



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**INTERNSHIP I – BUSINESS ADMINISTRATION & MANAGEMENT**

**BMGT 2388.50**

**M. BOYCE WILSON**

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

# INTERNSHIP I – BUSINESS ADMINISTRATION & MANAGEMENT

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## **Course Description:**

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student – placement is not offered by MCC. (See Guidelines for Internships).

Semester Hours: 3 (1 lec/15-20 lab)

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

Prerequisites: An approved work station

BMGT 1327 (either completed or currently enrolled)

You must be working/volunteering at least 15 hours/week

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

### **Approved Work Station**

An approved work station is a prerequisite to this course. Students must be able to learn something new about management, involving planning, leading, organizing, controlling, and make a contribution to the organization in which their work station is located. Some work stations will not qualify for this internship. The instructor has sole discretion to approve or disapprove a proposed work station. Placement at a work station is not offered by MCC.

### **Approved Work Project**

You must have a project in which you learn something which will help both you and your employer. It cannot be clerical or something repetitive. If you do not complete your project as outlined in your training plan, you will not receive credit. If you leave your job for any reason, you will not be able to complete your project or the course, and you will not receive credit. In extreme circumstances, an incomplete can be given. If you receive an incomplete, your project must be completed according to your training plan prior to the end of the next 16-week semester (Fall 2020). Most student do NOT finish an incomplete in an internship and must retake the course from the beginning using a new training plan.

Students are responsible for obtaining an approved work station for this course and develop a training plan which meets the following specifications:

1. Concerns one of the four functions of management (Planning, Organizing, Leading, or Controlling).
2. Creates value for the organization being served.
3. Provides the student with a learning experience.

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4. Work effort on the project is sufficient to earn three hours of college credit; approximately 120 hours.

Computer literacy and basic knowledge of Brightspace is required to be successful in this course. If you are unfamiliar with how to use Brightspace, I recommend you visit the Virtual Learning Commons course in Brightspace.

Any email communication from your instructor will be sent to your MCC student email address. You will need to monitor your student email throughout your time at MCC. Any emails sent to your instructor should be sent from your student email.

Brightspace offers the ability to send an “instant message” to your instructor from within the course. Please do not use this feature if you need to contact me and receive a response fairly quickly. The instant message (IM) feature does not alert my cell phone or email, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching another course and unable to respond. Email is the preferred method of communication, followed by face-to-face discussion, text message, then telephone call.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructor’s course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

### **Instructor Information:**

Instructor Name:	Michael “Boyce” Wilson
MCC E-mail:	<a href="mailto:mwilson@mclennan.edu">mwilson@mclennan.edu</a>
Office Phone Number:	(254) 299-8688
Office Location:	MAC 216
Office/Teacher Conference Hours:	Monday 4:00 PM-6:00 PM Tuesday 2:30 PM-5:30 PM Wednesday 4:00 PM-6:30 PM

Zoom Webconference Information: Meeting ID: 254-299-8688

*Must be scheduled in advance with instructor*

If you choose to contact me by email, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BMGT 2388.50 (the class’ email will be sorted into a specific file).

3. Use your MCC student email address – external email addresses are often caught by the spam filter.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (I cannot edit PDF files). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary. I do not accept work by email unless I specifically state for you to send me your work by email.
5. Failure to do any of the above will result in my not seeing or reading your email.

**Other Instruction Information:**

E-mail: I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 Dell help lines. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with BMGT 2388.50. I sort my e-mails into folders, and if you do not put those exact words in your subject line, I might not see your e-mail. If you respond to my e-mail, hit reply, and make sure BMGT 2388.50 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Assistance: Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. Plan ahead, focus on your project, and communicate issues as early as possible. There is absolutely nothing I can do to prevent failure of a project if I find out about the issue too late.

It is important that you make sure that your supervisor supports your project and is willing to help you personally or has someone else in the organization that will help you throughout the semester. It is important that you set up a project at an organization which is stable. In the past, it has not worked well for students to stop their project at one organization and try to start one at another. It is imperative that you work with your supervisor on a project that is doable and is one he/she supports. Unless there are extreme extenuating circumstances, you will have to finish your original planned training plan in order to get credit for the course. In most cases, changing

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jobs or supervisors who determine not to continue with your project do not constitute extenuating circumstances.

