and 2 pm on weekdays (M-F). However, please give me up to 24 hours to respond to your messages on weekdays. I will respond to messages sent on the weekends as quickly as possible, but messages sent after 2 pm on Friday may not be answered until the next Monday morning. This also applies to holidays.

**Required Text & Materials:**

Communication in the Real World

Open Access Resource

Please use the link provided below to access the book:

<https://www.oercommons.org/courses/communication-in-the-real-world-an-introduction-to-communication-studies-2/view>

Depending on potential circumstances students may need additional materials: Access to recording equipment- computer with quality camera and microphone. Access to individuals to watch you present your speeches. Audience needs to be live. Your audience must consist of six people. You will show your audience with your speech recording.

Zoom may be utilized in this class. Students may need to download Zoom. Instructions will be provided in Brightspace. YouTube will also be used to upload videos.

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

**Online Student Technology Requirements:**

The online/blended/hybrid student should have knowledge of using a web browser, computer, a MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), the ability to record and upload videos using Youtube and other online platforms, and the basic use of internet and search skills. The course uses the Brightspace Learning platform, YouTube, and Zoom, and the student is required to become proficient in these skills through the course orientation. The student should also have a general understanding of online technologies and appropriate online behavior.

**Hardware requirements:**

1. You need an Internet connection (at least 56k, but High Speed connection is recommended).
2. Brightspace recommends using a monitor that supports resolution of 1024x768 or higher.
3. **Students are expected to maintain regular & reliable access to a computer with a stable broadband Internet connection.** If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.
4. Brightspace is working on a mobile app suitable to this new learning platform. However, please note that you very likely will NOT be able to complete an online course using only a mobile device. A laptop or desktop computer is almost always required. If you only have a mobile device, and you cannot come to MCC campus to use a lab computer, contact me immediately to discuss your situation.

**Software requirements:**

1. You need a web browser to access Brightspace. We recommend an up-to-date version of Mozilla Firefox. I strongly recommend Brightspace students use the latest version of [Mozilla Firefox](#) for Windows and Mac because it is the browser that Brightspace supports.
2. The word processing software of MS Office is required. If you don't own a copy of MS Word, as a matriculated MCC student you can use Office 365 for free which will give you the most used tools.
  - a. To view a video tutorial for signing up for and installing Office 365 [Click here.](#)
  - b. To sign up and get started now [Click here.](#)
  - c. Please do not hesitate to contact the MCC Help Desk by calling [254-299-8077](tel:254-299-8077) or emailing [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu) if you require further assistance.
3. Many Brightspace functions require Java Run Time Environment. Java technology allows you to work and play in a secure computing environment. Upgrading to the latest Java version improves the security of your system, as older versions do not

include the latest security updates. Java may be downloaded using the link found at <http://java.com/en/download/>.

4. Here are some additional helpful links for the new Brightspace Learning Platform:
  - a. D2L System Check <https://community.desire2learn.com/d2l/systemCheck>
  - b. Browser Support for desktop, tablet, and mobile devices  
<https://documentation.brightspace.com/EN/brightspace/requirements/all/browser-support.htm>
  - c. Brightspace Technical Assistance at MCC  
<http://www.mclennan.edu/brightspace-students/>

### **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through 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.

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

This course consists of many different types of assessments provided on Brightspace. You are responsible for reading your assigned chapters, completing each assignment, completing all quizzes and discussion boards, and any additional work assigned. *Lectures, group activities, application-based, experimental learning, written papers, exams, presentations, and projects. Online discussion boards, quizzes, exams, and other online work.*

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

The Texas Higher Education Coordinating Board requires that all courses in the Foundational Component area of Communication teach these four Core Objectives:

- **Critical Thinking Skills (CT):** "to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information."
- **Communication Skills (COMM):** "to include effective development, interpretation and expression of ideas through written, oral and visual communication."
- **Teamwork (TW):** "to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal."
- **Personal Responsibility (PR):** "to include the ability to connect choices, actions and consequences to ethical decision-making."

*Student Learning Outcomes:*

1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis. (CT, COM, PR)
2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication. (COM, TW)
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness. (CT, COM, PR, TW)
4. Develop, research, organize, and deliver formal public speeches. (CT, COM, PR)
5. Recognize how to communicate within diverse environments. (CT, COM, PR, TW)

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. For our course, 25% missed work is 4.5 assignments. Students will be withdrawn upon missing five assignments – if it's within the 60% mark of the course (see MCC calendar for dates). A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**Course Outline or Schedule:**

Schedule is tentative and can change at any point including assignment due dates and assignment details. Any changes will be posted on BrightSpace in the announcements.

