



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**PUBLIC SPEAKING**

**SPCH 1315.O083**

**MARIANNA HAMPTON**

**NOTE: This is a 16-week course.**

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

## PUBLIC SPEAKING

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Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

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

None.

### **Course Notes and Instructor Recommendations:**

Welcome to Public Speaking! This course syllabus acts as my contract with you for this semester. **It is your responsibility to read this syllabus and be familiar with its contents!** However, just like any other contract, this syllabus is renegotiable and may change at my discretion throughout the course. Adequate notice will always be given prior to any changes.

### **Things to Know:**

- **I am here to help!** If you need clarification on an assignment, or would like me to take a look at an outline, please do not hesitate to ask. That said - it is up to you to take the initiative and ask for help.
- I am available during my virtual office hours for questions or assistance! If you are not available during my office time, please email me - we can set up a time to meet.
- **Email is the best way to get in touch with me.** I check my email frequently, until 5:00 pm on weekdays, and will do my best to respond to you within 24 hours (except on weekends).
- **Please check your Brightspace Announcements at least once a week!** I will use weekly announcements communicate pertinent class information and reminders.

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### **Instructor Information:**

Instructor Name: Marianna Hampton

MCC E-mail: mhampton@mclennan.edu

Office Phone Number: 254-299-8955

Office Location: FOB 115

Office/Virtual Conference Hours:

Tues: 9:00 – 11:30 am

Thurs: 9:00 – 11:30 am

**To meet with me virtually, use the Zoom Meeting ID 254 299 8955 during posted office hours.** If I am meeting with another student or faculty member, you will be placed in a virtual waiting room until I am available.

Other Instruction Information: I check email until about 5:00 pm and will do my best to respond within 24 hours Monday through Thursday.

### **Required Text & Materials:**

Title: Practically Speaking

Author: Rothwell, J. Dan

Edition: 2nd

Publisher: Oxford University Press

ISBN: 9780190457327

### **Website for free .pdf of text:**

<https://fliphtml5.com/zypme/iewb/basic>

### **Alternate website for free .pdf of text (with free 30 day trial):**

<https://www.scribd.com/document/366298494/J-Dan-Rothwell-Practically-Speaking-Oxford-University-Press-2016>

**\*Please purchase index cards to use during speech presentation.**

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

**Methods of Teaching and Learning:**

Lecture, discussion groups, student presentations, group projects, exams, quizzes, peer and self-evaluation.

**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.”

**Learning Outcomes:**

- 1) Demonstrate an understanding of the foundational models of communication.
- 2) Apply elements of audience analysis.
- 3) Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic
- 4) Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
- 5) Demonstrate effective usage of technology when researching and/or presenting speeches.
- 6) Identify how culture, ethnicity and gender influence communication.
- 7) Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

**Assessment:**

A common rubric is used to evaluate SPCH 1315 presentations in the four core areas of critical thinking, communication, teamwork, and personal responsibility. Critical thinking is demonstrated by innovation, inquiry, analysis, evaluation, and synthesis of information. The communication component requires students to successfully develop, interpret, and express ideas. Effective teamwork requires considering different viewpoints and cooperating with others to reach a shared purpose or goal. Personal responsibility is measured by the individual's ability to connect choices, actions, and consequences to ethical decision-making as well as recognizing appropriate roles and acting accordingly within a team dynamic.

### **Online Student Technology Requirements:**

The online 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.

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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 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](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.