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

Supplies: There is no required text for this course.

You must use the MCC form to write your training plan.

Software: Microsoft Office

Mozilla Firefox or Google Chrome with Java

Zoom Webconferencing

BigInterview (access link provided in Brightspace)

Hardware: PC or Mac with webcam, speakers, and microphone -OR- modern Apple or Android smartphone or tablet capable of downloading the BigInterview app

Scanner or Document scanning app for smartphone/tablet

\*The links where you can download all of these are located on MCC's Tech Support webpage.

I do not recommend you using an alternative to Microsoft Office, as the features and functions are NOT the same! Microsoft Office is available to students for FREE at MCC. Using an alternative software solution will result in you facing recurring challenges with meeting formatting requirements in this course. You may encounter issues using the mandatory templates provided in the course when editing them using an iPad or Office360. It is a best practice to use the actual software on a PC or Mac.

If you email me a document to look at, it must be in a recognized Microsoft Office format (.docx, .xlsx, .pptx, etc). If you email me something I cannot open, I can't help you. If you send me a Google Document, make sure you have given me permission to open it. I will accept Adobe PDF files, but I cannot edit them and will only provide text-based feedback on PDF attachments.

You are not required to turn assignments in by e-mail and I typically do not accept homework by e-mail, but there are times you might need me to look at your training plan or your project documentation in between deadlines. In these cases, you may email documents to me for review and feedback. However, please understand that immediate feedback may not always be possible.

I also encourage you to bring your laptop or tablet to class with you. This will make it much easier for you and I to work together to address formatting issues, questions related to assignments, and to complete related coursework. However, please understand that most assignments will be turned in on paper. I am not responsible for printing your work, stapling your pages, or hole-punching your reports. Your work should be ready for review as soon as you walk into the classroom!

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

**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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

- **MCC Library** – Located in the Learning Technology Center (LTC) on the 3<sup>rd</sup> floor.
  - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **MCC Website** – <http://www.mclennan.edu>
  - The MCC website contains links to student services, activities, information, faculty, class schedules, the MCC course catalog, and more. These can be found under the “Student” link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** – (254) 299-8431
  - MCC's Student Services offer a range of student support to include tutors and special aids as required by the students.
- **MCC's Success Coaches** – (254) 299-8226
  - Our Success Coaches offer support and counseling to all MCC students. If you or someone you know is in need of their services, please do not hesitate to contact them.
- **MCC's Network Services** – (254) 299-8077

- MCC's Network Services offer 24 hour support for Brightspace and other MCC-utilized technologies.

**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.

Students should have a firm understanding of Microsoft Word, including the formatting, table, and insertion tools within MS Word.

Students should possess the ability to download and install apps on a modern smart device should one be used to complete the BigInterview assignment.

**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. Since we meet in person, inaccessible technology systems will pose minimal risk to our course.

Even if technology systems are down on campus, you will still have access to Brightspace so that you can submit work and communicate with the instructor and other students. Should Brightspace become unavailable to all students temporarily, your instructor will determine whether any extensions need to be granted in order to ensure your successful completion of the course. DO NOT consider an extension a certainty, as they are only granted in extreme circumstances.

Should Brightspace become unavailable for an extended period of time, I will notify each student and we will transition back to paper-and-pen testing and all coursework will be submitted in printed format at the beginning of each class session. Students will be expected to monitor their student email accounts for access information. Should MCC email be unavailable to students for an extended period of time, the instructor will use the alternate email address on file with the college. Should no alternate email address exist on file, students will be contacted by telephone.

**\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)**  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Methods of Teaching and Learning:**

This course consists of lecture, discussion, journal articles, in-class group activities, independent work projects, oral presentations, and business writing assignments.

This is a very writing-intensive course. Grammar will count as 20% of the majority of your assignments. If you are having consistent problems with your writing, you may be required to go to the Writing Center to work on your assignments.