\*At any point how we submit work may change this could include through BrightSpace or through Zoom. Please be flexible!

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Week 1: 8/21	<p>Introduction to Course</p> <ol style="list-style-type: none"><li>1. Watch the Course Orientation Video and other videos provided</li><li>2. Read all documents in the Orientation Module</li></ol> <p><b>Due: Sunday, 8/27, by midnight- Orientation Quiz &amp; Welcome Video Note</b></p>
Week 2: 8/28	<p>Foundations of Communication &amp; Perceptions</p> <p>Chapter 1: Intro &amp; Foundations</p> <p>Chapter 2: Communication &amp; Perception</p> <ol style="list-style-type: none"><li>1. Watch videos for week</li><li>2. Read chapter assigned</li><li>3. Complete assignment</li></ol> <p><b>Due: Sunday, 9/3, by midnight- Foundations Quiz &amp; Perceptions Quiz</b></p>
Week 3: 9/4	<p>Language and Meaning (Verbal) &amp; Culture</p> <p>Chapter 3: Verbal- Language &amp; Meaning</p> <p>Chapter 8: Culture and Communication</p> <ol style="list-style-type: none"><li>1. Watch videos for week</li><li>2. Read chapter assigned</li><li>3. Complete assignment</li></ol> <p><b>Due: Sunday, 9/10, by midnight- Language Quiz</b></p>
Week 4: 9/11	<p>Nonverbal Messages</p> <p>Chapter 4: Chapter Nonverbal Messages</p> <p>Chapter 6: Interpersonal Communication Processes</p> <ol style="list-style-type: none"><li>4. Watch videos for week</li></ol>

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	<ul style="list-style-type: none"><li>5. Read chapter assigned</li><li>6. Complete assignment</li></ul> <p><b>Due: Sunday, 9/17, by midnight- Nonverbal Quiz</b></p>
Week 5: 9/18	<p>Listening &amp; Relationships</p> <p>Chapter 5: Listening</p> <p>Chapter 7: Communication in Relationships</p> <ul style="list-style-type: none"><li>1. Watch videos for week</li><li>2. Read chapter assigned</li><li>3. Complete assignment</li></ul> <p><b>Due: Sunday, 9/24, by midnight, Listening Quiz and Interpersonal Worksheet</b></p> <p>Start Preparing for Exam</p>
Week 6: 9/25	<p><b>Interpersonal Unit Exam</b></p> <p><b>Due: Sunday, 10/1, by midnight</b></p>
Week 7: 10/2	<p>Informative Speaking Unit: Delivery and Anxiety &amp; Choosing a Topic; Choosing a Topic &amp; Using Evidence and Sources</p> <p>Chapters 9-12 for all of Public Speaking Unit</p> <ul style="list-style-type: none"><li>1. Watch videos for week</li><li>2. Read chapter assigned</li><li>3. Complete assignment</li></ul> <p><b>Due: Sunday, 10/8, by midnight, Public Speaking DB</b></p>



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Week 8: 10/9	<b>Organizing Your Speech</b>  <ol style="list-style-type: none"><li>1. Watch videos for week</li><li>2. Read chapter assigned</li><li>3. Work with Embedded Librarian</li></ol> <b>Due: Sunday, 10/15, by midnight, Informative Outline</b>
Week 9: 10/16	Practice Your Speech & Make corrections to outline  <ol style="list-style-type: none"><li>1. Watch videos for week</li><li>2. Read chapter assigned</li></ol>
Week 10: 10/23	Work on Informative Speeches  <b>Due: Sunday, 10/29, midnight, Informative Speech Due</b>
Week 11: 10/30	Start Small-Group Unit  Chapters 13 & 14  <ol style="list-style-type: none"><li>1. Read Small-Group Assignment Document</li><li>2. Complete the Small-Group Discussion Board- contact your group members ASAP</li><li>3. Watch the videos for the week</li><li>4. Read chapters assigned for the week</li><li>5. Start working on your project</li></ol> <b>Due: Sunday, 11/5, Small Group Initial DB Post, midnight,</b>
Week 12: 11/6	Work on Group Project  <b>Due: Sunday, 11/12, midnight, Final Small Group DB Post</b>

