



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Forms of Literature: Film Studies**

**ENGL 2341.002**

**Nicholas Webb**

**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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

"Includes selections in literature organized by areas such as genre, theme, period, or geographical region. Course descriptions, which may change from semester to semester, are available each semester prior to registration. May be repeated for credit when different topics are covered. May be taken before, after, or concurrently with other literature courses. Prerequisite: ENGL 1301. Semester Hours 3 (3 lec.)"

**Prerequisites and/or Corequisites:**

ENGL 1301 or its equivalent with a grade of C or better, or consent of Division Chair.

**Course Notes and Instructor Recommendations:**

Students will be required to access MCC's email system, MCC's Brightspace system, Brightspace's TurnItIn feature, and the MCC library's collection of databases.

All student essays and writing assignments (unless specifically stated by the instructor) will be typed and submitted in electronic form. *No hardcopies* will be submitted. The electronic copy is due to TurnItIn before 11:59 p.m. of the due date.

All written responses (homework, quizzes, in-class writing assignments, essays, tests, etc.) must be two things. They must be presented in complete, grammatically correct sentences. They must also conform to standard style.

**Instructor Information:**

Instructor Name: Nicholas Webb

MCC E-mail: nwebb@mclennan.edu

Office Phone Number: 254-299-8945

Office Location: FOB 105

Office/Teacher Conference Hours: Available by appointment via email or Zoom

**Required Text & Materials:**

Title: *Anatomy of Film*  
Author: Bernard Dick  
Edition: 6e  
Publisher: Bedford/St. Martin's  
ISBN: 978-0-312-48711-9

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

While not a requirement, students will greatly benefit from having access to streaming movie websites such as Netflix, Amazon Instant Video, Disney+, etc. Whether via personal copies, streaming services, or rentals, students will benefit from watching chosen movies multiple times.

Further, students might consider purchasing a used DVD copy of *The Purple Rose of Cairo* (via Amazon or a similar website) or purchasing a digital copy. While this movie will be shown in class and will also be available on reserve at the MCC library, previous students have benefitted from having a personal copy to view.

Finally, this class will conform to all fair-use copyright laws pertaining to the educational use of films and film clips in a film-study class. In no manner does the course promote or condone the use of pirated or illegally streamed videos.

**Methods of Teaching and Learning:**

This is a writing course; as such, class lectures and instruction will prepare the student to successfully manage research and writing tasks that he or she will accomplish outside of class. Textbook and Internet-based readings will be followed by quizzes or writing assignments. Student writers will participate in workshops, meaning that they will read their essays aloud in class and will receive feedback from other students and from the instructor. Students will develop essays through a series of drafts or benchmark assignments. While some of this class will be conducted in lecture format, most of it will involve discussion and workshops about given topics, video clips, and essays. Students will need to be active in participating in these discussions.

Because of the variety of genres and time periods covered in literature classes, all grading will be direct and will assess the following skills:

- critical thinking, on the basis of interpretation, analysis, and synthesis of texts using primary and secondary sources;

- communication skills, on the basis of interpretation and expression of ideas through written, oral, and visual communication;
- social responsibility, on the consideration of other cultures and time periods, leading to awareness of civic responsibility in regional, national and global communities, as well as the consequences of failure to adopt or to apply standards of social responsibility;
- and personal responsibility, based on the consequences of interconnected choices and actions related to ethical decision-making, as demonstrated in the wide variety of texts covered in literature classes.

**Course Objectives and/or Competencies:**

This course offers a broad survey overview and a foundational basis for general education within the liberal arts. It also prepares students for further study within the academic area of literature.

- **Critical Thinking (CT):** Requires creative innovation in interpretation, inquiry, and analyses of a wide variety of texts and a synthesis of texts with secondary sources.
- **Communication Skills (COM):** Require effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- **Social Responsibility (SR):** Requires consideration of other cultures and other time periods, which in turn leads to knowledge of civic responsibility in regional, national and global communities. This knowledge prepares students for an understanding of the effects of good social responsibility, as well as the consequences of the lack thereof in communities, nations, and the world.
- **Personal Responsibility (PR):** Includes skills in connecting choices, actions, and consequences to ethical decision-making, as demonstrated in the wide variety of texts covered in these classes.

**Learning Outcomes:**

While successfully completing literature courses, students will:

1. Identify key themes, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the cinematic literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different cinematic literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to cinematic literature.