This is an internship course and will require a lot of self-discipline from students! You are expected to check your student email everyday as well. You will be expected to complete the required assignments on time. I am here to make sure you understand the course requirements and oversee the completion of the learning objectives you and your supervisor set for this course.

Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

**Course Objectives and/or Competencies:**

This course seeks to provide opportunities for learning experiences related to management in a real work situation to compliment classroom learning. The student, his/her workstation supervisor, and the professor work together to establish and implement plans to provide these learning experiences. The student's workstation serves as a learning laboratory for the application of skills and knowledge from the classroom to the particular technical situation of the organization. The weekly seminar is intended to aid the student in solving work-related problems and to encourage his/her personal development. The written reports are intended to improve the student's organizational skills and writing ability.

**General Objectives:** By the end of the semester, the student should be able to:

- A. Complete a management project at work.
- B. Listen to others' viewpoints and understand there are many ways to look at and solve a specific problem.
- C. Objectively make decisions while supporting ideas and people.
- D. Find and discuss professionalism articles.
- E. Master the regular use of e-mail.
- F. Develop and write a training plan.
- G. Write professional memos.
- H. Civilly participate in subjective discussions with peers.
- I. Organize and write formal reports describing business activities.
- J. Give oral presentations to the class.



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- K. Learn and implement new work skills.
- L. Contribute to the organization hosting the internship.
- M. Organize, write, and format a report.
- N. Organize, write, and format a resume.

**Specific Competencies:** During the course, the student will:

- A. Master the regular use of e-mail.
- B. Develop and write a training plan.
- C. Design and work 120 hours on a workplace project to ensure learning.
- D. Civilly participate in subjective discussions with peers.
- E. Keep a detailed journal of project activities.
- F. Give oral presentations to the class.
- G. Learn and implement new work skills.

## **Course Outline or Schedule:**

The following is a schedule which is subject to change. All work defined in the course is in addition to the hours that you must work at your approved work station. You will be notified about changes to the schedule with posts to the Brightspace Announcements page.

Week	Date	Day	Activity in Class	Due
1	1/14	T	Syllabus Review (In-person)	
1	1/16	TH	Training Plan Guidance (In-person)	Student Questionnaire
2	1/21	T	Review Draft TP #1 (In-person)	Rough Draft TP #1
2	1/23	TH	Journal Guidance (In-person)	Rough Draft TP #2
3	1/28	T	Review Draft TP #3 (In-person)	Rough Draft TP #3
3	1/30	TH	Review Draft TP #4 (In-person)	Rough Draft TP #4
4	2/4	T	Library, LTC 318 (Tentative)	
4	2/6	TH	Resume Writing (In-person)	Final, correct signed TP; Memo
5	2/11	T	Interview Skills (In-person)	Resume

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5	2/13	TH	Topic Presentation (Online)	Topic 1 Summary/Presentation
6	2/18	T	Topic Presentation (Online)	BigInterview Assignment; Topic 2 Summary/Presentation
7	2/25	T	Topic Presentation (Online)	Topic 3 Summary/Presentation
8	3/3	T	Journal Progress (In-person)	Journal Progress
10	3/17	T	Topic Presentation (Online)	Topic 4 Summary/Presentation
11	3/24	T	Final Project Report Guidance (In-person); Topic Presentation (Online)	Topic 5 Summary/Presentation
12	3/31	T	Topic Presentation (Online)	Topic 6 Summary/Presentation
13	4/7	T	Peer Review – Project Report Draft #1 (Online)	Project Report - Rough Draft #1
14	4/14	T	Advising (In-person)	
15	4/21	T	Peer Review – Project Report Draft #2 (Online)	Complete Notebook without Project Report; Project Report – Rough Draft #2
16	4/28	T		Final Project Report
17	5/5	T		Final Oral Presentation

## **Course Grading Information:**

This is a “Credit/No Credit,” or PASS/FAIL course. Progress and accomplishments made by the student in his/her work activities or projects will be evaluated. Grades will be established for each student after evaluation on a points basis. Grades are determined by writing assignments, participation in the classroom, and a completed work project. Each assignment will have a specific rubric for the students to follow. Please see the schedule and rubrics located in Brightspace.

Each assignment is awarded a number of points to a total of 300. Students must earn a minimum of 210 points to earn credit for the course.