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

<b><u>Week:</u></b>	<b><u>Content:</u></b>	<b><u>Brightspace Content Location:</u></b>	<b><u>Due Date:</u></b>
Week 1	Course Syllabus	Week 1: Orientation	
8/21 - 8/25	Course Orientation		
	Group Activity #1 <sup>A</sup>		8/25
	Quiz # 1		8/25
Week 2	Intro to Public Speaking	Week 2	
8/28 – 9/1	Lecture: Ch. 1		
	Group Activity # 2 <sup>A</sup>		9/1
	Audience Analysis Workshop		9/1
Week 3	Narrative Speech	Week 3	9/8
9/4 – 9/8	Audience Analysis and Topic		
	Selection Lecture: Ch. 3		
	Group Activity # 3 <sup>A</sup>		9/8

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Week 4 9/11 – 9/15	Outline Development Lecture – Chs. 7 & 8 Minimizing Anxiety and Speech Delivery Lecture: Chs. 2 & 10 Group Activity # 4 <sup>A</sup> Outline Workshop Narrative Speech Self-Eval Narrative Speech Peer Critique	Week 4	
			9/15 9/15 9/15 9/15
Week 5 9/18 – 9/22	Informative Speaking and Developing Content Lecture: Chs. 14 & 11 Group Activity # 5 <sup>A</sup> Visual Aids Workshop	Week 5	
			9/22 9/22
Week 6 9/25 – 9/29	Research Orientation Workshop APA Workshop <sup>A</sup>	Week 6	
			9/29 9/29
Week 7 10/2 – 10/6	Process Informative Speech Outline Rough Draft Check <sup>A</sup>	Week 7	
			*10/4
Week 8 10/9 – 10/13	Process Informative Speech <sup>A</sup>	Week 8	
			10/13
Week 9 10/16 -10/20	Perusasive Speaking Lecture Videos Process Speech Self-Eval Process Speech Peer Critique Group Acitivity # 6 <sup>A</sup>	Week 9	
			10/20 10/20 10/20
Week 10 10/23 – 10/27	Research and Rough Draft Work for Individual Persuasive Speech Upload a Research Document to Policy Research Assignment <sup>A</sup>	Week 10	
			10/27
Week 11 10/30 – 11/3	Individual Policy Persuasive Speech Outline Rough Draft Check <sup>A</sup>	Speech Assignments Week 11	
			*11/1

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Week 12	Individual Policy Persuasive Speech	Speech Assignments	11/10
11/6 – 11/10	Group Activity # 7 <sup>A</sup>	Week 12	
Week 13	Group Work for Group Presentation		
11/13 – 11/17	Upload a research document to Group Files <sup>A</sup>	Groups Tab	11/17
	Policy Persuasive Self-Eval	Week 13	11/17
	Policy Persuasive Peer Critique		11/17
Week 14	Group Outline Rough Draft Check <sup>A</sup>	Week 14	*11/21
11/20 – 11/24	Quizzes #2 - #6	Content Quizzes	11/24
Week 15	Small Group Persuasive Speech <sup>A</sup>	Week 15	12/1
11/27 – 12/1	Review for Final Exam		
Week 16	Final Exam	Week 16	12/4 – 12/5
12/4 – 12/8	Small Group Self-Eval		**12/4
	Small Group Peer Critique		**12/4

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<sup>A</sup> Signifies an online activity/grade that also counts for your attendance in the course.

\* Rough Draft Checks are due on Wednesdays instead of Fridays to allow time for revision feedback. The week of 11/20, Week 14, your rough draft check will be due on Tuesday to accommodate the Thanksgiving holiday.

\*\* Monday deadline for assignments to accommodate course grade submissions.

## **Course Grading Information:**

### **Speech Presentations:**

- You will give four speech presentations in this course.
- You will be expected to turn in an outline with bibliography in APA format with three of these speeches (the narrative speech will not require an outline).
- For all speeches requiring outside sources, you will be expected to provide links to the library/online resources.



