

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Public Speaking

SPCH 1315_010

Dr. Jenna Hoefer

NOTE: This is a 16-week blended/hybrid 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:

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

Prerequisites and/or Corequisites:

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

Course Notes and Instructor Recommendations:

This course explores the dynamics of public speaking. Public speaking is the study of sharing your ideas through communication with others. In this course, we will cover the basic principles of public speaking. The goal of this course is to provide you with the tools and knowledge needed to be an effective communicator.

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

Instructor Information:

Instructor Name: Dr. Jenna Hoefer

MCC E-mail: jhoefer@mclennan.edu

Office Phone Number: 254-299-8929

Office Location: Faculty Office Building 201

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

Other Instruction Information: If you need to visit with me, setting up an appointment (even during office hours) is the most professional approach. Having an appointment ensures that I will be available to focus my attention on you exclusively. I am available at many times, so email or call for an appointment. Office hours and individual meetings will be held through Zoom. If you

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need to visit with me, please let me know and we'll work something out! Please email me from your MCC student email address – this assures that I will receive the email and confirm that it is really you emailing me. I will not respond to messages sent to/through BrightSpace.

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

Required Text & Materials:

NO BOOK PURCHASE NECESSARY!

Exploring Public Speaking, 3rd Edition- provided by OER Commons (a link is provided below to the book). The book does not need to be purchased.

Please use the link provided below to access the book:

<https://www.oercommons.org/courses/exploring-public-speaking/view>

Additional Materials: Access to recording equipment- computer with quality camera and microphone. Access to individuals to watch you present your speeches. Audience needs to be live. Your audience must consist of six people. You will show your audience with your speech recording.

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

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

Online Student Technology Requirements:

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

Hardware requirements:

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

Software requirements:

1. You need a web browser to access Brightspace. We recommend an up-to-date version of Mozilla Firefox. I strongly recommend Brightspace students use the latest version of [Mozilla Firefox](#) for Windows and Mac because it is the browser that Brightspace supports.
2. The word processing software of MS Office is required. If you don't own a copy of MS Word, as a matriculated MCC student you can use Office 365 for free which will give you the most used tools.
 - a. To view a video tutorial for signing up for and installing Office 365 [Click here.](#)
 - b. To sign up and get started now [Click here.](#)
 - c. Please do not hesitate to contact the MCC Help Desk by calling [254-299-8077](tel:254-299-8077) or emailing helpdesk@mclennan.edu if you require further assistance.
3. Many Brightspace functions require Java Run Time Environment. Java technology allows you to work and play in a secure computing environment. Upgrading to the latest Java version improves the security of your system, as older versions do not include the latest security updates. Java may be downloaded using the link found at <http://java.com/en/download/>.
4. Here are some additional helpful links for the new Brightspace Learning Platform:
 - a. D2L System Check <https://community.desire2learn.com/d2l/systemCheck>
 - b. Browser Support for desktop, tablet, and mobile devices https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm
 - c. Brightspace Technical Assistance at MCC <http://www.mclennan.edu/brightspace-students/>

Backup Plan for Technology:

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

Methods of Teaching and Learning:

This online course consists of many different types of assessments provided on Brightspace. You are responsible for reading your assigned chapters, completing each assignment, completing all quizzes and discussion boards, and any additional work assigned.

Course Objectives and/or Competencies:

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

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

Learning Outcomes:

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

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Course Schedule: This schedule may change and is tentative. Please check BrightSpace for announcements regarding schedule changes.

Week	Weekly Work
Week 1: 1/11	<p>Class Meeting: Tuesday, 1/12, Meeting through Zoom at 9:35 a.m.</p> <p>Introduction to Course</p> <ol style="list-style-type: none"> 1. Watch the Course Orientation Video and other videos provided 2. Read all documents in the Orientation Module 3. Complete assignments <p>Due: Orientation Quiz, Sunday, 1/17, by 5:00 p.m.</p>
*Week 2: 1/18	<p>Class Meeting:</p> <p>Group 1 & 2: Tuesday, 1/19, 9:35 a.m., Meet in classroom</p> <p>Group 3 & 4: Thursday, 1/21, 9:35 a.m., Meet in classroom</p> <p>Basics of Public Speaking</p> <ol style="list-style-type: none"> 1. Watch videos for week 2. Read chapter assigned 3. Complete assignment <p>Due: Basics of PS DB, Sunday, 1/24, by 5:00 p.m.</p>
Week 3: 1/25	<p>Class Meeting: Office Hours, Tuesday, 1/26, 9:35 a.m., through Zoom</p> <p>Welcome Quote Speech</p> <ol style="list-style-type: none"> 1. Work on your Welcome Quote Speech 2. Watch the instructional videos regarding how to record a Video Note 3. Be sure to record your speech as Video Note on BrightSpace <p>Due: Welcome Quote Speech, Sunday, 1/31, by 5:00 p.m., submit as Video Note</p>
Week 4: 2/1	<p>Class Meeting: Tuesday, 2/2, 9:35 a.m., through Zoom</p>

