

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

DIGITAL IMAGING i

ARTC - 1302 - 87

JAN D. ROBERTSON

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

This course is designed to cover the use of presentation software to produce multimedia presentations with an emphasis on graphics in presentation development. More specifically, the course includes terminology and concepts; creating presentation graphics; using effective composition and style; using text and visual elements; and preparing presentations for distribution on computers or hard copy media. Semester Hours 3 (2 lec./2 lab)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Recommendations: Although there are no catalog prerequisites, I recommend the student have keyboarding ability and be computer literate. (This class does not start with computer fundamentals.) The instructor recommends anyone contemplating taking this course online have a working knowledge of using email, the Internet, and Windows. In addition, the student should be self disciplined and self motivated and be able to read and interpret directions easily from Brightspace.

Instructor Information:

Instructor Name: Jan Robertson

MCC E-mail: jrobertson@mclennan.edu

Office Phone Number: 254-299-8218

Office Location: Business & Technology bldg., Rm 107

Office/Teacher Conference Hours: Posted next to office door; also posted on Brightspace under Staff Information.

Required Text & Materials:

Title: Adobe PhotoShop CC, 2020 release, Classroom in a Book

Authors: Andrew Faulkner & Conrad Chavez

Edition: 1st

Publisher: Adobe Press (Distributed through Peachpit Press/Pearson)

ISBN-13: 978-0-13-644799-3

A USB Flash Memory Drive holding a minimum of 4 gigabytes is necessary for saving source files and class projects.

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

Methods of Teaching and Learning:

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

Lessons and Supplementary Assignments. Students will work through lessons from the book. They will also complete supplementary assignments independently, which include hands-on activities. Lessons will not be accepted late without written proof of emergency for missing the deadline; however, lessons must still be completed in order to progress in the course. Supplementary assignments will not be accepted without written proof of emergency. Lessons and supplementary assignments grading consists of -10 pts for each omitted step or error in following directions, spelling errors, etc.

Lesson Review Quizzes will be required upon completion of each lesson. These quizzes are composed of ten questions based on content of each lesson. Students may use their book on these quizzes, and quizzes are not timed. Additional quizzes will be required when “lecture” material (in addition to the textbook) is required and supplied on Brightspace. Quizzes cannot be made up without providing the instructor with written proof of emergency for missing their deadlines.

Three projects will be required during the semester which allow individual choice of images. The student should begin early collecting pictures, etc., for use in these projects. The only pictures students will be allowed to use will be their own original photographs and drawings, those identified as being in the “public domain,” or those provided by the instructor. Projects should be turned in by their stated deadlines. If a project is submitted one day late, the point deduction will be 10 pts. If a project is submitted up to three days late, the point deduction will be 20 pts. After the three day limit, a grade of zero will be recorded. (Students who have proof of emergency will not be penalized based on the emergency itself. Student who have proof of emergency still must submit projects in a timely manner. Work for those students will be due based on how many class days were missed based on the emergency itself. Use of an image owned by another individual in violation of copyright standards discussed in class in a student's project will result in a 25 point deduction.

Course Objectives and/or Competencies:

Students enrolled in the course will learn to:

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- Become proficient in the use of Adobe Photoshop.
- Create artwork using Adobe Photoshop.
- Locate and install graphics shareware from CD-ROM graphics collections and Internet resources.
- Convert graphic files into formats useable in various graphics programs using graphics software to customize the graphics for use in those programs.
- Operate and use scanners to scan textual and graphical materials for use in projects.
- Develop strategies for the effective use of the graphical resources available to solve a given graphics related problem.
- Troubleshoot software and hardware problems.
- Utilize various research resources including the Internet and current magazines for information.

