



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Interpersonal Communication
SPCH 1318.O081
Professor Leslie A. Henderson**

NOTE: This is a 16-week online course.

Interpersonal Communication

SPCH 1318.O081

Course Description:

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

Prerequisites and/or Co-requisites:

There are no official course prerequisites at this time. However, you will need college level writing skills for completing assignments, college level reading skills for reading a college text and responding to tests and discussion questions. The student will apply critical thinking skills including comparison and contrast, analysis, and synthesis.

Course Notes and Instructor Recommendations:

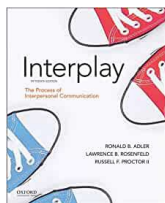
All students will need to check their MCC email, Brightspace announcements, and Brightspace assignments daily. All communication between student and instructor will use the MCC email system. No outside emails are accepted. Each student will need to have a USB drive (or equivalent) that must be used to save all class work submitted.

Instructor Information:

Instructor: Professor Leslie A. Henderson
MCC E-mail: lahenderson@mclennan.edu
Office Phone #: (254) 299-8936
Office Location: FB 102
Conference Hours: Online or by appointment

Required Text & Materials - Your textbook is an eBook that you have already paid for with your course tuition.

Title: Interplay: The Process of Interpersonal Communication
Author: Ronald B. Adler, Lawrence B. Rosenfeld, & Russell F. Proctor II
Edition: 15th edition
Publisher: Oxford University Press ISBN 9780197501344



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

Sending your instructor emails:

How you email me your questions is very important. I welcome your emails and questions - I really, really do not mind! I would rather you ask than guess at something and have that effect your grade. Following these simple rules will help me respond to you more quickly and effectively. It is a win-win situation!

1. **Always send emails through your MCC student email account.** MCC has a strong filter that often throws outside emails to the junk folder. MCC student emails do, however get in. (If you do not know how to use your student email address, just ask).
2. **In the subject heading always put your class and your section number and your full name.** For example, if you were in section XXX you would put **SPCH_1318_XXX_John Doe** in the subject heading. This is necessary to be able to respond to you in a timely manner.
3. If I do not acknowledge your email within 24 hours then resend it. I do not respond to emails sent after 8:00pm until the next day.

Methods of Teaching and Learning:

This online course will use chapter readings from the text, supplemented with online readings and/or videos. Students will participate in weekly discussion boards and worksheets centered on their readings, as well as chapter quizzes. This course also has a group activity project, a research paper and four-unit exams.

Course Objectives and/or Competencies:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communications Skill (COM)** -- 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.

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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. 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.

- **Failure to complete six consecutive assignments is evidence that you do not intend to complete this course and will result a drop from the course.**
- The last day for student-initiated drops is **Tuesday, October 24, 2023.**

Online Student Technology Requirements:

The online student should have knowledge of using a web browser, computer, an MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), and the basic use of Internet and search skills. The course uses the Brightspace Learning platform 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 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.

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.

2. The word processing software of MS Office is required. If you do not own a copy of MS Word, as a matriculated MCC student you can use Office 365 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 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. Download Java using the link found at [Free Java Download at http://java.com/en/download/](http://java.com/en/download/).
4. Here are some additional helpful links for the new Brightspace Learning Platform:
 - a. D2L System Check [D2L System Check at https://community.desire2learn.com/d2l/systemCheck](https://community.desire2learn.com/d2l/systemCheck)
 - b. Browser Support for desktop, tablet, and mobile devices [Browser support at https://documentation.brightspace.com/EN/brightspace/requirements/all/browsersupport.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browsersupport.htm)
 - c. Brightspace Technical Assistance at MCC [MCC Technical Assistance at http://www.mclennan.edu/brightspace-students/](http://www.mclennan.edu/brightspace-students/)
- 5. Chromebook Users Beware**
 - Every written assignment to be down loaded is in an rtf format (Rich Text File).
 - You will need to download/save the RTF file, rather than just double click to open it. You should then be able to open it (using a TXT app) or can [open it using Google Drive.](#)
 - If you are using Google Drive go to **File, Download as Microsoft Word (.docx) or Rich Text File (.rtf). Do not submit it in Google Docs.**
- 6. Instructions for MacBook Pro**
 - a. After completing assignment click the blue share button at the top right corner of the screen. A popup screen will appear and then click the copy link at the bottom left hand corner of the popup.
 - b. Another popup will appear and from there just click the blue copy button. From there you can just copy and paste it into Brightspace and click submit.
 - c. Click [here](#) for the PDF of instructions.