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	<p>Informative Speaking: Informative Speaking, Developing a Topic, Researching Your Topic</p> <ol style="list-style-type: none"> 1. Read through the Informative Speech Assignment details and watch the video regarding the informative speech 2. Watch videos 3. Read chapters assigned 4. Complete assignment <p>Due: Informative Assignment Quiz, Sunday, 2/7, by 5:00 p.m.</p>
*Week 5: 2/8	<p>Class Meeting:</p> <p>Group 1 & 2: Tuesday, 2/9, 9:35 a.m., Meet in classroom</p> <p>Group 3 & 4: Thursday, 2/11, 9:35 a.m., Meet in classroom</p> <p>Intros and Conclusions, Organizing and Outlining/Body. Supporting your Speech/Oral Citations,</p> <ol style="list-style-type: none"> 1. Watch videos for week 2. Read chapters assigned 3. Complete assignment <p>Due: Informative DB, Sunday, 2/14, by 5:00 p.m.</p>
Week 6: 2/15	<p>Class Meeting: Tuesday, 2/16, 9:35 a.m., through Zoom</p> <p>Work on your Informative Outline</p> <ol style="list-style-type: none"> 1. Watch videos (same as above) 2. Read chapters assigned (same as above) <p>Due: Informative Speech Outline Due, Thursday, 2/18, by 8:00 a.m.</p> <p>*The earlier you submit, the quicker you get feedback on your outline!</p>
Week 7: 2/22	<p>Class Meeting: Giving Speeches, 2/23 & 2/25, 9:35 a.m., Zoom</p> <ol style="list-style-type: none"> 1. Read feedback provided on outline 2. Watch the Virtual Speaking Etiquette Video <p>Due: Informative Speech Due present through Zoom, 2/23 & 2/25, 9:35 a.m.</p>

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	<p>*Every student be ready to present 2/23- we will present based on a random drawing. If you do not come to the Zoom meeting on 2/23 to present, 10 points will automatically be deducted from your speech grade.</p>
Week 8: 3/1	<p>Class Meeting: Office Hours, Tuesday, 3/2, 9:35, through Zoom</p> <p>Start Persuasive Unit</p> <ol style="list-style-type: none"> 1. Read through the Persuasive Speech Assignment details and watch the video regarding the persuasive speech 2. Watch videos 3. Read chapters assigned 4. Complete assignments <p>Due: Informative Speech Reviews, Sunday, 3/7, by 5:00 p.m.</p> <p>Due: Persuasive Assignment Quiz, Sunday, 3/7, by 5:00 p.m.</p>
Week 9: 3/8	Spring Break- NO CLASS!
*Week 10: 3/15	<p>Class Meeting:</p> <p>Group 1 & 2: Tuesday, 3/16, 9:35 a.m., Meet in classroom</p> <p>Group 3 & 4: Thursday, 3/18, 9:35 a.m, Meet in classroom</p> <p>Persuasive Speaking: Language, Persuasive Speaking, Logical Reasoning (Persuasive Methods)</p> <ol style="list-style-type: none"> 1. Watch videos for week 2. Read chapters assigned 3. Complete assignment <p>Due: Persuasive Speaking DB, Sunday, 3/21, by 5:00 p.m.</p>
Week 11: 3/22	<p>Class Meeting: Tuesday, 3/22, 9:35 a.m., Zoom</p> <p>Persuasive Outlining – Work on Outline</p> <ol style="list-style-type: none"> 1. Watch videos for week 2. Read chapters assigned 3. Complete assignment

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	<p>Due: Persuasive Outline, Thursday, 3/25, 8:00 a.m.</p> <p>*The earlier you submit, the quicker you get feedback on your outline!</p>
Week 12: 3/29	<p>Class Meeting: Giving Speeches, 3/30 and 4/1, Zoom, 9:35 a.m.</p> <ol style="list-style-type: none"> 1. Read feedback provided on outline 2. Watch the Virtual Speaking Etiquette Video <p>Due: Persuasive Speech, 3/30 & 4/1, 9:35 a.m. (presenting through Zoom)</p> <p>*Every student be ready to present 3/30- we will present based on a random drawing. If you do not come to the Zoom meeting on 3/30 to present, 10 points will automatically be deducted from your speech grade.</p>
Week 13: 4/5	<p>Class Meeting: Tuesday, 4/6, 9:35 a.m., Zoom</p> <p>Group Communication</p> <ol style="list-style-type: none"> 1. Read Small-Group Assignment Document 2. Start working on the Small-Group Discussion Board- contact your group members ASAP 3. Watch the videos for the week 4. Read chapters assigned for the week 5. Start working on your project 6. Complete assignments <p>Due: Initial Group DB, Tuesday, 4/6, 5:00 p.m.</p> <p>Due: Persuasive Speech Reviews, Sunday, 4/11, 5:00 p.m.</p>
Week 14: 4/12	<p>Class Meeting: Thursday, Zoom, 4/15, 9:35 a.m.</p> <p>Group Communication</p> <ol style="list-style-type: none"> 1. Work on group project 2. By 4/18, all of the planning questions on the DB should be answered <p>Due: Planning completed -Small Group Discussion Board, Sunday, 4/18, by 5:00 p.m.</p>
Week 15: 4/19	<p>Class Meeting: All Groups Meet in the Classroom, Tuesday, 4/20, 9:35 a.m.</p>