**Basic Paper and/or Presentation Rubric**

<b>Criteria</b>	<b>Outstanding</b>	<b>Proficient</b>	<b>Basic</b>	<b>Below Expectations</b>
<b>Critical Thinking</b>	-Shows originality of thought and logical connections. -Demonstrates excellent ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry with regard to course materials.	-Shows less originality and may have minor flaws in logic. -Demonstrates good ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry with regard to course materials.	-Understands readings but limits focus to ideas discussed in class. -Demonstrates inconsistent ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry with regard to course materials.	-Fails to comprehend basic and other course concepts. -Unable to describe, analyze, interpret, evaluate, or engage in intellectual inquiry with regard to course materials.
<b>Communication</b>	-Clear main idea with supporting organization and developed examples and explanation. -Communication shows excellent awareness of communication situation, including the audience, topic, and position as speaker/writer.	-Shows a clear main idea but might have minor lapses in organization, less developed examples and explanation. -Communication shows good awareness of rhetorical situation and matches the work to that need.	-Shows competence but has weaker or unfocused main ideas, organization, and few developed examples and explanation. -Communication shows awareness of rhetorical situation but does not fully meet needs.	-Fails to show basic competence in developing, organizing, and/or presenting ideas and supporting content. -Fails to adapt language, content, and structures to match rhetorical situations.
<b>Mechanics</b>	-Demonstrates thorough command of format and language, with few or no grammar, spelling, and diction errors.	-Shows competent command of format and language, with few and generally minor grammar, spelling, and diction errors.	-Shows basic competence with format and language but may have frequent minor or occasional major grammar, spelling, and diction errors.	-Fails to show basic competence with format and language, exhibiting many grammar, spelling, and diction errors.
<b>Social Responsibility</b>	-Consistently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Frequently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Acknowledges and understands connections between choices, actions, and consequences to outcomes affecting others.	-Fails to recognize or acknowledge connections between choices, actions, and consequences to outcomes affecting others.
<b>Personal Responsibility</b>	-Completes all assigned tasks by deadlines; work is thorough, insightful, and comprehensive.	-Completes almost all assigned tasks by deadlines; work is generally thorough but may show minor shortcomings or gaps.	-Makes most deadlines with occasional major or frequent minor lapses in responsibility; work meets minimum requirements.	-Fails to connect choices, actions, and consequences with ethical responsibilities; work is often late and/or of poor quality.

**Course Outline or Schedule:**

The following table outlines the semester's major due dates. Please note, however, that additional assignments, readings, and quizzes (not listed below) may be added to this schedule as the semester progresses. Further, adjustments to due dates—if determined to be necessary by the instructor—may also occur. If changes are made, these will be communicated to students both in class and via Brightspace announcements.

**NOTE:** Most major writing assignments are due as digital submissions *prior to* 11:59 p.m. on **Sunday** of the specified week. (For our purposes, new weeks will begin on Mondays.)

**HOWEVER:** Other assignments (often quizzes) may be due as digital submissions *prior to* 11:59 p.m. on **Friday** of the specified week.

<b>WEEK 1</b>	<b>Tuesday Jan. 11 and Thursday Jan. 13</b>
<b>DUE: Tuesday, Jan. 11</b>	<b>Email Assignment: Favorite Character</b>
<b>DUE: Friday, Jan. 14</b>	<b>First Paragraph (Identity Essay)</b>
<b>WEEK 2</b>	<b>Tuesday Jan. 18 and Thursday Jan. 20</b>
<b>DUE: Friday, Jan. 21</b>	<b>Syllabus Quiz; Plagiarism Quiz; and AFI Top 100 Survey</b>
<b>WEEK 3</b>	<b>Tuesday Jan. 25 and Thursday Jan. 27</b>
<b>DUE: Friday, Jan. 28</b>	<b>QUIZ: Textbook Quiz (<a href="#">Film-Analysis Chapter</a>)</b>
<b>DUE: Sunday, Jan. 30</b>	<b>First-Seeing Scene (Identity Essay)</b>
<b>WEEK 4</b>	<b>Tuesday Feb. 1 and Thursday Feb. 3</b>