Other Technology Requirements:

1. Microsoft Office 365 or 2013
2. Adobe Reader DC
3. Mozilla Firefox browser
4. **Respondus Lockdown Browser**
 - a. To download the software, which is specific to MCC, click this [download link.](#)
 - b. If you are using a **Chromebook** you may need to clear all cache and data, and go into the settings and allow pop ups.
 - c. If you are using an **iPad** to take the quizzes and examples; you will need to download that app from **iTunes.** [Click here](#) to read instructions on how to do this.

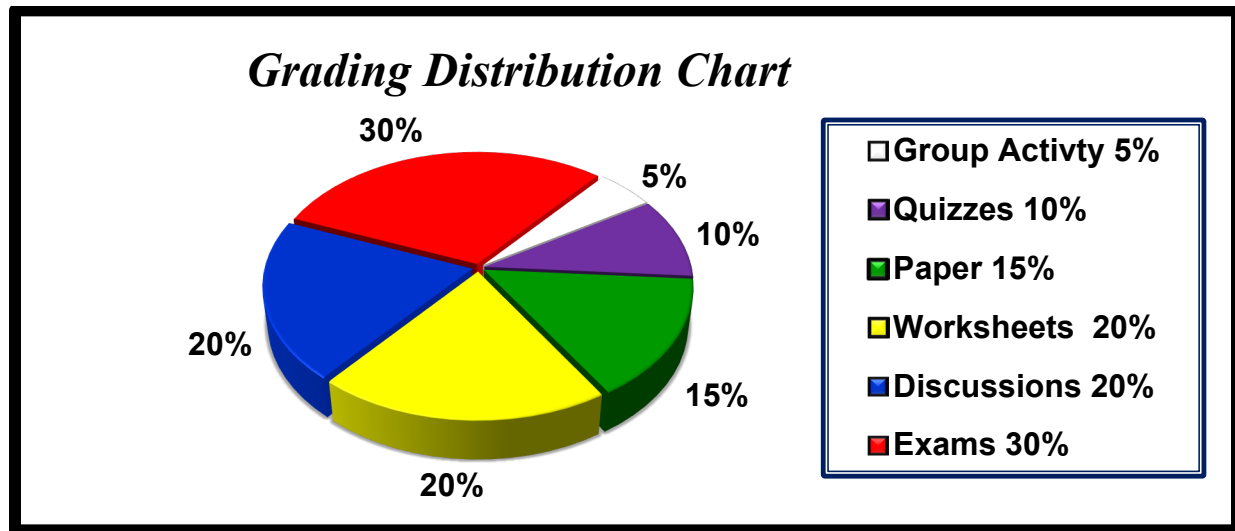
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Tentative Weekly Agenda: *I reserve the right to change the schedule at any time.*

Week	Materials Covered
Week 1	Orientation Material
Week 2	Chapter 1: Interpersonal Process
Week 3	Chapter 2: Mediated Communication
Week 4	Chapter 3: Culture and Interpersonal Communication
Week 5	Unit #1 Exam & Chapter 4: Interpersonal Communication & the Self
Week 6	Chapter 5: Perceiving Others
Week 7	Chapter 6: Language
Week 8	Unit Exam #2 & Chapter 7: Nonverbal Communication
Week 9	Group Activity & Research Paper Topics Due
Week 10	Chapter 8: Listening: Receiving & Responding
Week 11	Chapter 9: Emotions
Week 12	Unit Exam #3 & Chapter 10: Dynamics of Relationships
Week 13	Research Paper Due
Week 14	Chapter 11: Relational Communication
Week 15	Chapter 12: Managing Conflict
Week 16	Unit Exam #4

Course Grading Information:



Group Activity: 5% of Grade

- The group activity accounts for the teamwork requirement for this class.
- Students participate in assigned to create a group PowerPoint or Google slide presentation on the topic of Nonverbal Communication Channels.
- **See Appendix A3 for Discussion Board Grading Rubric.**

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Chapter Quizzes: 10% of Grade

- Chapter quizzes are due at the end of every chapter. These quizzes will use Respondus Lockdown Browser and serve as a preview/pretest to the unit exams.
- The quizzes are 30 minutes each. Each quiz has 20 questions each. The answers to all quizzes will not be available until after the deadline for each quiz and requires the use of Respondus Lockdown Browser.