We will focus most of our class time on learning Adobe Photoshop. Here is a list of most of the topics we will (tentatively) discuss and apply:

- Working with selections
- Using layers
- Painting and editing
- Web techniques
- Using color correction methods
- Photo retouching
- Producing consistent color
- Using channels and masks
- Customizing and organizing the work area.
- Importing and adjust images and preparing them for production.
- Developing good work habits

Learning Outcomes: Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

Each objective in this syllabus is identified with a reference to SCANS to indicate that the competency or objective teaches one or more of the SCANS competencies. SCANS is the acronym for the Secretary's Commission on Achieving Necessary Skills (SCANS) and are described in the commission's report as being designed to prepare America's students and workers for today's high skills workplace. At the end of each objective, the SCANS competencies that are taught are noted by Workplace or Foundation and the category and corresponding letter of the competency. Appendix A at the end of the syllabus gives the SCANS competencies in their complete format. A matrix of the SCANS covered in the course is also found in Appendix A.

COMPETENCIES AND PERFORMANCE OBJECTIVES

Competency: Customize and organize the work area. (Workplace Competencies: Information A, B, C, D; Technology B; Resources A; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D, E)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of items in the work area, including using and customizing palettes, identifying production shortcuts, and selecting tools with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options and appropriate use of view menus and commands including context menus, view commands, screen modes, canvas size, rulers, and guides with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given testing, the student will be able to customize and organize the work area without assistance with at least 70 percent accuracy by the end of the testing period. (Workplace Competencies: Information A, B, C, D; Technology B; Resources A; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, F; Personal Qualities A, C, D, E)

Competency: Import and adjust images. (Workplace Competencies: Information A, B, C, D; Technology B, C; Resources A; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to define and/or apply types of resolution and resolution concepts such as interpolation, resampling, fixed image size and vector vs. bitmapped graphics with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, C, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to recommend appropriate scanning resolution for typical production situations, including minimizing file sizes, and identifying and resolving common user problems related to resolution, scanning and sourcing images with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will identify characteristics, function, and appropriate use of the image size command, import command, place command, and file

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information commands with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given testing, the student will be able import and adjust images with at least 70 percent accuracy and complete the tasks by the end of the testing period. (Workplace Competencies: Information A, B, C, D; Technology B, C; Resources A; Foundation Skills: Basic Skills A, C, D; Thinking Skills B, C, D, F; Personal Qualities A, C, D, E)

Competency: Use graphics software for illustration purposes. (Workplace Competency: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of selection tools and commands including the move tool, lasso tools, marquee tools, magic wand tools and the color range command with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of tools and commands used to make adjustments to a selection in an image including manually adding, subtracting and intersecting selections, differentiating between selection data and pixel data, using the grow, similar, expand, contract, smooth, reselect, deselect, commands using tolerance, feather, and anti-alias options with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of the paths palette including using the pen tools, creating and modifying paths; the importance of anchor points, their number and frequency; differentiating between work path, path and subpath; converting paths to selections; and creating and exporting paths with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of layers and layer options including creation, viewing, moving, editing, rearranging, grouping, merging, adjustments to opacity, and using the arrange and align commands with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

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Objective: Given information and assignments, the student will be able to identify features and define steps in the process of creating a layer mask, creating a clipping group, using adjustment layers, using layer effects, and the appropriate use of blending modes with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and apply characteristics, function, options, and appropriate use of the painting tools, functions and commands, including the paintbrush tool, eraser tool, line tool, paint bucket tool, gradient tools, brush palette, options palette, fill and stroke commands, foreground and background colors, and the relationship between tools and color modes with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of the editing and retouching tools, functions and commands, including the clone tool, pattern stamp tool, history brush, smudge tool, blur and sharpen tools, blur, dodge and sponge tools, transform, adjusting tonal range, replacing color and removing casts commands with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of the type tools, including type options, type mask, type painting, type resolution considerations and type layers with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and/or apply characteristics, function, options, and appropriate use of masks and channels, including creating, editing, saving, and loading quick masks and gradient masks, and regular masks with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to identify and apply characteristics, function, options, and appropriate use of color adjustment commands, including level, curves, variations, brightness contrast, hue/saturation, color balance, equalize, threshold, histograms, and out of gamut colors, and adding spot color with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to define and apply filters, change color balance, combine and move selections, and use gradients with at least 70

