McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Orientation to Social Services

SCWK 1321.87

Catie Capp-Hays, LCSW

NOTE: This is a 16-week, face to face 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:

SCWK 1321 – Orientation to Social Services:

Introduction to the basic concepts, information and practices within the field of social services. Topics includes the historical development of social services, populations serviced by social service workers, and review of current treatment and/or services.
Semester Hours 3 (3 lec.)

Prerequisites and/or Corequisites:

There are no pre-requisites/co-requisites for this course.

Course Notes and Instructor Recommendations:

It is advised that a student take PMHS 1291 and DAAC 1317 concurrently with SCWK 1321.

This is a 100% on-line course. To do well in this class, you must read the entire chapter, review the power point (s), watch/read You Tube videos and articles. It is also important to complete all discussion boards and take all quizzes. In addition, you will have a personal assessment paper to complete. It is important to not fall behind. If you need help, please reach out to me!

Instructor Information:

Instructor Name:	Catie Capp-Hays, LCSW
MCC Email:	ccapp-hays@mclennan.edu
Office Phone Number:	254-299-8772
Office Location:	CSC E 129 E
Office/Teacher Conference Hours:	See schedule on office door or Brightspace
ZOOM Mtg ID:	356 478 0936

Required Text & Materials:

Title: An Overview of the Human Services
Author: Kanel, Kristi; Horn Mallers, Melanie
Edition: 2nd
Publisher: Cengage
ISBN: 978-1-285-46510-4

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

Methods of Teaching and Learning:

This is a 100% on-line course. The professor will use power points, videos, and articles to present the material. Discussion boards and quizzes will be used to ensure student understanding. This list is not all-inclusive and is adaptive to fit the needs of the specific class.

To do well in this class, you must read the entire chapter, review the power point (s), watch/read You Tube videos and articles. It is also important to complete all discussion boards and take all quizzes. In addition, you will have a personal assessment paper to complete. It is important to not fall behind. If you need help, please reach out to me! Students will need to make regular weekly time to complete each module per week. Once a module is closed, it will remain closed. A HIGH level of self-discipline is needed to successfully complete the course.

Submission of discussion boards, quizzes, papers for this course will be conducted via the internet on Brightspace. All quizzes will take place in Brightspace. Email and Brightspace communication will be used by the professor extensively to communicate course information, including supplemental instruction materials and any needed course changes. Therefore, students must bring a working knowledge of web browser use, email, and Brightspace for successful completion of this course. If you need assistance in any of these areas, please notify me. It is also important to check your Brightspace Announcements at least (at the very minimum) of weekly. **Please note.. all Discussion Boards and Quizzes will open on a Monday at 8 am and will close on the following Sunday at 8 pm.**

Course Objectives and/or Competencies:

By the end of the semester, the student should demonstrate the ability to describe the historical development of social services; discuss terminology used by social service providers; assess client needs to determine eligibility for social service programs; compare and contrast the populations served including treatments and resources; and utilize ethical principles.

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performances economy characterized by high-skill, high-wages employment. The learning objective of this course has been linked to the SCANS Competencies and Foundational Skills. To view this report, go to the end of the syllabus.

Course Outline or Schedule:

Course schedule is subject to change based on student needs. Students will be notified by the professor of changes via Brightspace. **Please note.. all Discussion Boards and Quizzes will open on a Monday at 8 am and will close on the following Sunday at 8 pm.**

Week 1	Introduction and Orientation Foundational Concepts and Historical Background
Week 2	Modern-Day Human Services: Policies and Programs, Interventions, and Demographic Consideration
Week 3	Ethical and Multicultural Issues in the Human Services
Week 4	Human Services Workers
Week 5	Basic Counseling Skills, Personal Characteristics of Human Services Workers, and Theoretical Approaches in Counseling
Week 6	Crisis Intervention, Suicide Prevention, PTSD, Community Disasters and Trauma Response, and Military Trauma
Week 7	Human Services Populations
Week 8	Client Populations-Child Abuse and Child Sexual Abuse
Week 9	Mental Illness, Poverty, Disability, and Crime
Week 10	Alcoholism and Substance Abuse
Week 11	Project
Week 12	Interpersonal Partner Abuse, Sexual Assaults, HIV/AIDS, and LGBT Issues
Week 13	Stress Management
Week 14	Case Management
Week 15	Macro-Level Practice

Course Grading Information:

Letter grades will be awarded based on the points earned on all of the assignments during the semester.