Discussion Board Participation: 20% of Grade

- Participation in discussion board activities are worth a maximum of 100 points.
- **Your original post is always due before the two replies.**
- Your original post must be a **minimum of at least 300 words**.
- **See Appendix A1 for Discussion Board Grading Rubric.**

Worksheets: Total of 20% of Grade

- Worksheet provide the student a more hands on approach to the topics.
- All documents must be submitted as a **Rich Text Format** or a **Microsoft Word**.
- Worksheets must be formatted correctly (according to the worksheet format video) to be accepted.
- Twenty Points are allotted to formatting your worksheet correctly, so please do!
- **See Appendix A2 for the Worksheet Grading Rubric.**

Each chapter includes either a Worksheet or a DB, but not both. The only exception to this is the Orientation module.

Module	Chapter	Worksheet	Discussion Board
Orientation	Orientation	Online Success	Introduce Yourself
Unit #1	Ch. 1 IPC Process	Comm. Competence	-----
	Ch. 2 Mediated IPC	Mediated Comm.	-----
	Ch. 3 Culture	-----	Ethnocentrism
Unit #2	Ch. 4 Self	Social Media & Self-Esteem	-----
	Ch. 5 Perceiving Others	-----	Empathy
	Ch. 6 Language	I-Messages	-----
Unit #3	Ch. 7 Nonverbals	-----	Fake it Until You Become it
	Ch. 8 Listening	-----	Active Listening
	Ch. 9 Emotions	Emotional Communication	-----
Unit #4	Ch. 10 Dynamics of IPC	-----	Emotional Bank Account
	Ch. 11 Close Relations	Connected but Alone	-----
	Ch. 12 Conflict	-----	4 Horsemen of Apocalypse

***There is also a Library Instruction Worksheet due with the Research Paper**

Research Paper: 15% of Grade

- The student will be responsible for researching and writing a 5-page research paper on a mass media related topic.
- These papers should follow the APA format for a research paper. You can see the format on the MCC library homepage at [MCC Library at http://www.mclennan.edu/library](http://www.mclennan.edu/library).on the MCC library.
- There is a required Zoom session with the embedded course librarian on database research, quality sources, & proper citation/formatting for APA.
- **See Appendix A4 for the Research Paper Grading Rubric.**

Exams: 30% of Grade

- There are four-unit exams. You will have one opportunity to take each of the four exams.
- You will use the Respondus Lockdown Browser on all unit exams.
- Each unit exam will have 50 questions (multiple-choice and true/false). You will have 2 hours to complete the exam.
 - *I will reset for technical reasons one time only during the semester.*
 - *No make-up exams without a documented excuse.*

Using Respondus LockDown Browser:

- We have access to a software product, Respondus LockDown Browser, which is software designed to help with security and reliability of tests in Brightspace courses. You will use Respondus LockDown Browser for every quiz and unit exam
- To download the software, which is specific to MCC, click this [download link](#).
 - Ensure that you have installed the browser. It is also always located in the Orientation. To access it Brightspace click on Table of Contents (in your Brightspace). Then select Unit 1: Laying the Ground Work > Course Orientation > Respondus LockDown Browser.
 - You only need to do this ONCE. If you are using an iOS device, download LockDown Browser then log into Brightspace, then Navigate to the test and begin.
 - If you are using an **iPad** to take the quizzes and examples, you will need to download that app from iTunes. [Click here](#) to read instructions on how to do this.
 - **To watch an introductory video on Respondus LockDown Browser please click the following link - <https://youtu.be/XuX8WoeAycs>**
 - **If you can't get the video to play, you might want to update your plugins at: https://www.mozilla.org/en-US/plugincheck/?utm_source=firefox-browser&utm_medium=firefox-browser&utm_campaign=plugincheck-update**

The Percentage Breakdown of the Final Grade is as follows:

- **Group Activity (5%)**
- **Quizzes (10%)**
- **Paper (15%)**
- **Worksheets (20%)**
- **Discussions (20%)**
- **Unit Exams (30%)**
-

Grading Scale: A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0

Academic Integrity: I take academic integrity very seriously. I expect all students to submit their work own honestly. I do check for this.

