



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Intro to Keyboarding**

**POFT 1393.H1**

**Robyn Rachuig**

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

**NOTE: This is a Blended/Hybrid 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 topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers, typewriters, and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lecture)

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

Due to the adaptability needed for the present situation, students will need access to Zoom and a web cam for completing timed writing competencies should the need arise. If able, timed writing competencies will be administered in class or in the Office Technology Lab in the Business and Technology building during normal operating hours. If COVID restrictions do not allow for this, testing will be conducted via Zoom instead and will need to be scheduled in advance. If you are unable to come to campus for timed writings due to COVID, living out of the area, or any other valid reason, please contact me immediately to discuss alternate arrangements.

**You will need money on your MAC card to pay for printouts in the lab.**

Students are to prepare for each class period by reading the assigned material. Assignments will be given with designated due dates.

Typically, a student can expect to spend 9-12 hours a week on coursework per class in a typical 16-week class. Variations to this formula may occur based on course format, course hours, and subject matter.

Though this is a blended/hybrid course, students are expected to complete Timed Writings in class or in the Office Technology Lab located on the first floor of Business Technology Building.

Lab hours are:

- Monday – Thursday 8:30 AM - 7:30 PM. | Friday 8:30 AM - 12:00 PM & 1:00 PM - 3:30 PM
- Saturday – 9:00 AM – 3:00 PM

Timed Writing completion requires the use of proper technique, which is covered in week 1 of the course. Students who do not demonstrate proper technique or do not adhere to the rules for

completing Timed Writings will not receive credit for the Timed Writings being worked on at the time of the infraction.

All assignments are open from the start of the semester. Students are free to work ahead on assignments and activities; however, assignments must be completed by the due date.

**Deadlines are important.** Deadlines are just that “deadlines.” Therefore, the students need to make sure that they read the tentative schedule to know when deadlines are scheduled. The students need to organize their time to meet these deadlines.

*Technology can sometimes fail. It is the student’s responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately.*

**Communication with Instructor** – Students will use their student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24-hour turn around for messages during the work week. When emailing the instructor, students should include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing.

*Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.*

Keyboarding is a college-level course and requires that the student do work outside of the classroom. The Tentative Schedule contains all of the assignments for the semester along with due dates.

**Hardware/Software Requirements:**

- To complete this course, you **MUST** have access to the Internet and MS Office.
- If you do not have access to the Internet, you may use the Office Technology Careers Lab that is located on the 1<sup>st</sup> floor of the Business Technology Building. Regular Office Technology Careers Lab hours are posted in your Brightspace, and at the lab. Students may also use the MCC Library for regular assignments.

If you have problems with either your hardware or software, it is your responsibility to make sure that all assignments are turned in on time. Technical difficulties with computers or software are not an excuse for a missed deadline. However, if you do experience technical difficulties, you should report it immediately to your instructor. Students may utilize the I.T. Helpdesk by contacting (254) 299-8077.

Students also need access to SAM, a Cengage product.

**Instructor Information:**

Instructor Name: **Robyn Rachuig**

MCC Email: **rrachuig@mclennan.edu**

Office Phone Number: **(254) 299-8605**

Office Location: **ADM 101 – Human Resources (next to the Business Office)**

Office/Teacher Conference Hours: **Monday/Wednesday, 1:00 PM – 1:30 PM**

**Alternate Instructor Information:**

Instructor Name: **Crystal Johnson**

MCC Email: **cjohnson@mclennan.edu**

Office Phone Number: **(254) 299-8263**

**Required Text & Materials:**

Author: Vanhuss/Forde/Woo/Robertson

Title: Keyboarding in SAM 365 & 2016 with MindTap Reader, 55 Lessons, 1 term (6 months),

Printed Access Card

ISBN: 9781337114509

Publisher: Cengage

Students who have multiple classes using Cengage products or students who are Office Technology majors are encouraged to invest in Cengage Unlimited. This will provide more access at a lower cost.

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

**Methods of Teaching and Learning:**

Lecture/Discussion

Homework Assignments

Hands-On Practice

Exams

## Intro to Keyboarding

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### Course Outline or Schedule:

#### **POFT 1393-Intro to Keyboarding**

Changes to schedule will be announced in class and on Brightspace.

