

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Calculus 2

MATH 2414-87

Gail Illich

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.

AN EQUAL OPPORTUNITY INSTITUTION

Spring 2022

Calculus II
Math 2414-87

Course Description:

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisites and/or Corequisites:

MATH 2413 with a grade of C or better or consent of division chair.

Course Notes and Instructor Recommendations:

Math 2414 in an online format involves online homework assignments, quizzes, tests and research project. Everything is available online including an electronic version of the text, class notes, and both publisher and instructor lecture videos. There are numerous other learning aids available at the online site. Students are required to meet with the instructor virtually via Zoom video conference each week. The times available for weekly meetings will be determined based on student schedules at the beginning of the semester.

Instructor Information:

Instructor Name: Gail Illich

MCC E-mail: gillich@mclennan.edu

Office Phone Number: 254-299-8839 (voice mail only) cell number posted in Brightspace

Office Location: Mathematics 204

Office/Teacher Conference Hours: Specific times to be announced at the beginning of the semester and by appointment

Other Instruction Information: Students can access instructor through video conference during office hours Instructions to Join Zoom Video Conference are located in the course at

<https://brightspace.mclennan.edu/d2l/login>

Required Text & Materials:

Title: MyMathLab Student Access Kit for **Thomas' Calculus: Early Transcendentals 14th Edition**

Author: Hass, Joel | Heil, Christopher | Weir, Maurice

Edition: Pearson

Publisher: Pearson

Textbook ISBN-13: 9780134439020

Calculus II
Math 2414-87

Original Materials:



Thomas' Calculus: Early Transcendentals 14th Edition

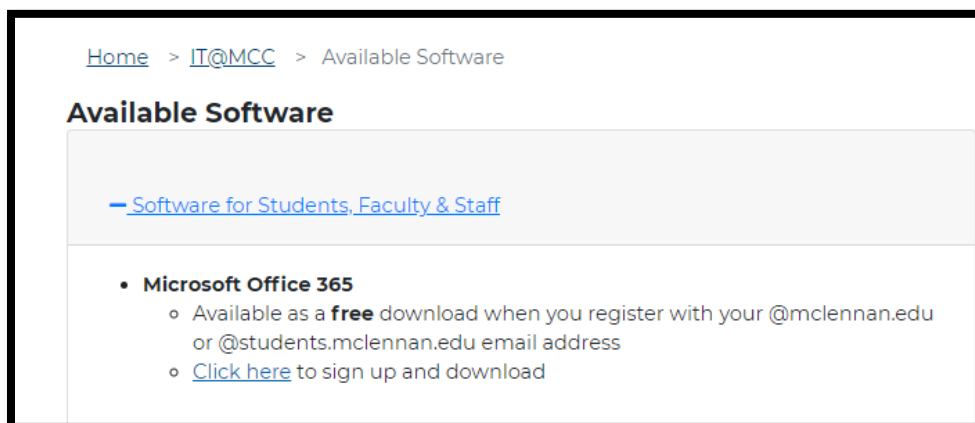
Author(s): Hass, Joel | Heil, Christopher | Weir, Maurice

Textbook ISBN-13: 9780134439020

Series: **MyLab Math**

Graphing Calculator or Online Technology– TI-83, TI-83 Plus, TI-84, TI-84 Plus, or use online websites such as <https://www.desmos.com/calculator>, <https://www.symbolab.com/>, <https://www.wolframalpha.com/>

Required Microsoft Office 365 which includes the latest versions Word, Power Point, and Excel is required and available on all on campus computers. Students may download this software to a personal computer using MCC studentID and following instructions under <Software for Students, Faculty & Staff> at the following website:
<https://www.mclennan.edu/tech-support/software.html>



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

Methods of Teaching and Learning:

The following methods for teaching and learning will be used: online video lecture, online homework, online quizzes and exams, research project and virtual meetings with the professor. A three pronged approach is used in this course. For each instructional unit a blank lecture notes, complete lecture notes and video recording of the lecture notes worked will all be available on the website companion to this class (www.pearsonmylabandmastering.com). Students are required to meet via two-way video (using Zoom video conferencing) with the instructor each week and to complete an oral exam and identity verification. Students will be

instructed on how to use the zoom program from their smart phone, tablet, computer with camera/mic, or on campus using the technology equipment available for student use at MCC.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Use the concepts of definite integrals to solve problems involving area, volume, work, and other physical applications.
2. Use substitution, integration by parts, trigonometric substitution, partial fractions, and tables of anti--derivatives to evaluate definite and indefinite integrals.
3. Define an improper integral.
4. Apply the concepts of limits, convergence, and divergence to evaluate some classes of improper integrals.
5. Determine convergence or divergence of sequences and series.
6. Use Taylor and MacLaurin series to represent functions.
7. Use Taylor or MacLaurin series to integrate functions not integrable by conventional methods.
8. Use the concept of polar coordinates to find areas, lengths of curves, and representations of conic sections.