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Week 13: 11/13	<b>Due: Sunday, 11/19, midnight, in BrightSpace- Individual Assignment for Group Project Due</b>  <b>*** Due: Tuesday, 11/28, midnight, Group Presentations and Group Member Evaluations Due- feel free to submit project early</b>
Week 14: 11/20	Complete all work on the Group Project  <b>Thanksgiving Break!</b>  <b>***Due: Tuesday, 11/28, midnight- Group Presentations and Group Member Evaluations Due- Feel free to submit project early!</b>
Week 15: 11/27	<b>***Due: Tuesday, 11/28, midnight- Group Presentations and Group Member Evaluations Due</b>
Week 16: 12/4	<b>*Final Exam Due: 12/4, by noon</b>  Go to BrightSpace, then Assessments, then Quizzes

**Course Grading Information:**

Assignment	Point Value		How to Submit
Orientation Quiz	10	8/27, Sunday, midnight	Assessments then Quizzes
Welcome Video	10	9/3, Sunday, midnight	DB Video Note Option

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Quizzes for Interpersonal Unit	25 total- 5 points each	Sunday, midnight- after each lesson see schedule above	Quizzes
Interpersonal Worksheet	20	9/24, Sunday, midnight	Word Attachment
Unit One Exam	100	10/1, Sunday, midnight	Quizzes
Public Speaking DB	10	10/8, Sunday, midnight	Type in DB
Informative Speech and Outline	125 total- Speech 100, Outline 25	10/15- Outline- Sunday, midnight  10/29- Speech, midnight, online	Speech as Video Note  Outline as Word Attachment
Group Initial DB  Group Planning Final DB	5  5	11/5 Sunday, midnight  11/12, Sunday, midnight	Type in DB
Individual Assignment for Group	10	11/19, Sunday, midnight	Submit as word document in BS
Group Project and Group Evaluations	60  10	11/28, Tuesday, midnight	Group Presentation through DB  Group Evals as Word

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			Attachment or in class
Unit Two Exam- Final	110	12/4, Monday noon	Quizzes
Total	500		

A	500-450
B	449-400
C	399-350
D	349-300
F	299-0

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

Attendance. Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course (face to face, hybrid, and online). Students are responsible for all material presented or assigned for this course and will be held accountable for such materials in the determination of course grades.

Attendance will be taken weekly by participation with quizzes, discussion boards, in-class meetings, exams, and assignments. For our course, 25% missed work is 4.5 assignments. Students will be withdrawn upon missing five assignments (this can include quizzes, discussion boards, exams, all and any assignments, etc.). You will be withdrawn from the course after your 5<sup>th</sup> missed assignment – if it is within the 60% mark. Being dropped/withdrawn is based on the MCC attendance policy and dates set for census date and 60% of class (as set by MCC). The professor may/or may not contact the student regarding the drop. The professor may/or may not drop/withdraw the student based on contact with the student. The professor will likely automatically drop/withdraw the student if the student does not immediately contact the

professor regarding the policy. However, this may not always be the case. You will need to log in each week and complete work that is assigned to you for verification of your participation in this class. Further instructions will follow on D2L/Brightspace.

For the complete attendance policy please go to:

<http://www.mclennan.edu/publications/policies/html/b/docs/B-II.DOC>).

If you have an excused absence, you must contact me within the week that the excused absence is provided to be able to make up work. Work may not be made up if the student contacts me more than a week after missing the assignment. Student must submit completed “excused assignments” within a week of excused absence.

If we are having a class Zoom meeting, it is required for students to show their face and be able to respond (unmute volume and show video) to be required present for the class. Students who do not participate by having their video or sound off will be counted absent.

## **Assessments**

All assignments are due on the assigned due date by the time provided given on Brightspace. Central Standard Time. Assignments must be typed, double-spaced, Times New Roman 12-point font, and follow APA format. Assignments should be stylistically and grammatically appropriate for each assignment. Please express your ideas in a professional and educated manner. Be sure that you have (and save until after the semester is over) hard copies of your work as technology can fail! Please read directions carefully. Points will be deducted for not following directions. Late work is not accepted in this course. You have enough notice to complete all assignments. If you are aware that you will not be available to complete an assignment when it is due, please submit your work early. Not all assignments are due on the same day. Please check Brightspace carefully for exact due dates.

If you miss an assignment (including in-class assignments, presentations and quizzes), exam, speech or class period, you must provide documentation of your absence. The following types of documentable reasons are excusable: death in the family, university sponsored events, severe personal illness, etc. You are responsible for providing documentation and confirming your absence through email or face-to-face. If you are going to be absent and you have documentation of the absence, you need to notify me before the missed class meeting. Any work that is going to be missed (with documentation of absence) needs to be submitted before the due date. You cannot make up an exam, assignment, speech, attendance points or in-class activity if you have an unexcused absence. Additional points can be deducted for any late work upon my discretion.