Assignments are due at 11:59 p.m. of the due date listed.

Assignments should be turned in through SAM unless stated otherwise.

| <b>Week Start</b>          | <b>Assignments</b>  | <b>Assignment Due Date</b> |
|----------------------------|---|----------------------------|
| <b>Wk. 1 – January 10</b>  | Course Orientation<br>Introduction of Technique<br>Week 1 Homerow Exercise (Brightspace)<br>Lessons 1-4 (SAM)   | <b>January 23</b>          |
| <b>Wk. 2 – January 17</b>  | <b>NO CLASS – MLK DAY</b><br>Week 2 Homerow Exercise (Brightspace)<br>Lessons 5-10 (SAM)  | <b>January 30</b>          |
| <b>Wk. 3 – January 24</b>  | Week 3 Homerow Exercise (Brightspace)<br>Lessons 14-17 (SAM)<br><b>Keyboarding Technique Quiz</b>   | <b>February 6</b>          |
| <b>Wk. 4 – January 31</b>  | <b>Keyboarding Technique Test</b><br>Week 4 Homerow Exercise (Brightspace)<br>Lessons 18-21 (SAM)   | <b>February 13</b>         |
| <b>Wk. 5 – February 7</b>  | Week 5 Homerow Exercise (Brightspace)<br>Lessons 22-24 (SAM)<br>Skill Building 1 (SAM)  | <b>February 20</b>         |
| <b>Wk. 6 – February 14</b> | <b>Computer Terminology Quiz (Brightspace)</b><br>Week 6 Homerow Exercise (Brightspace)<br>Skill Buildings 2-4 (SAM)  | <b>February 27</b>         |
| <b>Wk. 7 – February 21</b> | <b>Computer Terminology Test (Brightspace)</b><br>Week 7 Homerow Exercise (Brightspace)<br>Skill Building 5 (SAM)<br>Quick Review-Alphabetic Keys 1-25 (SAM)<br>Quick Review- Alphabetic Keys 26-50 (SAM)<br>Quick Review- Numeric Keys (SAM) | <b>March 6</b>             |
| <b>Wk. 8 – February 28</b> | <b>Timed Writing 8 (in class)</b><br>Quick Review- Easy Lines 1-25 (SAM)<br>Quick Review- Easy Lines 26-50 (SAM)<br>Quick Review- Enter Key (SAM)<br>Quick Review- Space Bar (SAM)  | <b>March 13</b>            |
| <b>Wk. 9 – March 7</b>     | <b>NO CLASS – SPRING BREAK</b>  |                            |

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|                            |   |                 |
|----------------------------|---|-----------------|
| <b>Wk. 10 – March 14</b>   | <b>Timed Writing 9 (in class)</b><br><b>Typing Through History Quiz (Brightspace)</b><br>Quick Review- Shift Keys (SAM)<br>Drill Practice- Adjacent Key (SAM)<br>Drill Practice- Concentration 1-20 (SAM) Drill<br>Practice- Concentration 21-41 (SAM)        | <b>March 27</b> |
| <b>Wk. 11 – March 21</b>   | <b>Timed Writing 10 (in class)</b><br><b>Typing Through History Test (Brightspace)</b><br>Drill Practice- Direct Reach (SAM)<br>Drill Practice- Double Letter (SAM)<br>Drill Practice- Shift Key (SAM)<br>Drill Practice- Spacing (SAM)                       | <b>April 3</b>  |
| <b>Wk. 12 – March 28</b>   | <b>File Management Quiz (Brightspace)</b><br>Drill Practice- First Finger (SAM)<br>Drill Practice- Second Finger (SAM)<br>Drill Practice- Third Finger (SAM)<br>Drill Practice- Fourth Finger (SAM)<br><b>Work on Timed Writing Competencies (3 required)</b> | <b>April 10</b> |
| <b>Wk. 13 – April 4</b>    | <b>File Management Test (Brightspace)</b><br>Drill Practice- Top Row (SAM)<br>Drill Practice- Third Row (SAM)<br>Drill Practice- Home Row (SAM)<br>Drill Practice- Bottom Row (SAM)<br><b>Work on Timed Writing Competencies (3 required)</b>                 | <b>April 17</b> |
| <b>Wk. 14 – April 11</b>   | Drill Practice- Opposite Hand D/K (SAM)<br>Drill Practice- Opposite Hand S/L (SAM)<br>Drill Practice- Opposite Hand T/Y (SAM)<br>Drill Practice- Opposite Hand E/I (SAM)<br><b>Work on Timed Writing Competencies (3 required)</b>                            | <b>April 24</b> |
| <b>Wk. 15 – April 18</b>   | Drill Practice- Opposite Hand R/U (SAM)<br>Drill Practice- Opposite Hand W/O (SAM)<br><b>Work on Timed Writing Competencies (3 required)</b>  | <b>May 1</b>    |
| <b>Wk. 16 – April 25</b>   | <b>Work on Timed Writing Competencies (3 required)*</b>   | <b>May 4</b>    |
| <b>Wk. 16 – December 6</b> | Final Exam Week. Last day to turn in competencies is<br><i>Wednesday, May 4 at 5 p.m.</i><br><b>Work on Timed Writing Competencies (3 required)*</b>  | <b>May 4</b>    |