Calculus II
Math 2414-87

Course Outline or Schedule:

Due Date and time	Activity
01/10/2022 11:59pm	Complete Orientation Unit in Brightspace
01/11/2022 8am, 3pm, 6pm	Meet on Zoom to Complete Orientation at one of times listed to the left
01/16/2022	Submit in Brightspace Getting Ready for Calculus 2 Review Assignment
01/18/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 1 Material (12 hours)
01/25/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 1 Material (12 hours)
02/01/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 1 Material (12 hours)
02/08/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace
02/09/2022 11:59pm	Unit 1 Test (Objective 1) MyLab Brightspace Show Work and Reflection Unit 1 Test
02/15/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 2 Material (12 hours)
02/22/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 2 Material (12 hours)
03/01/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace
03/02/2022 11:59pm	Unit 2 Test (Objectives 1,2,4,8) MyLab Brightspace Show Work and Reflection Unit 2 Test
03/04/2022 11:59pm	Scholar Day Report 1 Brightspace Assignment
03/15/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 3 Material (12 hours)
03/22/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 3 Material (12 hours)
03/29/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace
04/05/2022 11:59pm	Unit 3 Test (Objectives 2,4) MyLab Brightspace Show Work and Reflection Unit 3 Test
04/08/2022 11:59pm	Scholar Day Report 2 Brightspace Assignment
04/12/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 4 Material (12 hours)
04/19/2022 11:59pm	Weekly Meeting and Reflection Assignment Brightspace Work at own pace on Unit 4 Material (12 hours)
04/21/2022 6pm	Virtual Scholar Day Presentations
04/22/2022 9:30 am -12 pm	On Campus Scholar Day Presentations
04/22/2022 11:59pm	Scholar Day Final Project Submitted in Brightspace
04/26/2022 11:59pm	Oral Exam during weekly meeting time
04/27/2022 11:59pm	Unit 4 Test (Objectives 5,6,7,8) MyLab Brightspace Show Work and Reflection Unit 4 Test
04/29/2022 11:59pm	Scholar Day Review of Classmates work in Brightspace
05/02/2022 8am, 3pm, 6pm 05/03/2022 3pm, 6pm	Final Exam Complete Comprehensive Final Exam via Zoom with Prof Illich at one of the times listed in box on the left (objectives 1-8)

Course Grading Information:

Grading in this course will be based on homework, unit tests, and a comprehensive final exam according to the following percentages.

Supplemental Instruction Attendance at least once per unit: 5%

Brightspace Test Show Work and Reflections 5%

My Lab Homework average: 15%

My Lab Quiz average: 15%

My Lab Test average: 20%

Mandatory Oral Exam/Identity Verification: 10%

Weekly Zoom meeting and Reflection: 5%

Scholar Day Research Project: 10%

Virtually Proctored Online Final exam: 15%

90-100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D, 59 and below = F

The final exam is virtually proctored with Prof Illich at the times specified once the course has begun. Having someone else do your online homework assignment and tests are both violations of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action. Careful notes of all work done in class should be maintained by the student and available for instructor review when requested.

Grading Procedures: - Refer to the assignment sheet for due dates

Supplemental Instruction Participation

- In addition to instruction with Prof Illich, students can meet weekly with the supplemental instructor.
- The supplemental instructor will provide opportunities for students to work homework, review for tests, and go over questions in the course.
- These sessions will be offered in both Zoom and on campus format.
- The supplemental instructor will email student information regarding sessions and maintain the supplemental instruction discussion board within the course.
- **Students must attend and participate fully at least one time per unit.** This attendance and participation as graded by the supplemental instructor is 5% of the final grade.
- The supplemental instructor will provide Prof Illich with attendance and participation information for each student and bonus points will be applied to the unit test grade for students who attend more than once per unit.