Quizzes	14	20 points each	280	Points
Discussion Board	14	10 points each	140	Points
Personal Assessment Paper	1		100	Points
Total Possible Points			**520**	**Points**

Letter Grade	**A**	**B**	**C**	**D**	**F**
Total Points	520 – 468	467 – 416	415 – 364	363 – 312	311 or Below

I-Incomplete-this grade is given when a course is incomplete because a student's absence is caused by illness, or other reasons acceptable to the instructor, prevents the student from completing the required projects of the course. To be eligible, the student must have essentially completed the course. The work remaining should be of such nature as not to 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.

Withdrawal

Students who are considering withdrawing from a course are to contact one of the following, preferably in the order listed: instructor, program director, division chair or advisor. If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, it is the responsibility of the student to see that the Change in Schedule Form is completed and submitted to Highlander Central.(The instructor can also process a withdrawal from a course through WebAdvisor.) The student should check WebAdvisor to verify that the withdrawal was processed.

If, after the 60 percent point in the semester or term and after consultation between the student and the instructor, there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to Highlander Central or process a withdrawal through WebAdvisor as soon as possible or prior to the last class day of a semester or term. The student should check WebAdvisor to verify the withdrawal was processed. The effective date for withdrawing from a course is the date the withdrawal is processed.

Quizzes: There will be 14 quizzes during the semester, but the instructor reserves the right to vary this number as needed. Each chapter will have a quiz that will be composed of 20 randomly selected multiple-choice or True/False questions.

You must take each unit's quiz no later than Sunday by 8:00 pm. After this time the quiz shuts off and you will not be able to access it. Your grade will be a zero (0) for that quiz. This is a timed test and you will have 25 minutes to complete all of the questions. You will have one chance to take this quiz. Make sure that you are ready to take the quiz before you hit the **Begin** button. Once you do this, the clock will start and you will need to begin answering questions. The quizzes end after 25 minutes.

Pre/Post Tests: FALL SEMESTER ONLY

As a part of our Student Learning Outcomes (SLO), we are asking students to take a test at the start of the course (pre-test) and another test at the end of the course (post-test). These are all generalized questions from the overall content of the course. All questions are Multiple Choice. Your scores on these 2 tests do not factor into your final grade for the course. They will be used for statistical purposes only.

Personal Assessment Paper: The paper will be worth 100 points. See the paper guidelines as the end of the syllabus. The project paper is due no later than the Sunday due date at 8:00 pm.

It is expected that the paper you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW paper. Do not resubmit the paper that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 25 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

Discussion Board (Db): Each week there will be a different Db question for you to consider. You are asked to post an original Db with your well thought out responses to the question. You are also asked to post responses to two of your fellow students' posts. Everything you post on Db needs to have appropriate content and be constructive in nature. A simple statement such as 'I agree" or "You're right" is not sufficient. Avoid posting in ALL CAPS as this looks like YOU ARE YELLING at the other student. In addition, please do not use "text-speak" such as LOL, BFF, etc. Students who do an excellent job of contributing will receive the full 10 possible points each week. An excellent post will be at least 10 sentences long (each post) and will be well thought out. This means that each post needs to be at least 10 sentences long and well thought out to be considered excellent (10 pts). Students who contribute less will earn less points. Students who do not provide all 3 postings each week will receive 0 points regardless of their content. Please see Discussion Board Etiquette located in Brightspace.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 2 points off on any discussion

board that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

Discussion Board Etiquette

The Discussion Board is a vital part of communication in online learning. If all participants agree to follow a few principles of civility and professionalism, the discussion board can be a great opportunity to express opinions, share ideas, and receive feedback from peers who are engaged in the same learning objectives.

Me, Too, I Agree!

The me-too post certainly is a frustration in the online environment and does not add any depth to the discussion or learning. In a study by Stodel, Thompson, and MacDonald (2006), "Learners got frustrated with the constant agreements and comments such as 'Good point' and 'I agree'; feeling it made the conversation overly positive and fake." Therefore, be sure to post substantive ideas and avoid the "I agree" posts which just clutter up a discussion board.

Tone and Courtesy in Writing

The "tone" is a very important part of electronic communication. When you read your message out loud, does it sound the way you would speak to another student in the classroom?