- The term "**cheating**" includes, but is not limited to: **(1)** use of any unauthorized assistance in taking quizzes, tests, or examinations; **(2)** dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or **(3)** the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.
- The term "**plagiarism**" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person ***without full and clear acknowledgment***. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- You cannot cut and paste from the Internet to any assignment, discussion board, or paper without citing the source. I definitely check for this. You are expected, without fail to turn in your own work for all assignments. When in doubt, cite the source.
- A first offence will result in a grade of a zero and it will be reported to the MCC Academic Integrity office.
- A second offense is an F in the course and it will be reported to the MCC Academic Integrity office.

Late Work, Attendance, and Make-up Work Policies:

- **Late work is generally NOT accepted.** All work is due by midnight on the date listed for each assignment.
 - If you know you will have a conflict meeting a deadline, it is always better to complete it early or discuss this with me ahead of time.
 - Students will be permitted to make up class work and assignments missed due to MCC's policy on absences caused by **(1)** authorized participation in official College functions, **(2)** personal illness, **(3)** an illness or a death in the immediate family or **(4)** 2 of 5 McLennan Community College observance of a religious holy day.
 - **I allow two free passes on work missed.** If you miss a deadline you have 2 free passes you may use without documentation, after that, all work needs an MCC documented excuse to make up missed work. I do not give free passes on Unit Exams, the Group Activity or your Research Paper.
 - Remember, I do not have to offer students this. It is my grace to you knowing that everyone has extenuating circumstances called life.
- Please read the [College Attendance Policy](#).
 - **Failure to complete six consecutive assignments is evidence that you do not intend to complete this course and will result a drop from the course.**
- I do not drop students after the last day for student-initiated drops (**Tuesday, October 24, 2023**) without a compelling reason. A failing grade in the course is NOT a compelling reason.

[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.

Appendix A: Grading Rubrics

A1 - Discussion Board Grading Rubric

Criteria: DB Rubric	Level 4 (20 points)	Level 3 (15 points)	Level 2 (10 points)	Level 1 (5 points)	Level 0 (0 points)
Quality of Answers	Answers all of the questions with original thought & analysis & applies their answer to previous course materials.	Answers most questions with thought & analysis & applies their answer to previous course materials.	Answers some of the questions adequately & does not apply to previous course materials.	Answers some, but not all of the questions, with no application to previous course materials.	Does not answer any of the questions.
Supportive Evidence	Uses original examples to support their points and cites outside sources.	Uses examples to support their point and cites outside sources.	Some examples used to support their answers, but lacked outside source citation.	Lacks support of all questions with no examples or cited sources.	Clearly plagiarizes classmates or online sources.
Timeliness of Original Post	Original post was made by the specified due date.	Original post was made one day late of specified due date.	Original post was made two days late of specified due date.	Original post was made three days late of specified due date.	No original post.
Quality of Responses to Classmate's posts	Very detailed feedback that directly addresses their classmate's posts.	Some feedback that addresses their classmate's posts.	Little feedback & uncreative responses such as <i>"I agree with ..."</i> statement."	Responds to one classmate's post only.	Does not respond to any classmate's posts.
Word Count & Mechanics	Word Count was 300 or above and free of all spelling & grammar errors.	Word count was between 300-250 and/or free of most spelling & grammar errors.	Word count was between 250-200 and has spelling & grammar errors.	Word count was below 200-150, and has spelling & grammar errors.	Word count is way below 150 and has spelling & grammar errors

A2 - Worksheet Grading Rubric

Criteria: DB Rubric	Level 4 (20 points)	Level 3 (15 points)	Level 2 (10 points)	Level 1 (5 points)	Level 0 (0 points)
Format & Appearance	All 4 formatting requirements are met.	3 of the 4 requirements are met.	2 of the 4 requirements are met.	1 of the 4 requirements are met.	None of the requirements were met.
Knowledge of Topic	Shows in depth understanding of the material.	Shows a good understanding of the material.	Shows a fair understanding of the material.	Shows little understanding of the material.	Shows no understanding of the material.
Answers to Questions	Answers all questions with detailed answers.	Answers most questions with detailed answers.	Some answers lack detail.	Not all questions were answered.	Most questions were not detailed nor answered correctly.
Supportive Evidence	Supports all answers with examples and relates it to the course materials.	Supports most answers with examples and relates some of it to the course materials.	Supports all answers with examples but does not relate it to the course materials.	Lacks supports for most answers.	Does not support answers with evidence.
Writing Mechanics	No spelling or grammar mistakes are evident	At least 5 spelling or grammar mistakes are evident.	At least 5-10 spelling or grammar mistakes are evident.	Has numerous spelling and grammar errors.	Too many mistakes are evident.