Brightspace Test Show Work and Reflections:

- After each unit test, students must immediately scan work for every problem and submit it into the Assignments area in Brightspace along with a reflection over the unit test results and unit material. This will constitute 5% of the final grade. The work for each test problem must be clearly labeled, neat and show all algebraic steps to obtain the answer. The scan must be high quality and clearly readable.

My Lab Homework:

- Homework assignments are assigned on-line using My Lab Math and the average of the homework grades will constitute 15% of the final grade.
- Homework assignments are mastery based, requiring a score of at least 80% to proceed to the next assignment.

My Lab Quizzes:

- Short, timed, quizzes to verify student's mastery of homework skills – these must be completed before progression to the next assignment – One chance is available to complete each quiz – the lowest three quiz grades will be dropped at the end of the semester. The quiz average will constitute 15% of the final grade.

My Lab Tests

- **Four My Lab Unit Exams** the average of these assignments will constitute 20% of the final grade.
- **There are no make-up exams** – The lowest score of the unit exams will be dropped. If you miss a unit exam due date– that is the score that will be dropped.

Scholar Day Research Project:

- Students can work individually or in a group to complete a project for display on Scholar Day. Students should plan to attend the event on the MCC campus or at the Virtual Scholar Day at the dates listed on the Assignments Page.
- Information about the Scholar Day project is found under the Lessons tab.
- The research project will constitute 10% of the final grade.

Weekly Zoom Meeting and Reflection:

- Students meet with instructor and classmates at least once a week to work problems. Times listed on course schedule
- Students post notes and reflection about meeting in Brightspace
- If a student misses the live session, they can watch a recorded session and post notes and reflection in Brightspace for credit.
- The weekly Zoom Attendance and Reflection will constitute 5% of the final grade

Face to Face Interview and Oral Exam

- Completed via Zoom Video Conferencing refer to the assignment sheet for dates
- The Oral Exam will constitute 10% of the final grade.
- Information about the Oral Exam is found under the Lessons tab.

Virtually Proctored Comprehensive Final Exam:

- ONE chance to complete the proctored online final exam within a 2 hour time limit.
- The final exam is proctored virtually through Zoom at the times listed on the assignments page.
- Review material for the final are found under the Final Exam Review button
- The final exam is 15% of the final grade.

Late Work, Attendance, and Make Up Work Policies:

Due dates for online homework will be clearly communicated. The lowest unit test grade will be dropped. For this reason, I do not give makeup tests. A missed test will be recorded as a 0 and the lowest test grade will be dropped at the end of the semester. If a student is aware of a future absence on a test date, they may ask to arrange to take the test early.

Attendance is taken weekly through the video conference. If a student misses the live session, they can watch a recorded session and post notes and reflection in Brightspace for credit. **In accordance with the MCC attendance policy, students who miss more than 25% of the attendance will be dropped from the course.**

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor. Students should demonstrate an attitude that seeks to take full advantage of the education opportunity. For more details of College Conduct Policy, see the [Highlander Student Guide](#)

*** 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.*

Study Habits and Course Structure:

- Depending on your level of knowledge coming into the course, you may need to plan on 12 hours a week working on this class.
- This work will include reading assignments, working on homework, watching streaming videos, asking and answering questions on the online discussion board, doing research, and taking quizzes and tests.
- You should work all assigned problems, check the answer, email or post on the discussion board any questions or problems you are having. I will try to respond to all emails within 24 hours with the exception, possibly, of weekends and holidays.
- Meeting individually or in small groups with the instructor is key to doing well in the course. **Plan to meet with Prof Illich for at least 30 min each week through Zoom.**
- Additional support is available through **Supplemental Instruction**. Your supplemental instructor will email you with weekly available meeting times. **Supplemental instruction is a proven method for student success.**
- In addition to the streaming videos and lecture notes, information regarding specific homework questions is found under the **homework help** button in each unit. Please interact with classmates by posting unit questions on the discussion board.
- There are many resources on campus to help with tutoring, technology, counseling, etc. Click on the following link to view Campus Resources
<http://www.mclennan.edu/campus-resource-guide/>

Withdrawals From Class:

- The last day to withdrawal from the class is **March 25**. The student must complete the withdrawal process by email contact with Prof Illich.
- **Section 51.907 of the Texas Education Code**, enacted by the state of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 or later.
Based on this law, MCC or any other Texas Public institution of higher education may not permit a student to drop more than six courses during their undergraduate career. All courses dropped after the census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.
Please visit www.mclennan.edu/students/records/droplimit.html for more information about the policy. Students affected by this law who plan to attend another institution of higher education should become familiar with that institution's policy.