- Humor can be difficult to convey in text, so make sure everyone realizes when you are trying to be funny. It is easy for messages to be misinterpreted since there are no physical gestures or voice inflections that accompany the text.
- Think through and re-read your comments before you post them.
- Be nice. Refrain from inappropriate language and derogatory or personal attacks.
- Make a personal commitment to learning about, understanding, and supporting your peers.
- Assume the best of others in the class and expect the best from them.
- Disagree with ideas, but avoid challenges that may be interpreted as a personal attack.
- Be open to be challenged or confronted on your ideas or prejudices.
- Challenge others with the intent of facilitating growth. Do not demean, harass or embarrass others.
- Encourage others to develop and share their ideas.
- Remember that others will be able to read your posts. Be careful about posting anything that is too personal about you or others.

Check Previous Postings Before You Post

Remember to read what has previously been posted by others to avoid repeating comments.

- Make sure you are posting under the appropriate heading or thread.
- Stick to the topic; if you wish to pursue an unrelated idea with a classmate, move your communication to e-mail so that others don't spend time on non-essential topics.

Give Credit Where Credit is Due

Cite your references.

Grammar, Spelling and Fonts

The Discussion Board is part of a college course, so your writing style should conform to the rules of standard English. Here are some guidelines for all messages posted to the course's Discussion Board and course-associated emails:

- Avoid slang (e.g., "Wassup?", "Yo," and so forth).
- Don't curse.
- Use standard spelling:
    - you (not u)
    - are (not r)
    - to or too (not 2)
    - you're (not ure)
    - right (not rite)
    - I (not i)
- Use the spell check! Mistakes in spelling and grammar reflect poorly on you, and they're not acceptable.
- Stick to the APA standard font -- Times New Roman, 12 pt. -- and color – black. Avoid the use of fancy formatting such as crazy fonts, smileys, unusual text colors and anything animated.
- DON'T WRITE THE ENTIRE POSTING WITH YOUR CAPS LOCK ON. IT'S REALLY ANNOYING.

Other:

If you find something on the discussion board that is upsetting or unacceptable,
make sure to let the professor know about it as soon as possible.
Taken from: https://www2.uwstout.edu/content/profdev/rubrics/discuss_etiquette.html and https://fgc.instructure.com/courses/582/files/5077/download

Let's Chat! Let's Chat is a Discussion Board forum that is open for student use throughout the semester. One of the important parts of this class is students sharing information or experiences from their own lives that go along with topics being covered in class. If a student has had a personal experience with something we are learning about, the hope is that they will feel comfortable in sharing that with everyone. In this respect, every one of us can be a teacher as well as a student. Also, please feel free to post responses when a fellow student shares a personal experience. Please keep these responses respectful and in good taste.

Late Work, Attendance, and Make Up Work Policies:

The professor does not accept late work most of the time. This includes Discussion Boards, Quizzes, and the Project paper. The professor does understand that life happens and acceptance of late work is at the discretion of the professor. The professor exclusively determines if late work is accepted. If late work is accepted, there will be an automatic 10 point deduction.

All quizzes must be taken within the 25 minute time limit. All quizzes end after 25 minutes. You must take each unit's quiz no later than the due date at 8:00 pm. After this time the quiz shuts off and you will not be able to access it. Your grade will be zero (0) for that quiz.

** It is acceptable to submit a project paper to me before the day it is due.**

Quizzes and Db

All quizzes and Db are open and available to students on the first day of the semester. Students have plenty of time to complete the quiz and Db for each unit. Therefore, students should not have any reason to submit a quiz and/or Db after the due date. When students wait until the last few hours to complete these assignments, they run the risk of "my internet quit," or "I had to work late," or "I have been sick."

Student Behavioral Expectations or Conduct Policy:

In general, 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. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC.

Students should demonstrate courtesy and respect to all professors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

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.

Personal Assessment Paper

The Personal Assessment Paper is the assignment for Unit 11.

Please submit this paper through the assignment tool in Brightspace. Papers submitted as an email attachment or as a hard copy will not be accepted regardless of the reason. Papers are due by 8:00pm on the Sunday due date. No late papers accepted.