In order to receive a grade of “Credit” in this course, students must:

1. Abide by the class attendance policy (Attendance is tracked in Brightspace).
2. Turn in a complete, correct, signed Training Plan on the correct due date.
3. Earn 60 or more of 100 possible points on the final project.
4. Earn a cumulative of 210 points or greater in the course.

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5. Complete all of the requirements for the final written project on the correct due date.

Students who fail to abide by the class attendance policy will be dropped from the course by the instructor and receive a grade of “W.”

Students who do not turn in a complete, correct, signed Training Plan will be dropped from the course and receive a grade of “W.”

Students who fail to earn 60 points or greater on their Final Project will receive a course grade of “NC.”

Students who fail to earn 210 point cumulatively on all assignments will receive a course grade of “NC.”

Internship I is based on 300 total points. Each assignment will have a specific rubric which explains what is expected and how points can be earned. Each assignment will be graded based on a bell curve (90% - A; 80% - B; etc.) regardless of the number of points. A passing grade in Internship I is 210 points, or 70% of 300 overall points. Students cannot pass the course without having 1) a final, correct, signed training plan on the date listed in the schedule and 2) a final, correct, completed project report on the date listed in the schedule.

### Point Allocations

Student Questionnaire	5 pts
Training Plan – Rough Draft #1	10 pts
Memo to Supervisor	20 pts
Resume	20 pts
BigInterview Assignment	20 pts
Topic 1 Summary/Discussion	10 pts
Topic 2 Summary/Discussion	10 pts
Topic 3 Summary/Discussion	10 pts
Journal Sampling	5 pts
Topic 4 Summary/Discussion	10 pts
Topic 5 Summary/Discussion	10 pts
Topic 6 Summary/Discussion	10 pts
Project Report – Rough Draft #1	10 pts
Project Notebook	20 pts
Final Project Report	100 pts
Final Oral Presentation	30 pts

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

Work is due at the beginning of class. If you arrive late to class, your work is late and will be counted off 50%. Do not be late for class. Your cell phone will give you the exact time. I start class according to the time on my phone, which is the same time on your phone. All work submitted online is also due before class. Plan accordingly so that you are not penalized.

Any make-up assignments must be completed within one week of returning to class. Late assignments will not be accepted more than one week after the class period it was due. Please keep up with your schedule. Be aware of when things are due; you will not get reminder e-mails about when assignments are due. As a college student, your schedule is your responsibility.

There are two assignments which cannot be turned in late. The final, signed Training Plan will not be accepted late. It is due on the date specified on the course schedule, at the beginning of class. If it is not turned in during class that day, you will be dropped. If it is not in the correct format or signed, you will be dropped. The final project report will only be accepted during the class specified on the course schedule. It cannot be turned in late. If you do not turn in a final, complete report with all of the required information, you will get an “NC” in the class.

**Attendance**

Punctuality is a crucial business skill. Coming late, leaving early, and going in and out are all behaviors which disrupt the entire class and are disrespectful to students and the instructor alike. Attendance is taken at the beginning of class. Students arriving late more than three times will be marked absent. Since leaving early is especially disruptive, students will be marked absent if they leave early unless they make previous arrangements with the instructor. If a student has some special need which the instructor needs to take into consideration with regard to administering this policy, it is the student's responsibility to communicate that to the instructor. As stated before, we will use the instructor's phone, in which the time will match that of the student's phone.

MCC's policy is that you must maintain 75% attendance for each course you are enrolled in. For this course, you may not miss more than 5 scheduled class meetings for any reason. On the weeks in which we will participate in online activities, your attendance for that day is determined by your participation in the activity. You can track your attendance using Brightspace's Attendance tool. If you exceed 5 absences before the course census date of January 29, you will be dropped. If you exceed 5 absences after the census date, you will receive the grade earned in the course unless you contact your instructor and specifically ask to be dropped from the course.

**Student Behavioral Expectations or Conduct Policy:**

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

**Timeliness**

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that “life happens,” but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when “life happens,” you will be caught off-guard and may not be able to submit work on time.