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	<p>Work on Group Project</p> <p>Due: Individual Assignment Group Project, Thursday, 4/22, 8:00 a.m.</p>
Week 16: 4/26	<p>Class Meeting: Tuesday, Zoom, 4/27, 9:35 a.m. or in classroom depending on group needs</p> <p>Work on Group Project</p> <p>Due: Group Presentation and Group Member Evaluations Thursday, 4/29, 10:00 a.m.</p>
Week 17: 5/3	<p>*Final Exam Due: Tuesday, 5/4, 11:10 a.m.</p> <p>Go to BrightSpace, then Assessments, then Quizzes</p>

Course Grading Information:

Details for course assignments may change due to unforeseen circumstances.

Assignment Details

Assignment	Due Date: Pay close attention to due dates and times that assignments are due!	Point Value	How to Submit
Orientation Quiz	Sunday, 1/17, 5:00 p.m.	10	Under Assessments, then Quizzes
Basics of PS DB	Sunday, 1/24, 5:00 p.m.	5	Write in DB
Welcome Quote Speech	Sunday, 1/31, 5:00 p.m.	15	Submit as Video Note in DB

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Informative Assignment Quiz	Sunday, 2/7, 5:00 p.m.	10	Under Assessments, then Quizzes
Informative DB	Sunday, 2/14, 5:00 p.m.	10	Write in DB
Informative Outline	Thursday, 2/18, 8:00 a.m.	15	Submit as an attachment
Informative Speech	Tuesday, 2/23 & Thursday, 2/25, 9:35 a.m.	100	Present in Zoom
Speech Reviews	Sunday, 3/7, 5:00 p.m.	5	Write in DB
Persuasive Assignment Quiz	Sunday, 3/7, 5:00 p.m.	10	Under Assessments, then Quizzes
Persuasive Speaking DB	Sunday, 3/21, 5:00 p.m.	10	Write in DB
Persuasive Outline	Thursday, 3/25, 8:00 a.m.	15	Submit as an attachment
Persuasive Speech	Tuesday, 3/30 & Thursday, 4/1, 9:35 a.m.	100	Present in Zoom
Small Group Intial Contact	Tuesday, 4/6- Initial Contact, 5:00 p.m.	Half of the 10 for Group DB	Write in DB
Persuasive Speech Reviews	Sunday, 4/11, 5:00 p.m.	5	Write in DB
Small Group DB	Sunday, 4/18- Completed planning, 5:00 p.m.	10 total	Write in DB
Individual Assignment for Group Presentation	Thursday, 4/22 by 8:00 a.m.	10	Submit as a Google DOC
Small Group Presentation	Thursday, 4/29, by 10:00 a.m.	60	Post in DB
Small Group Evaluations	Thursday, 4/29, by 10:00 a.m.	5	Submit as an attachment

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Final Exam	Tuesday, 5/4, by 11:10 a.m.	105	Under Assessments, then Quizzes
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A	90% and higher	500-450
B	80-89.9%	449-400
C	70-79.9%	399-350
D	60-69.9%	349-300
F	Below 60%	299-0

Late Work, Attendance, and Make Up Work Policies:

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

Attendance will be taken weekly by participation with quizzes, discussion boards, in-class meetings, exams, and assignments. If you miss more than four items (this can include quizzes, discussion boards, class meetings, all and any assignments, etc.), you will be dropped from the course. You will need to log in each week and complete work that is assigned to you for verification of your participation in this class. Further instructions will follow on D2L/Brightspace.

For the complete attendance policy please go to:

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

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

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

Assessments

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

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

Discussion Boards

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

When writing out your post (the following could apply to Video Note posts and embedded recordings): keep discussion boards brief and concise. Please use complete sentences. Please keep language appropriate, respectful, and practice utilizing effective communication skills. You DO NOT have to respond to posts. However, you may want to read the posts to receive clarification of ideas and concepts. Please use standard font (what populates when you type) in

the discussion board posts. All posts must be respectful and kind. Anything less will be deleted and given a zero.

Quizzes

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

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

No make-up quizzes without a documented excuse.

Student Behavioral Expectations or Conduct Policy:

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

Class Expectations. It is expected that students will adhere to the policies described in this syllabus. Since this is a college course, I have high expectations about appropriateness of behavior, level of discourse, the creation of collaborative and supportive climate, punctuality and attendance, and respect for persons. I expect that excellent work will be turned in at all times. Superior work will earn a superior grade, while minimal effort will earn a minimal grade. I encourage you to address concerns about class procedures and/or assignments so our learning experience together can be enhanced. I want you to succeed in this course. Please feel free to approach me with any questions, for clarification, or with any concerns.

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

*** Click Here for the MCC Academic Integrity Statement**

(www.mclennan.edu/academic-integrity)

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

*** 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.

** 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.*

McLennan

C O M M U N I T Y

COLLEGE

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.*