Based on information obtained from this class, other classes and your personal experience, please address all of the following areas thoroughly:

1. Reasons for wanting to enter the human services field
2. Three characteristics/strengths that you feel you have that will be helpful in this field
3. Three characteristics/strengths that you feel you have that may create challenges or need refining to be successful in this field
4. Ways you intend to refine those areas that create challenges for you
5. Populations with which you are most interested in working and why

The paper is worth 100 points of your total grade. Failing to address all of the above areas will result in a loss of points. Below are criteria for successful completion of your paper:

1. This paper must be a minimum of 3 pages, type-written, double spaced.
2. Your paper does not need to be in APA or MLA writing styles.
3. Spelling and grammar will be part of the grade. Everything should be spelled correctly and correct grammar should be used. Contractions should not be used. Read your paper aloud to help you catch possible errors. You might ask someone else to also read your paper to check for errors. Spell Check does not catch all spelling errors. Be sure to use complete sentences.
4. Do not wait until the last minute to complete your assignment. Often errors are made when one is rushing to complete an assignment.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar

keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 10 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

Extra Credit Option

Working in the Social Work or Mental Health profession requires the ability to communicate clearly and effectively in written format. This can take the form of admission reports, daily progress notes, case summaries, case reviews, discharge summaries, etc. Your performance on the job will be evaluated not only on your direct contact with clients, but also in how well you write.

With that in mind, you may earn 5 extra points on your written project paper for this course by going to the Writing Center and taking advantage of one of their tutorials on a topic of your choosing. Or you may choose to have them look at your paper before turning it in to your instructor. This would give you the opportunity to make any corrections that they may suggest. The Writing Center staff will provide you with documentation that you participated in their services. You will need to turn this documentation in to your instructor when you turn in your completed written project paper.

If you are not able to come to campus, you may still earn this extra credit by e-mailing a draft of your paper to the Writing Center. They will then return the paper to you with feedback. When you submit your final paper to your instructor, you will also forward the e-mail from the Writing Center as verification that you participated in their services.

The phone number for the Writing Center is 254.299.8356

The email address is: writingcenter@mclennan.edu

Course Number: SCWK 1321 **Course Name:** Introduction to Mental Health and Retardation	**Relevant Competencies** (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources:	
a. Manage time	a. 1,2,3,5
b. Manage money	b. 6
c. Manage materials	c. 1,2,3,4,5,6,8
d. Manage space	d. 1,2,3,5
e. Manage staff	e. 1,2,3,5,6
Interpersonal Skills:	
2. Exhibiting	
a. Work on teams	a. 2,4,6
b. Teach others	b. 2,6
c. Serve customers	c. 1,2,3,4,5,6
d. Lead work teams	d. 2
e. Negotiate with others	e. 2
f. Work with different cultures	f. 1,2,3,4,5,6,7,8
3. Working with Information:	
a. Acquire/evaluate data	a. 1,2,3,4,5,6,8,9
b. Organize/maintain information	b. 1,2,3,4,5,6,8,9
c. Interpret/communicate data	c. 1,2,3,4,5,6,8,9
d. Process information with computers	d. 9
4. Applying systems Knowledge:	
a. Work within social systems	a. 1,2,3,4,5,6,8
b. Work within technological systems	b. 9
c. Work within organizational systems	c. 9
d. Monitor/correct system performance	d. 2
e. Design/improve systems	e. 2
5. Using Technology:	
a. Select equipment and tools	a. 2, 9
b. Apply technology to specific tasks	b. 2, 9
c. Maintain/troubleshoot technologies	c. 2
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills:	
a. Reading	a. 1,2,3,4,5,6,8
b. Writing	b. 2,6,8
c. Arithmetic/Mathematics	c. 2
d. Speaking	d. 1,2,3,4,5,6
e. Listening	e. 1,2,3,4,5,6
7. Demonstrating Thinking Skills:	
a. Creative thinking	a. 1,2,3,4,5,6,8
b. Decision making	b. 1,2,3,4,5,6,8
c. Problem solving	c. 1,2,3,4,5,6,8
d. Thinking logically	d. 1,2,3,4,5,6,8
e. Seeing with the mind's eye	e. 1,2,3,4,5,6,8
8. Exhibiting Personal Qualities:	
a. Individual responsibility	a. 1,2,3,4,5,6,8
b. Self-esteem	b. 1,2,3,4,5,6,8
c. Sociability	c. 1,2,3,4,5,6,8
d. Self-management	d. 1,2,3,4,5,6,8
e. Integrity	e. 1,2,3,4,5,6,8

2021-202
Statement of Work Place and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today'' dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Mental Health Programs

COMMON WORKPLACE COMPETENCIES

Manager Resources:	Time / Money / Materials / Space /Staff
Exhibit Interpersonal Skills:	Work on teams / Teach others / Serve customers / Lead work teams / Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology:	Select equipment and tools
FOUNDATION SKILLS	
Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening

McLennan COMMUNITY 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.