While employed, you are expected to show up to work on time and ready to work. The expectation in this course will be the same. You are expected to be on time and ready to participate for this class. If you will need to miss class, it is your responsibility to email the instructor in advance, notifying him of your absence. If you miss class, it is your responsibility to submit any assignments by the correct deadline. If you are late for class or miss class, your attendance grade will be penalized. Manage your time wisely and be intentional in how you utilize your schedule.

**Responsibility**

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don’t understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructor or within your textbook. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Some course assignments will be submitted in Brightspace. If you are unfamiliar with Brightspace, please refer to the Virtual Learning Commons or contact me immediately. Due to the vast amount of computers we have available on campus, as well as the availability of computers in community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source.

### **Accountability**

Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

### **Effective Communication**

You will be expected to communicate with your instructor just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructor. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

### **Professionalism**

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with your instructor wearing pajamas or anything that would be deemed inappropriate in the business world.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. This includes only talking in the classroom when it is a part of the class discussion. Side conversations will not be tolerated while the instructor is talking or while your classmates are talking.

Students wishing to use laptops or similar devices during class may do. In general, laptop users seat themselves near available power receptacles. Permission to use the computer is a privilege, not a right. This privilege may be withdrawn at the sole discretion of the instructor. Use of a tablet or laptop should be focused on work pertaining to your coursework and the materials being addressed in class. Do not work on course work for other courses or you will lose the privilege of using your electronics in class.

Cell phones and similar devices must be turned off or muted during class. Zero tolerance will be given for distractions from cell phones, including audible-silent ringing, checking messages, and using text messaging features. Violators of this policy will be removed from the classroom for the remainder of the session and will be counted as absent.

### **Integrity**

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “NC” for the course, without the

option to drop the course for the grade of a “W”. For more information on plagiarism, I recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

**\* 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.

**\* Click Here for the MCC Attendance/Absences Policy**

([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

I will take attendance every class period. You are expected to be here every class period, unless there are extreme extenuating circumstances. Students **WILL** be required to sign in each class period on a sign-in sheet.

If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of “W” but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

If you miss 3 times in a row without communicating with me, you will be dropped. It is my belief that attendance is essential to your success in this course. If a student has some special need which the instructor needs to take into consideration with regard to administering this policy, it is the student’s responsibility to communicate that to the instructor. Time management is essential to ensuring your success in this course, in your academic career, and in your professional career. Manage your time wisely!

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an NC or a W. Do not come to class when the mood strikes you; you are expected to be at every class. Do not wander in late or leave early. If you must miss, call (254) 299-8868 or email [mwilson@mclennan.edu](mailto:mwilson@mclennan.edu). Please see me if you have extenuating circumstances. Everyone gets sick at some time; but it should not be a continuing problem. Hopefully, NO ONE will have to miss class because of a death or serious illness of an immediate family member. If work begins to interfere with school, please discuss the problem with your boss. If your boss will not accommodate your school schedule, you need to realize that missing class WILL adversely affect the grade you make in this course. An absence is a missed opportunity to learn, regardless of the reason.



\* [Click Here for more information about MCC myAlert](http://www.mclennan.edu/myalert)

([www.mclennan.edu/myalert](http://www.mclennan.edu/myalert))

MCC myAlert is McLennan Community College's emergency notification system. It allows the college to keep you aware of any health- or safety-related situations on campus – including campus closing for inclement weather – through text message or e-mail.

To learn more and sign up for MCC myAlert, use the link above. Registration on myAlert must be renewed each year. If you have signed up before, please check and make sure it is still working for you. When you sign up for MCC myAlert, the only messages you will receive will be emergency notifications; your personal information will not be shared with any other party.

MCC does conduct emergency fire drills and/or lockdown drills. Please follow your instructor's instructions during these drills and in the case of a real emergency.

**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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://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)

254-299-8122

Room 319, Student Services Center

**Read Aloud by 2<sup>nd</sup> Class Meeting**

*“If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements.”*

**\* Click Here for more information about Title IX**

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

**Additional Title IX Considerations from Your Professor**

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I feel warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

**Other Information**

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE DAY OF THE FINAL. Please ask questions; please let me know how I can help you.

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