## Forms of Literature: Film Studies

ENGL 2341.002

<b>DUE: Friday, Feb. 4</b>	<b>QUIZ: Textbook Quiz (<i>Shadow of a Doubt</i>)</b>
<b>WEEK 5</b>	<b>Tuesday Feb. 8 and Thursday Feb. 10</b>
<b>DUE: Sunday, Feb. 13</b>	<b>Aristotle Scene (Identity Essay)</b>
<b>WEEK 6</b>	<b>Tuesday Feb. 15 and Thursday Feb. 17</b>
<b>DUE: Friday, Feb. 18</b>	<b>QUIZ: Textbook Quiz (<i>Citizen Kane</i>)</b>
<b>WEEK 7</b>	<b>Tuesday Feb. 22 and Thursday Feb. 24</b>
<b>DUE: Sunday, Feb. 27</b>	<b>Completed Identity Essay</b>
<b>WEEK 8</b>	<b>Tuesday March 1 and Thursday March 3</b>
<b>DUE: Friday, March 4</b>	<b>Prospectus (Comparative Essay)</b>
<b>March 7-11</b>	<b>SPRING BREAK</b>
<b>WEEK 9</b>	<b>Tuesday March 15 and Thursday March 17</b>
<b>Tuesday, March 15</b>	In-Class Viewing of <i>The Purple Rose of Cairo</i>
<b>Thursday, March 17</b>	In-Class Viewing of <i>The Purple Rose of Cairo</i>
<b>WEEK 10</b>	<b>Tuesday March 22 and Thursday March 24</b>
<b>DUE: Sunday, March 27</b>	<b>Two-Source Assignment (<i>The Purple Rose of Cairo</i>)</b>
<b>WEEK 11</b>	<b>Tuesday March 29 and Thursday March 31</b>
	Ongoing Progress on both <i>Purple Rose</i> and Comparative Essays

Forms of Literature: Film Studies

ENGL 2341.002

<b>WEEK 12</b>	<b>Tuesday April 5 and Thursday April 7</b>
<b>DUE: Friday, April 8</b>	Three-Source Assignment (Comparative Essay)
<b>DUE: Sunday, April 10</b>	Completed <i>Purple Rose of Cairo</i> Essay
<b>WEEK 13</b>	<b>Tuesday April 12 and Thursday April 14</b>
<b>DUE: Friday, April 15</b>	<b>QUIZ: Textbook Quiz (<i>Unforgiven</i>)</b>
<b>WEEK 14</b>	<b>Tuesday April 19 and Thursday April 21</b>
<b>DUE: Friday, April 22</b>	<b>QUIZ: Textbook Quiz (<i>One Flew Over the Cuckoo's Nest; Crouching Tiger; Raging Bull</i>)</b>
<b>DUE: Sunday, April 24</b>	Completed Comparative Essay
<b>WEEK 15</b>	<b>Tuesday April 26 and Thursday April 28</b>
	Final-Exam Review: Aristotelian Analysis <b>In-Class Quizzes (Tuesday AND Thursday)</b>
<b>WEEK 16</b>	
See <a href="#">MCC's Calendar of Exam Dates</a>	<b>FINAL EXAM</b>



**Course Grading Information:**

By the end of the semester, students will have written three essays or papers totaling between 24 and 40 pages. The following guidelines serve as the ratio for determining final grades:

- 60% of the grade will come from the major essays.
- 20% of the grade will come from the final exam.
- 20% of the grade will come from daily work, such as homework, quizzes, analyses, in-class writing, presentations, and participation.

**MCC Grading System**

A	Excellent.....	100%-90%
B	Good .....	89%-80%
C	Fair.....	79%-70%
D	Poor .....	69%-60%
F	Failing.....	below 60%

W Withdrew — This grade is given for an instructor- or student-initiated course withdrawal through the 9th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term).

I Incomplete — This grade is given when a course is incomplete because of student’s absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.

The first time a student submits plagiarized work to the instructor, that assignment will receive a score of zero points. The second time a student submits plagiarized work to the instructor, that student will earn an F in the course. For further details, see Academic Integrity Statement below.

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

All work is due at the start of class on the date it was assigned to be turned in. A deadline is a deadline. All late work will automatically lose 10 percent of its total value beginning at the moment the task is due, and will continue to lose 10 percent per day until the grade is a zero. The standard lateness deduction applies to both the hard copy and the digital submission requirement. After that point, the work will not be accepted.

The following possible penalties will be enforced on all applicable assignments:

- Assignments that are *not* turned in in-class, but still meet the TurnItIn deadline, will receive a 5% deduction.
- Failure to submit a digital copy of an assignment results in a 35% deduction.
- Failure to double space an assignment results in a 15% deduction.