Tips for success

Basics:

- Always read the announcements each time you enter the course! Click on the **Announcements** tab to see past announcements
- The course consists of 4 units and a research project described under the **lessons** tab in Brightspace Content.
- If you click on a **unit instructions** link within **lessons**, you will find an overview set of instructions for the unit and all of the materials available for the unit.
- Each unit section has a set of lecture notes, video, My Lab homework, and My Lab quiz. I recommend printing the lecture notes and using them as you watch the lecture video. After you have completed reviewing the notes and video, read the text if desired, and finally complete the MyLab homework and Quiz for that unit.

My Lab Homework:

- Each unit homework assignments and quizzes as noted on the assignment page of the syllabus
- To work a homework set click within Content in Brightspace, Click on **My Lab Math Assignments and Textbook**, then **Textbook and Online Assignments**, **Pearson MyLab**, **Open MyLab and Mastering**
 - Click on the desired homework
 - Click on the problem you wish to work
 - Work the problem and click on **check answer**
 - If you got the answer correct, you may notice a **green check** mark at the top of the page indicating you have completed the problem or another part to the problem

may show up. You will need to work that part of the problem and check it. Continue in this manner until the problem is correct (**green check**). **You may need to scroll down to complete all of the parts to a problem.**

- You get three chances to get a part of the problem correct – if you miss it on the third try the correct answer will show up and you will either get a red x on the problem at the top or you will be asked another part of the problem – at this point you will not be able to get the problem correct so you should probably just click on another problem and then go back to the problem you missed. The program will generate another variation of the problem and you will be able to try again. This program gives no partial credit. The program is **very picky** about rounding correctly as designated in the problem. You get 4 total attempts on each problem.
- You can continue to work homework problems after the due date but there is a penalty.
- If you click on **similar exercise** – the program will give you another variation of the problem you just worked – so you can try again to get the **green check**
- When you have completed the homework or want to take a break click the **save button** and that will send your grade to me. You can go back in and work problems until the due date and then **save** again so I see your updated score.

The hints right after you miss a problem are sometimes good and sometimes not so good....I did not write them. **I have written many homework problem hints** that can be found under the corresponding unit in the tab labeled **homework help**. You may want to have this folder up in a separate window while you are working through the problems. I also encourage students to place questions and problems they are having on the **discussion board** where hopefully one of your classmates or I can help.

Showing Work on Assignments within My Lab Math:

- In addition to submitting your work in Brightspace for your My Lab tests, some problems require students to show work within My Lab, you will need to find a method that works best for you in this situation. Some students type their work in using the math pallet others take a photo of their work with either their phone or computer and then upload it to the problem. This takes time so you will need to perfect this process to suit your technology situation.

My Lab Quizzes:

- After earning at least 80% on a homework assignment you may be required to take a timed homework quiz before proceeding to the next assignment. You should try to do these quizzes with as little reference to the homework as possible. You will not be able to click back on a problem once you have completed it. You are only allowed one chance to complete the quizzes. You will be required to show your work on the quiz.
- Three quiz grades will be dropped at the end of the semester

My Lab Unit Tests:

- To prepare for a test review the notes and homework

- Two chances for by the due date are allowed for each test. If you take the test twice, the higher of your two scores will be your test grade. Each attempt is allowed 90 min in one sitting – do not click around in the course during the test or you will get locked out.
- Each test will have at least one show work question within My Lab. You must either type in your work using the math pallet or take a picture of it and upload it during the test.
- **Immediately after the test**, all work for each problem should be scanned and uploaded into Brightspace Assignments along with a reflection on the test and unit material.
- When you are ready to begin a test click on [Homework and Tests](#) and then on test.
- After the test students can review their work right away or review it later by clicking on the [My Lab Grades](#) tab on the left hand menu within My Lab section the course
- Allow yourself time to study for the test, take the test, review how you did on the test, and take the test again if necessary.
- The tests are to be taken without any assistance from another person and the results/work from your tests should not be shared. You may use notes and a calculuator on the test.