Format & Appearance Requirements

- Correct Heading (name and title)
- Name & Section #
- Spaces between Question & Answers
- Margins Aligned/ Professional Appearance

A3 - Group Activity Grading Rubric

Criteria	Outstanding (20 points)	Good (15 points)	Satisfactory (10 points)	Unsatisfactory (5 point)	Not Present (0 points)
Organization/ Development of Ideas	-Exceptional outline format: clear and logical, no missing components.	-Clear & logical outline order with no missing components.	-Somewhat clear and logical outline with few missing components.	-Paper lacks clear, logical development of ideas & does not follow outline.	-No organization or development of ideas.
Presentation & Slide Commentary	-Consistent theme that follows all of the guidelines given. -Commentary was present & excellent on every slide.	-Mostly consistent theme that follows most, guidelines given. -Commentary was present & good on most all slides.	-Slide show has an inconsistent theme, does not follow most guidelines. -Commentary was present on some slide.	Sloppy slide show with no consistent theme & does not follows guidelines. -Commentary was inconsistent among group members.	-Incomplete presentation. - Commentary was missing from slides.
Quality Graphics	-Every slide reveals quality graphics that aids understanding.	-Most slides reveal a quality graphic that aids understanding	-Uses a mix of clip art & cartoonish art throughout the presentation.	-Uses clip art or cartoonish art throughout the presentation.	- No graphics were in the presentation.
MCC Database Source Citation	-Exceptional in-slideshow citation.	-Mostly, correct in slideshow citation.	-Some incorrect citations.	-No credible citation in the slideshow.	-No source cited.
Reference Page	Correct APA format	-Mostly correct APA format	-Some errors in APA format	-Lack of proper format & limited details with many sources missing or incomplete.	-Reference page not submitted.

A4 - Research Paper Grading Rubric

Grading Criteria	Level 4 20 points	Level 3 15 points	Level 2 10 points	Level 1 5 points	Level 0 0 points
Organization	Excellent intro. and conclusion of main points and smooth transitions	Most of intro and conclusion components were present and smooth transitions	Some of intro - conclusion components were present & transitions were present	Missing many introduction, conclusion and/or transitional components	Poor introduction, conclusion, and transitions
Knowledge/Content	Adds current and new information beyond the text and stays on topic	Adds some information beyond the text and stays on topic	Offers little information beyond the text and goes off topic	Very little new information beyond the text and rarely stays on topic	No new information on the topic and/or stays off topic
Meets Assignment Requirements	Paper is 5 full pages, has title page, topic approval and credible sources	Paper is short of the 5 full pages, title page, but topic and credible sources	Paper is very short of the 5 pages, topic and or sources lacked credibility	Paper is very short, topics and/or sources lacked credibility	No requirements were met.
Sources & APA format	Clear APA source in-text citations (5) and Reference page that follows the correct APA format.	Mostly cites source in-text correctly (4) and Reference page that mostly follows the correct format.	Very few in-text citations in correct APA format (some) and several mistakes on Reference page	Very few in-text citations in correct APA and uses a Works Cited page.	No in-text citations were used and used a Works Cited page instead of a Reference page.
Writing Mechanics	Excellent writing style with little if any spelling, grammar, or paragraph development mistakes	Good writing style with few spelling, grammar, or paragraph development mistakes	Writing style needs work and has some spelling, grammar, or paragraph development mistakes	Unclear writing style, numerous spelling, grammar or paragraph development mistakes	Poor writing style, excessive spelling, grammar or paragraph development mistakes

Updated 07/18/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

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

Title IX:

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

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

Student Support/Resources:

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

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

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

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

MCC Foundation Emergency Grant Fund:

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

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

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

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

MCC Academic Integrity Statement:

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

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

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

Minimum Technical Skills:

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

Backup Plan for Technology:

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

Email Policy:

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

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

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

Instructional Uses of Email:

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

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

Email on Mobile Devices:

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

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

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

Forwarding Emails:

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

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

Disclaimer:

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