Unless arrangements are made in advance with the instructor, there will be no make-ups for missed daily work, quizzes, or exams.

For students who are retaking this course, you may *not* reuse essays written in a previous semester, in part or in whole. All writing that you submit must be new and original work.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty. 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.

Any behavior that disrupts the learning process will be grounds for dismissal from the class for that day. Unacceptable behavior includes (but is not limited to) excessive lateness, walking out of class without the instructor's permission, talking in class, reading or doing outside work in class, listening to music, making and/or receiving phone calls and/or text messages, and eating in class. Students who are sleeping, who appear to be sleeping, or who refuse to participate in assigned class activities will be counted absent for the day. Student who use smartphones in class, or who appear to be using smartphones (as determined by the instructor), will be marked absent for the day. Additionally, two tardies will be counted as an absence.

Student use of electronic devices is prohibited in class, unless prior approval from the instructor is granted. The use of a non-approved device, or the appearance of use (as determined by the instructor), will result in a recorded absence for the student for that day.

**ENGL 2341 Academic Integrity Statement:**

Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty:

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation,

of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Students who submit plagiarized work (in part or in whole) will receive a grade of zero on that work. Further, students who allow their work to be plagiarized will also receive a zero on the work in question. Students who submit plagiarized work (in part or in whole) a second time, or who allow their work to be plagiarized a second time, will receive a grade of F for the course.

Some plagiarism is determined very objectively, that is to say, the instructor finds matching sequences of text (phrases, sentences, paragraphs) published by another author. Other plagiarism is determined more subjectively, that is to say, the instructor will evaluate the text's authenticity and originality. One tool the instructor may apply to determine authenticity and originality is comparing and contrasting the text to other work the student has generated in the class. This includes, but is not limited to, discussion, homework, quizzes, in-class writings, essays, and exams. Additionally, a meeting with the student to discuss the paper may be another tool the instructor employs to assess a text's authenticity and originality.

All texts that contain plagiarism will be presented to MCC's Coordinator of Discipline. The Coordinator may determine additional penalties.

\* [Click Here for the MCC Attendance/Absences Policy](#)

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

**ENGL 2341 Attendance Policy:**

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, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Please refer to the [Highlander Guide](#) for the complete policy.

Students with recorded absences that equal or exceed 25% of the semester's scheduled classes will be withdrawn from the course. For a full semester class, eight absences exceeds the 25% plateau. For a summer class, five absences exceeds the 25% plateau. For a minimester class, three absences exceeds the 25% plateau

Forms of Literature: Film Studies

ENGL 2341.002

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Students who fail to attend three consecutive classes (two consecutive classes in a summer or minimester session) without communicating valid reasons (as determined by the instructor) in writing for each absence will be withdrawn from the class.

## McLennan Community College Guidelines for Avoiding Plagiarism

**Plagiarism** is the intentional—or unintentional—use of someone else’s work without adequate documentation. Whenever writers want to include another’s ideas, key terms, or copied text into their own papers, they must always use that borrowed information accurately and ethically.

**Documentation**, an agreed upon style of providing credit to others’ work, is necessary in order to avoid plagiarism. Plagiarism is a serious offense in college-level writing, for it is intellectually dishonest, robbing authors of their property.

All documentation styles include internal citations, a works cited list, and **quotation marks** around copied terms and information.

To consider: As we would never borrow one of our neighbor’s possessions without asking permission, we should never use someone’s words or ideas without permission. Correctly documenting someone else’s material permits us legal use of words and ideas not belonging to us.

It should be obvious that buying papers, using someone else’s papers, and similar activities are plagiarism at its worst.

Each instructor will determine penalties for plagiarized work.

**Tip:** As many documentation styles exist (MLA, APA, and Chicago are used in colleges and universities), be certain to ask your professor which type of documentation style is required for the class.

Document when

- You use someone’s ideas from any traditional or web source
- You copy sentences and phrases from a source
- You copy a key term from a source
- You use information from an interview or survey
- You copy pictures, charts, and diagrams from sources
- You use information you did not originate

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## ACADEMIC RESOURCES/POLICIES

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

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

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

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

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 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

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

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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

**Email Policy:**

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

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

**Forwarding Emails:**

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

**Disclaimer:**

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