- Please read the handout in the Speech Prep Module of your Content area on Brightspace titled “Outlines and APA Formatting” for detailed instructions on crafting your speech outline. I will also cover this information in the lecture recordings.
- **I will only watch speech videos to one minute past the posted time range** (e.g. up to 5 minutes for a 2-4 minute speech). If your speech is longer than one minute over the posted time range, **I will stop watching the speech and only grade whatever content I have seen up to that point.**
- **Speech 1: Narrative Speech** –You will use one of three prompts to craft a narrative speech from your past experience.
  - Your speech will need to be **2-4 minutes in length.**
  - Your speech will need to have a clear beginning, middle, and end.
  - You will not be required to turn in an outline for this presentation
- **Speech 2: Process Speech** – This speech will take the form of a “how to” or instructional speech and should consist of an introduction to the topic, a body describing the steps of the process, and a developed conclusion.
  - Your presentation will be **5-7 minutes in length.**
  - You will turn in a digital typed outline and bibliography to your Brightspace course by the scheduled due date.
  - **Four (4) credible sources** are required in your bibliography.
  - You must provide a permalink for each library resource or a full web address for each approved online source in your bibliography.
  - **You may earn up to 10 bonus points by including a visual aid with your presentation.**
  - Please read the **Process Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.
  - **You are required to have a live, physical audience** (at least five people) that are willing to be recorded as part of your speech. I must see the audience before and after you present. The camera must be set up to record your speech behind the audience so I can gauge your interaction with the audience as you present.
- **Speech 3: Individual Policy Persuasive Speech** – This speech will focus on an issue of policy. You will need to identify a problem either on a local campus, the Waco community, the state of Texas, or the federal government and work towards a solution.

- Your presentation will need to be **4-7 minutes** in length.
  - Each speech should develop a problem, demonstrate a cause of the problem, and offer a solution that will directly address the cause and reduce the problem.
  - You will turn in a digital typed outline and bibliography to your Brightspace course by the scheduled due date.
  - **Five (5) credible sources** are required in your bibliography.
  - You must provide a permalink for each library resource or a full web address for each approved online source in your bibliography.
  - **You may earn up to 10 bonus points by including a visual aid with your presentation.**
  - Please read the **Persuasive Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.
  - **You are required to have a live, physical audience** (at least five people) that are willing to be recorded as part of your speech. I must see the audience before and after you present. The camera must be set up to record your speech behind the audience so I can gauge your interaction with the audience as you present.
- **Speech 4: Group Persuasive Speech** – With this speech, your group will get to collectively choose whatever topic you wish to address persuasively. You will then choose the appropriate persuasive format to address that topic.
    - Your presentation will need to be **8-10 minutes in length**.
    - Your group will need to turn in one completed outline. You will turn in a digital typed outline to your Brightspace Course by the scheduled due date.
    - **Six (6) credible sources** are required in your group bibliography.
    - You must provide a permalink for each library resource or a full web address for each approved online source in your bibliography.
    - Your group will be required to include a visual aid.
    - One member of your group will need to host and record a Zoom meeting of your group presentation, then post the recording to Brightspace.
    - Each member of the group must complete **Self and Group Evaluation Surveys** available on Brightspace (worth 25 points of overall grade).
    - Please read the **Group Persuasive Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.

**Workshop Assignments and Rough Draft Checks:**

- You will be required to complete specific assigned activities on Brightspace for each Workshop.
- There are five (5) Workshops; each one is worth 25 points.
- You will be required to turn in a rough draft for the Process Informative, Individual Persuasive, and Group Persuasive, on Brightspace. The rough drafts must include:
  - your purpose statement
  - the main points in the body of your speech
  - at least one source cited in APA formatting
- There are three (3) Rough Draft Checks worth 25 points each.

**Self Evaluations:** You will be required to fill out a self evaluation form for the Narrative, Process Informative, and Individual Persuasive Speeches (three total). Each self evaluation form is worth 25 points and will be turned in through Brightspace.

**Peer Critique Sheets:** You will be required to fill out a peer critique form on one of your classmate's speeches for each speech presented – which is four critique forms total. Each critique sheet is worth 25 points and will be turned in through Brightspace.