Weekly Video Conferences, Oral Exam and Face to Face Interview:

- Students meet weekly to discuss progress in course, work problems, and build community. In addition to these weekly conferences, all students must complete an oral interview and exam. This exam is face-to-face with Prof Illich and may include other students who are also taking their exams. During the exam students show a photo ID to Prof Illich and answer questions demonstrating their mastery of the material. The exam is conducted via video conference with Zoom. The oral exam times are posted on the Assignments and Test page of the syllabus. Facilities are available on campus to complete your video conferences if you would like assistance with this requirement.

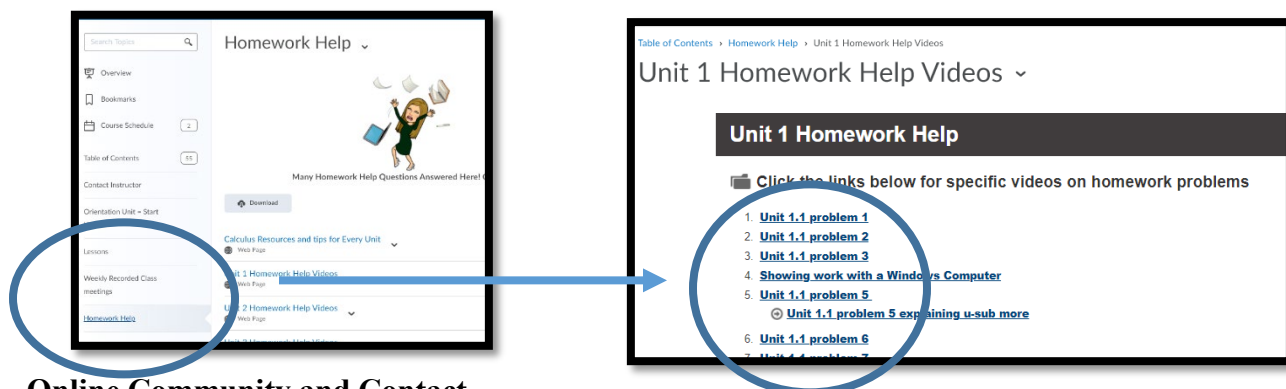
Online Final Exam:

- You only have **ONE chance** to complete the online final exam. You have 2 hours to complete the exam.
- The final exam is proctored through Zoom with Prof Illich at the times listed on the assignments page.
- Review material for the final is found under the [lessons](#) tab within the course

Other Cool Stuff to Know:

- The Grades tab in Brightspace is synced with the My Lab Gradebook, it might take a few minutes for the Brightspace Grades to sync with the My Lab Gradebook
- Please email me with problems or concerns you are having with the course. You could also place your question on the discussion board for the benefit of the other students in the class. I will do my best to respond within 24 hours during weekdays.
- Like anything in life you get what you give – so if you spend time on this class you will learn statistics, feel successful, and be happy. ☺

- Computers are evil machines that mess up when you need them to work – this is overcome by allowing yourself enough time for technological things to not go your way.
- If you run into problems accessing the course – try switching internet browsers – currently Internet Explorer and Firefox work best for me, Google chrome is also good – Safari requires you to allow cookies and some other things that you should google if you run into trouble.
- **I have over 120 students taking classes online – Please put your full name and the course you are taking in your email correspondence with me.**
- Thanks to your tax and tuition dollars. The computers and internet connections at MCC rock!!! If yours acts up and you live in the area, you might just want to come to the MCC library or math lab.
- MANY STUDENTS HAVE SAID THE **HOMEWORK HELP** IN EACH UNIT IS THE BEST THING SINCE SLICED BREAD



Online Community and Contact

- One of your first activities in the course after enrolling in course compass and watching the orientation video is to post an introduction to get to know your classmates under the Discussions tab. You can do this by clicking on the **Introductions prompt** under the Discussions tab. Tell the class a little about yourself – for example what you are planning to get your degree in, if you work, and any hobbies or interest you may have, pets, kids, etc...
- Questions about content and structure of the course should be placed in the the Discussions tab for the benefit of all students. I will check there often for questions and hope that you will use it as a place to communicate with your classmates. Feel free to answer or post a question.
- You can contact me through office visit, email, phone, or text. I will try to respond to all emails, voice mails, and text within 24 hours. **Please include your full name, the course you are taking, and contact information in all correspondence with me. Additional contact information is listed in the Brightspace Course**

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

disabilities@mclennan.edu

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 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/. 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. 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.

MCC Academic Integrity Statement:

Go to 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 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.