This course is a skills-based course. Students will work consistently on improving their speed and accuracy through the use of assigned keyboarding drills.

**Course Objectives and/or Competencies:**

Departmental Student Learning Outcome: Key 30 wpm with 5 or fewer errors during three (3) 5-minute timed writings.

Course Learning Outcomes:

- Key 30 wpm with five or fewer errors on three five-minute timed writings
- Use proper keyboarding technique while typing
- Summarize basic spacing principles for creating sentences and sentence parts
- Describe types of keyboards and their uses
- Summarize basic file management principles and terminology
- Define current computer terminology
- Demonstrate proper time management skills and work ethic by completing coursework
- Demonstrate a positive attitude and behavior

**Course Grading Information:**

|                                    |     |
|------------------------------------|-----|
| Timed Writing Speed.....           | 30% |
| Technique.....                     | 20% |
| Assignments.....                   | 20% |
| Exams.....                         | 20% |
| Professionalism/Participation..... | 10% |

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

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**Timed Writing Speed (30%)**- Each timed writing is five (5) minutes in length. Timed writings completed that are not five minutes will not count as one of the three required competencies.

Each Timed Writing will count if it meets the requirements (speed and accuracy). Only the top 3 speeds of your Timed Writings will be counted towards this grade. Office Technology and Paralegal majors must reach a speed of 30 wpm with 5 or fewer errors on three Timed Writings to complete this course. Other majors will receive their Timed Writing Speed grade based on the following chart:

|  | Speed |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |      |
|--|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------|
| Error Count                            | 30    | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | <=10 |
| <=5                                    | 100   | 97 | 94 | 91 | 88 | 85 | 82 | 79 | 76 | 73 | 70 | 68 | 66 | 64 | 62 | 60 | 57 | 54 | 51 | 48 | 45   |
| 6                                      | 97    | 94 | 91 | 88 | 85 | 82 | 79 | 76 | 73 | 70 | 67 | 65 | 63 | 61 | 59 | 57 | 54 | 51 | 48 | 45 | 42   |
| 7                                      | 94    | 91 | 88 | 85 | 82 | 79 | 76 | 73 | 70 | 67 | 64 | 62 | 60 | 58 | 56 | 54 | 51 | 48 | 45 | 42 | 39   |
| 8                                      | 91    | 88 | 85 | 82 | 79 | 76 | 73 | 70 | 67 | 64 | 61 | 59 | 57 | 55 | 53 | 51 | 48 | 45 | 42 | 39 | 36   |
| 9                                      | 88    | 85 | 82 | 79 | 76 | 73 | 70 | 67 | 64 | 61 | 58 | 56 | 54 | 52 | 50 | 48 | 45 | 42 | 39 | 36 | 33   |
| 10                                     | 85    | 82 | 79 | 76 | 73 | 70 | 67 | 64 | 61 | 58 | 55 | 53 | 51 | 49 | 47 | 45 | 42 | 39 | 36 | 33 | 30   |
| 11                                     | 82    | 79 | 76 | 73 | 70 | 67 | 64 | 61 | 58 | 55 | 52 | 50 | 48 | 46 | 44 | 42 | 39 | 36 | 33 | 30 | 27   |
| 12                                     | 79    | 76 | 73 | 70 | 67 | 64 | 61 | 58 | 55 | 52 | 49 | 47 | 45 | 43 | 41 | 39 | 36 | 33 | 30 | 27 | 24   |
| 13                                     | 76    | 73 | 70 | 67 | 64 | 61 | 58 | 55 | 52 | 49 | 46 | 44 | 42 | 40 | 38 | 36 | 33 | 30 | 27 | 24 | 21   |
| 14                                     | 73    | 70 | 67 | 64 | 61 | 58 | 55 | 52 | 49 | 46 | 43 | 41 | 39 | 37 | 35 | 33 | 30 | 27 | 24 | 21 | 18   |
| 15                                     | 70    | 67 | 64 | 61 | 58 | 55 | 52 | 49 | 46 | 43 | 40 | 38 | 36 | 34 | 32 | 30 | 27 | 24 | 21 | 18 | 15   |
| 16                                     | 67    | 64 | 61 | 58 | 55 | 52 | 49 | 46 | 43 | 40 | 37 | 35 | 33 | 31 | 29 | 27 | 24 | 21 | 18 | 15 | 12   |
| 17                                     | 64    | 61 | 58 | 55 | 52 | 49 | 46 | 43 | 40 | 37 | 34 | 32 | 30 | 28 | 26 | 24 | 21 | 18 | 15 | 12 | 9    |
| 18                                     | 61    | 58 | 55 | 52 | 49 | 46 | 43 | 40 | 37 | 34 | 31 | 29 | 27 | 25 | 23 | 21 | 18 | 15 | 12 | 9  | 6    |
| 19                                     | 58    | 55 | 52 | 49 | 46 | 43 | 40 | 37 | 34 | 31 | 28 | 26 | 24 | 22 | 20 | 18 | 15 | 12 | 9  | 6  | 3    |
| 20                                     | 55    | 52 | 49 | 46 | 43 | 40 | 37 | 34 | 31 | 28 | 25 | 23 | 21 | 19 | 17 | 15 | 12 | 9  | 6  | 3  | 0    |
| 21                                     | 52    | 49 | 46 | 43 | 40 | 37 | 34 | 31 | 28 | 25 | 22 | 20 | 18 | 16 | 14 | 12 | 9  | 6  | 3  | 0  | 0    |
| 22                                     | 49    | 46 | 43 | 40 | 37 | 34 | 31 | 28 | 25 | 22 | 19 | 17 | 15 | 13 | 11 | 9  | 6  | 3  | 0  | 0  | 0    |
| 23                                     | 46    | 43 | 40 | 37 | 34 | 31 | 28 | 25 | 22 | 19 | 16 | 14 | 12 | 10 | 8  | 6  | 3  | 0  | 0  | 0  | 0    |
| 24                                     | 43    | 40 | 37 | 34 | 31 | 28 | 25 | 22 | 19 | 16 | 13 | 11 | 9  | 7  | 5  | 3  | 0  | 0  | 0  | 0  | 0    |
| 25                                     | 40    | 37 | 34 | 31 | 28 | 25 | 22 | 19 | 16 | 13 | 10 | 8  | 6  | 4  | 2  | 0  | 0  | 0  | 0  | 0  | 0    |
| 26                                     | 37    | 34 | 31 | 28 | 25 | 22 | 19 | 16 | 13 | 10 | 7  | 5  | 3  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0    |
| 27                                     | 34    | 31 | 28 | 25 | 22 | 19 | 16 | 13 | 10 | 7  | 4  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0    |
| 28                                     | 31    | 28 | 25 | 22 | 19 | 16 | 13 | 10 | 7  | 4  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0    |
| 29                                     | 28    | 25 | 22 | 19 | 16 | 13 | 10 | 7  | 4  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0    |
| 30                                     | 25    | 22 | 19 | 16 | 13 | 10 | 7  | 4  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0    |
| More than 30 errors will not be scored |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |      |



Timed Writings must be done in class or in the lab (see instructor recommendations above for lab hours). Students will print a report immediately after completion. The instructor or lab instructor will initial it and the student will turn it in. Timed Writings that do not contain initials will not be accepted. **You will need to have money on your student ID card to print the reports.**