**Group Activities:** You will be required to complete seven group activities on Brightspace with your small group members. Group Activities will count for both a grade and online attendance. The rubric is below:

<b>25 points</b>	Thoughtfully and completely answered prompt and thoughtfully responded to at least one group member.
<b>20 points</b>	Response to prompt could use more critical thinking <i>OR</i> did not respond to at least one group member.
<b>15 points</b>	Response to prompt could use more critical thinking <i>AND</i> did not respond to at least one group member.
<b>10 points</b>	Response(s) were hastily/poorly written with no critical thinking displayed in content.
<b>0 points</b>	Did not complete

**Quizzes:** You will have six content quizzes through Brightspace this semester; each quiz will be worth 25 points each for a total of 150 points. Your quizzes will not require Respondus Lockdown.

**Final Exam:** Your final exam is worth 100 points and the content will be cumulative. The final exam will be administered on Brightspace and **will require Respondus Lockdown.**

**Plagiarism Course Policy:** You need to complete and write in your own words all work related to this course.

- “All work” includes speech outlines and exam responses.
- **Copying and pasting material from another source or website is plagiarism.**

If you are caught plagiarizing in this course:

- The first offense is to receive a failing grade on the assignment with no chance for a make-up.
- The second offense is cause for a failing grade in the course.

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**GRADE SHEET**

<b>assignments</b>	<b>possible points</b>	<b>your points</b>
Narrative Speech	50	_____
Process Speech	150	_____
Individual Persuasive	150	_____
Group Persuasive Speech		
Presentation	175	_____
Self/Group Evaluations	25	_____
Speech Self-Evaluations (3 total)	75	_____
Peer Critique Sheets (4 total)	100	_____
Workshops (5 total)	125	_____
Outline Checks (3 total)	75	_____
Quizzes (6 total)	150	_____
Group Activities (7 total)	175	_____
Final Exam	100	_____
Attendance/participation	50	_____
0 – 1 absence = 50	4 absences = 20	
2 absences = 40	5 absences = 10	
3 absences = 30	6 or more absences = 0	
<b>Possible Points</b>	<b>1400</b>	_____

<b>Grades</b>
<b>1260 - 1400 = A</b>
<b>1120 - 1259 = B</b>
<b>980 - 1119 = C</b>
<b>840 - 979 = D</b>
<b>839 or lower = F</b>

**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.

- **Students who have not attended class (in a face-to-face or blended class) and/or who have not completed any attendance assignments (in a blended or online class) prior to the census date will be dropped from the course.**

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

- **Attendance will be taken once a week.**
- **You will maintain attendance for the class by completing Group Activities, the APA Formatting Workshop, submitting research documents to an individual assignment and your Group Files area on Brightspace, and turning in Speech Rough and Final Drafts.** Online attendance activities are noted with a hyperscript <sup>A</sup> in the course schedule.
- **The last day for student initiated withdrawals is October 24th.** With an online schedule, 4 missed attendance assignments will meet the 25% policy standards.

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

- **Being unprepared is not a valid excuse and those students will not be allowed to make-up missed assignments or incomplete portions of an assignment.**
- **Students will be permitted to make up assignments missed due to: (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.**
  - I require documentation for above mentioned absences in order for a student to qualify for make-up work.

- I have the prerogative of determining whether a student may make up work missed due to absences for other reasons.
- If you miss an assignment deadline due to exposure to or contracting COVID-19, you must self-report on MCC's COVID-19 website:  
[https://mclennan.col.qualtrics.com/jfe/form/SV\\_9FiKfG5D85livQN](https://mclennan.col.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN)
- **It is the student's responsibility to inform the professor of the reason for incompleting work and to do so in a timely fashion.**

**Student Behavioral Expectations or Conduct Policy:**

- **Students are to engage in appropriate online behavior according to the Core Rules of Netiquette found in your Brightspace Course Orientation Module.**
- **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 dress for Zoom meetings and speech presentations following campus dress policies** and make sure you choose an appropriate location (e.g. a common room) from which to Zoom. Make sure any virtual backgrounds used are professional in nature.
- **Please provide your full name and class section number in emails.** Please email me from your MCC email address.
- Check BrightSpace regularly for any announcements or reminders.
- 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!

**[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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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

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

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