**The following information only applies if we must record speeches instead of presenting speeches due to unforeseen circumstances (such as moving classes fully online due to Covid). Additionally, requirements for speeches to be presented through Zoom will be provided on BrightSpace!**

**You must have/do the following: Points will be deducted for not meeting the requirements provided below or in the assignment details.**

1. Have a live, physical audience (at least five people) that are willing to be recorded as part of your speech- we must see the audience before you present and after you present. Just have them wave to the camera before you present and after you present.
2. Have an appropriate setting (location) to present your speech. Please do not record in your messy bedroom! Please try to find an appropriate setting. You can use a room at the MCC or local library. Please do NOT have background distractions such as birds chirping, dogs walking around, or people doing the dishes! Please do NOT record outside or in your car.
3. Have your camera set up to record your entire body (not just a face shot) during your speech. Please wear shoes while you are recording. It is not professional to record your bare feet!
4. Have a microphone set up that can provide quality sound so that we can ensure we can hear your speech.
5. Practice your speech and watch your speech to ensure that the steps above are met.
6. Provide a recording of your speech that was one continuous recording (no stopping, re-starting, and no editing).
7. Record your speech by using the VideoNote option in BrightSpace Discussion Board.
  - **Points will automatically be deducted from your total number of points earned (per speech) for not following the requirements provided above.**

### **Discussion Boards**

You will have to submit discussion board posts on Brightspace on a regular basis. Please read directions carefully in Brightspace to ensure that you are submitting correctly. There are different means of submitting your ideas on Brightspace including Video Notes, writing out your post, and embedding your post.

When writing out your post (the following could apply to Video Note posts and embedded recordings): keep discussion boards brief and concise. Please use complete sentences. Please

keep language appropriate, respectful, and practice utilizing effective communication skills. You DO NOT have to respond to posts. However, you may want to read the posts to receive clarification of ideas and concepts. Please use standard font (what populates when you type) in the discussion board posts. All posts must be respectful and kind. Anything less will be deleted and given a zero.

### **Quizzes**

Please be sure your technology is secure. Once you start a quiz, you will NOT be able to restart the quiz. You have one shot to take quizzes. I will not reset quizzes. Please ensure you have solid internet service for the quiz. Once you start quizzes you can't stop taking the quiz and return back to the quiz. The quizzes are sensitive to multiple browsers. If you try to open a new browser while taking quizzes (like searching for the answers), you will be kicked off the quiz. While this quiz is online and open book/notes, I would encourage you to prepare for the exam!

*I will reset for technical reasons one time only during the semester.*

*No make-up quizzes without a documented excuse.*

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

- Students are to engage in appropriate online behavior according to Online [Rules of Netiquette.pdf](#).
- Students are responsible not only for their work and due dates, but for their technology as well. In taking an online class, it is your responsibility to have all of the hardware and software listed above. Always have a backup plan.
- Please provide your full name and class section number in emails. Please email me from your MCC email address. I will not respond to emails after 2:00 p.m. Please be aware that emails sent after 2:00 p.m. will be responded to the following day.
- Check BrightSpace regularly for any announcements or reminders.
- Late work is late- it will not be accepted!
- Cheating- if you are caught cheating, you will receive an “F” for the course.
- If you need help, ask me for help! I’m here to help you succeed!

Class Expectations. It is expected that students will adhere to the policies described in this syllabus. Since this is a college course, I have high expectations about appropriateness of behavior, level of discourse, the creation of collaborative and supportive climate, punctuality and attendance, and respect for persons. I expect that excellent work will be turned in at all times. Superior work will earn a superior grade, while minimal effort will earn a minimal grade. I

encourage you to address concerns about class procedures and/or assignments so our learning experience together can be enhanced. I want you to succeed in this course. Please feel free to approach me with any questions, for clarification, or with any concerns.

Professionalism: To create an environment of enlightenment and equality, we must all conduct ourselves in a professional manner. Professionalism includes: completing assignments on time, taking initiative in your own learning, exhibiting a positive attitude, asking for help when needed, and working effectively with others.

**[\\* Click Here for the MCC Academic Integrity Statement](#)**

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

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

Students who cheat or plagiarize in class may be given a zero for the assignment or fail the course. I have the right to determine the course of action depending on the circumstances involving any issues related to academic integrity.

**[Click Here for the MCC Attendance/Absences Policy](#)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

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

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

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

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

### **Student Support/Resources:**

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

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

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

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

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

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

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

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

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

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

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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

**Email Policy:**

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

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

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

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

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

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

**Forwarding Emails:**

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

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

**Disclaimer:**

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