**Students who do not complete at least three timed writings will receive an F in the course.**

***Procedures for Completing Timed Writings in the Lab...***

1. The student will visit the OTC lab during regular operating hours.
2. The student will inform the lab instructor that they are there to complete timed writings. You may be assigned a station to work, depending on the lab's usage for that day.
3. The student will obtain a keyboard cover from the lab instructor to use for the duration of the timed writings.
4. The student will demonstrate proper technique while completing the timed writings.
5. The student will print the report(s) for the timed writing(s) completed while at the OTC lab.
6. The student will take the printed report(s) to the lab instructor to initial and turn in. The timing must be open on the computer screen for the instructor or lab instructor to initial the timing. Timed writings turned in outside of the lab and not containing lab instructor initials will not be accepted.

***Office Technology and Paralegal Grades***

Paralegal and Office Technology majors will need to reach 30 words per minute by the end of the semester.

At the end of the course, Office Technology and Paralegal majors typing at less than 25 words per minute with excessive errors (10 to more), will receive a grade of NC for the course. This grade will not affect GPA, but students will need to re-enroll and take the class again.

At the end of the semester, if a student is typing 26 to 30 words per minute with less than 10 errors, they are eligible for an "I" in the course. They will NOT need to re-enroll in the class. They will need to complete the required three timed writings and turn them in to the instructor before the next full semester.

If a student receives a grade of "I" at the end of the semester, they have until the end of the next long semester to complete the competency timings. Students can work on timings in the lab. The timings must be initialed by an instructor or lab instructor immediately after they are printed. The

timing must be open on the computer screen for the instructor or lab instructor to initial the timing. Once timings are complete, the instructor will calculate the grade and change the “I” grade. If a student does not complete all three competency timings by the end of the next long semester, the “I” grade will automatically change to a grade of F. The instructor is not responsible for reminding students to complete these competency timings during the time limit. Office Technology majors will not be allowed to register for and take POFT 1193 (Speed and Accuracy) until this “I” grade has been changed to a grade of C or better and upon completion of the competency timings.

**Technique (20%)**– Students will be graded on technique throughout the semester. Students may be graded on technique at any point while working in the Office Technology Lab. Instructors and the Lab Instructor working in the OTC Lab will be observing the following areas:

- Verbalizing each character while striking the character
- Keeping eyes on text while keyboarding
- Correct posture
- Correct position of fingers
- Correct stroking of fingers
- Steady hands
- Depressing enter/return key correctly
- Concentration
- Rhythmic keystroking
- Student’s Attitude

**Assignments (20%)**– Assignments include lessons, skill building drills, review quizzes, and home row key exercises. Students either complete SAM assignments or they do not. Completed assignments receive a grade of 100 and uncompleted assignments receive a grade of 0. All items in Brightspace receive a specific score based on skill and knowledge.

**Exams (20%)**– There are four (4) exams during this course. Each exam covers a different topic concerning keyboarding and technology. The information for each exam will be covered in class and provided in Brightspace.

**Professionalism/Participation (10%)**– Each student will receive a professionalism/participation grade. This grade is derived from evaluating attendance, participation in class, assignment completion, and professional communication standards. Each student will begin with course with a 100. Points will be deducted as follows:

- 1 point for every missing assignment, exam, or other required activity
- 5 points for each absence
- 5 points for each communication that does not meet professional standards. (E-mails should include course name in the subject line, a greeting, the body, and a closing with signature. It should be sent using complete sentences that are grammatically correct.)
- Other points may be deducted as the Instructor deems appropriate

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

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- No late work will be accepted.
- You, whether absent or present, are responsible for course deadlines. You should communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.
- **Drops/grades based on attendance-** You are responsible for contacting the instructor to be dropped from this course. If you exceed the allowed absences, you will receive a grade of F unless you contact me and request to be dropped prior to the drop deadline. If you are experiencing an emergency, you should contact me immediately to make alternate arrangements.
- For the purpose of this hybrid/blended course, attendance will be based on your presence in class on Monday, and the completion of work for the week. If you complete at least 2 activities during the week, you will be counted as present. If you do not attend class or complete any activities during the week, you will be counted as absent for the week.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the

campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

**Plagiarism is:**

- Using someone else's work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud

**Cheating is:**

- Sharing information or work (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

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

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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.

# McLennan

C O M M U N I T Y

# COLLEGE

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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.