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percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given testing, the student will use graphics software for illustration purposes with at least 70 percent accuracy by the end of the testing period. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, B, C, D, E)

Competency: Prepare images for production. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to define use of RGB and CMYK color spaces, prepare an image for printing color separations and compensating for dot gain in grayscale images with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given testing, the student will prepare images for production without assistance with at least 70 percent accuracy by the end of the testing period. (Workplace Competencies: Information A, B, C, D; Technology B; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, B, C, D, E)

Competency: Use the Help system for graphics software effectively. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to use Help to locate specific information concerning a graphics topic with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Competency: Develop good work habits. (Workplace Competencies: Resources A; Information A, B, C, D; Systems B; Technology B, C; Foundation Skills: Basic Skills A, B, C, D)

Objective: Given assignments and lecture/demonstration, the student will read, complete, and turn in work (using the lab or home personal computer if necessary) by a stated due date with at least 70 percent accuracy. (Workplace Competencies: Resources A; Information A, B, C, D; Systems B; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills A, B, C, D, e, F; Personal Qualities A, D)

Objective: Given a class test schedule and review information, the student will reread text and notes, practice features to prepare for taking tests on the assigned test date with at least 70 percent accuracy. (Workplace Competencies: Resources A; Information A, B, C, D; Systems B;

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Technology B, C; Foundation Skills: Basic Skills A; Thinking Skills B, C, D, E, F; Personal Qualities A, D)

Objective: Given tests, the student will complete all questions and/or problems independently with at least 70 percent accuracy by the end of the class period. (Workplace Competencies: Resources A; Information a, B, C, D; Technology B, C; foundation Skills: Basic Skills A, B; Thinking Skills A, B, C, D, F; Personal Qualities A, E)

Objective: Given oral reviews, the student will participate by discussing features, asking questions about possible test items, and practicing features independently as well as by assisting each other. (Workplace Competencies: Interpersonal A; Information A, C, D; Technology B, C; Foundation Skills: Basic Skills A, D, E; Thinking Skills A, B, C, D, E, F; Personal Qualities A, C)

Competency: Demonstrate use of basic skills. (Workplace Competencies: Information A, B, C, D; Technology B, C; Resources A; Foundation Skills: Basic Skills A, B, C, D, E; Thinking Skills B, C, D, E, F; Personal Qualities A, C, E)

Objective: Given reading assignments, the student will read the textbook chapter and/or handouts and be prepared to discuss content during demonstrations in class. (Workplace Competencies: Information A, B, C; Foundation Skills: Basic Skills A; Thinking Skills B, C, D, E, F; Personal Qualities A, C)

Objective: Given demonstrations and reviews, the student will listen to explanation of new features, ask questions when necessary, discuss practical applications, and apply. (Workplace Competencies: A, B, C, D; Technology B, C; Foundation Skills: Basic Skills D, E; Thinking Skills B, C, D, E, F; Personal Qualities A, C)

Objective: Given application testing, the student will read and follow directions (independently) in order to complete the hands-on test with at least 70 percent accuracy by the end of the class period. (Workplace Competencies: Resources A; Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A; Thinking Skills B, C, D, F; Personal Qualities A, E)

Competency: Use graphics software for Web publication. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to optimize JPEG and GIF images for Web publication with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to create animations, including creating motion, transitions, and rotating and moving objects with at least 70 percent

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accuracy. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given information and assignments, the student will be able to create, name, and optimize slices; create rollovers, button states, and effects with at least 70 percent accuracy. (Workplace Competencies: Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A, B, D; Thinking Skills B, C, D, E, F; Personal Qualities A, C, D)

Objective: Given testing, the student will use graphics software to demonstrate Web publication with at least 70 percent accuracy. (Workplace Competencies: Resources A; Information A, B, C, D; Technology B, C; Foundation Skills: Basic Skills A; Thinking Skills B, C, D, F; Personal Qualities A, E)

Course Outline or Schedule:

Deadlines are by 6 a.m. on Thursdays:

Tentative Schedule for ARTC 1302 Online – Sp 2021		
Week	Deadline	Assignments
1	6 a.m. Th, 1/14	Orientation, Orientation Quiz, Intro Discussion
2	6 a.m. Th, 1/21	Homework for Lesson 1, Lesson 1 Review Quiz
3	6 a.m. Th, 1/28	Lesson 2, Lesson 2 Review Quiz, Digital Images Quiz
4	6 a.m. Th, 2/4	Lesson 3, Lesson 3 Review Quiz, Learning Rules Discussion
5	6 a.m. Th, 2/11	Lesson 4, Lesson 4 Review Quiz
6	6 a.m. Th, 2/18	Lesson 5, Lesson 5 Review Quiz, Review Selections Supplementary Assignment
7	6 a.m. Th, 2/25	Lesson 9, Lesson 9 Review Quiz, Composition Quiz, Project 1 Book Jacket
8	6 a.m. Th, 3/4	Lesson 6, Lesson 6 Review Quiz, Color Quiz, Color Discussion
9	6 a.m. Th, 3/18	Lesson 7, Lesson 7 Review Quiz, Review Layers & Channels Supplementary Assignment
10	6 a.m. Th, 3/25	Lesson 8, Lesson 8 Review Quiz, Review Masks Supplementary Assignment, Project 2 Magazine Ad

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11	6 a.m. Th, 4/1	Lesson 10, Lesson 10 Review Quiz
12	6 a.m. Th, 4/8	Lesson 13, Lesson 13 Review Quiz, Golf Magazine Supplementary Assignment
13	6 a.m. Th, 4/15	Lesson 14, Lesson 14 Review Quiz
14	6 a.m. Th, 4/22	Project 3 Magazine Cover
15	6 a.m. Th, 4/29	Photoshop Websites Discussion
*Changes to this tentative schedule are up to the instructor and may be announced at any time during the semester via Announcement in Brightspace and/or email to the student.		

Course Grading Information:

Lessons	=10%
Supplementary Assignments, Discussion	=15%
Quizzes	=15%
Projects	=60% (3 major projects)
	=100%

Grade		Points to Earn
A	Excellent/Superior Performance	90-100
B	Above Required Performance	80-89
C	Minimum Required Performance	70-79
D	Below Required Performance	65-69
F	Performance Unacceptable	0-64

Late Work, Attendance, and Make Up Work Policies:

All assignments are clearly posted on Brightspace, along with their deadlines.

Late Policy for Lessons, Supplementary Assignments, and Quizzes: Lessons, supplementary assignments, and quizzes cannot be made up, unless the student can provide written proof of

emergency for missing the deadline listed on Brightspace. Students are expected to complete the Lessons anyway since the course information is cumulative and the student may not understand a lesson unless he or she completes the previous one. However, the student's grade will remain a zero.

Late Policy for Projects: The 3 projects: the Book Jacket/Cover, Magazine Ad, the Magazine Cover, carry more weight than other online assignments. The three major "Projects" will be taken late with the following deductions: 10 points off for turning an assignment 1 day late; 20 points off for turning it up to 3 days late; 0 points after the 3 day deadline (unless the student has written proof of emergency for missing the original deadline listed on Brightspace).

Student Behavioral Expectations or Conduct Policy:

All individuals should address each other respectfully in discussions. Students are expected to maintain decorum that includes respect for other students and the instructor, prompt and regular attendance (by submitting work, taking quizzes, etc., by their deadlines), and an attitude that seeks to take full advantage of the education opportunity.

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

(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)

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

Instructor's Attendance Policy: Students will be counted "present" if work is received on stated deadlines listed on Brightspace. Missing one deadline is the equivalent of missing 3 hours of class per week. If a student misses more than 25% of the course (4 absences), the student will be withdrawn from the course, barring unusual circumstances. If the student accumulates more than 25% absences after the 60% date for the semester, the student's grade will be averaged and reported at the end of the semester.

* *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.*

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ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

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 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

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.

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.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(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 or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) 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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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.

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