

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

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**BIOLOGY FOR NON-SCIENCE MAJORS II**

**BIOL 1409\_88**

**MARY SIDES**

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

**NOTE: This is a Online 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.

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This Instructor Plan is tentative, and changes may be made at the instructor's discretion.

### **Course Description:**

This course will provide and reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Semester hours 4 (3 lec/3 lab)

### **Prerequisites and/or Corequisites:**

*None.*

### **Course Notes and Instructor Recommendations:**

A few hints for doing well in this class:

1. READ, READ, READ. Since this is an online class, the primary method of conveying information is in a written format. Therefore, carefully and thoroughly reading **all** the course materials and communications is an absolute necessity.
2. Read the textbook and all course materials for content and comprehension and spend some time studying the material every day. Sets of multiple-choice questions based on the material in your textbook will be provided to help you study for multiple choice section your exams. In addition, there are questions at the end of each chapter that will be useful in helping you review and think about the material. You should also make up your own questions based on the information in your course notes. Most of the information in the lectures is taken from your textbook; however, I do add information from sources outside the textbook. The textbook and the lecture documents complement each other. Therefore, you will be responsible for learning all the information (the material in the lectures as well as that taken from your textbook).
3. Review the lecture presentations and complete and submit the associated Brightspace quiz based on the student notes. Most of the written response questions on the lecture exams are based on the material in lecture presentations.
4. Complete all assignments and submit them on or before their due dates. Waiting until 5:30 p.m. on the day the exercise is due to start working on lab assignments is not generally going to be a strategy for success. If you have questions, there is not enough time for me to get back to you before the assignment is due. I strongly recommend that you start working on the assignments early. If you have questions about the assignment or the material, you will have adequate time to ask your questions, and I will have adequate time to get back to you with answers.

5. **Ask questions if you have them.** If there is something that is unclear to you, please ask for clarification. I will be happy to provide additional explanation. Please contact me via email anytime (day or night, weekday or weekend) with any questions or concerns you have about the course. I am here to help.

6. This is a challenging course due to the large volume of material covered in a relatively short period of time. While you may have studied this material in your high school science courses, we generally go into more detail and the pace of the course is faster. It is **at least twice** as challenging when it is taken online. Online classes require good time management skills. In a face-to-face class, students spend about six (6) hours per week in class and lab. In order to be successful, they also need to plan on spending *at least* another six to eight hours per week outside of class reading and studying the material. This means a total of 12 to 14 hours per week. To be successful in an online class, students need to budget at least as much time for reading and studying as their counterparts in a face-to-face class (again 12 to 14 hours per week).

7. Remember that college is much, much different than high school. There are no exam re-takes or extensive extra credit, and late submission of multiple assignments at the end of the semester is not allowed. Those of you who have been in college more than one semester already know this fact very well. Southern Methodist University (SMU) has a website that provides a nice summary of the differences between the two educational levels. Here is the web address:

<http://www.smu.edu/Provost/ALEC/NeatStuffforNewStudents/HowIsCollegeDifferentfromHighSchool>

I strongly encourage all of you, especially those of you who are new to college, to look at this website. It will give you an idea of what is expected of you as a college student and will (hopefully) help decrease the culture shock.

When all is said and done, I **do not GIVE** you a grade for this course, you **EARN** the grade you receive. Earning the grade involves not only working hard and completing assignments by their due dates; it involves understanding and mastering the material. Learning is an ACTIVE process that is more than simple memorization; learning requires gaining an understanding of the information and concepts involved. Learning the material takes more time and effort than just logging into Brightspace and passively looking at the materials you find there. Like most of life's endeavors, you will get out of this class what you put into it. I have provided some strategies to help you learn the material, but if you have questions about other study methods, please do not hesitate to ask.

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### **Instructor Information:**

Instructor Name: Ms. Mary Sides

MCC E-mail: msides@mclennan.edu

Office Phone Number: 254-299-8164

Office Location: Science Building – Room 208A. Room 124 - Highlander Ranch.

Office/Teacher Conference Hours: 2:15 pm – 3:00 pm on Tuesdays and Thursdays (Science Building). Other times by Zoom videoconference by appointment.

Other Instruction Information: The best way to reach me is through the e-mail address listed above. I may not be able to respond immediately, but I will try to respond within 24 hours. I am generally online between 8:00 am and 8:00 pm on most days, but please feel free to email me anytime, day or night, weekday or weekend, when you have any questions or concerns. Please include the following information in your message:

- **Your name and the course name and number in the subject line.** For this class, the course name and number is BIOL 1409\_88.
- **Your purpose for writing.** Please state the purpose of the message in the subject line.
- **Please utilize correct spelling and grammar.** Proper spelling and grammar are vital to clear communication.

**You need to use your MCC e-mail account when contacting me.** Please do not attach files or e-mail assignments without prior authorization. Also, please do not put me on your e-mail lists for inspirational, funny, or chain e-mails. E-mails should be confined to class-related issues.

I only reply to telephone messages when I am on campus. I live over 1.50 hours from campus, and I am on campus for brief periods of time a couple of days a week. If you do need to call me, please leave me your e-mail address in addition to your phone number. If needed, we can set up a time to meet by videoconference on Zoom.

### **Required Text & Materials:**

For our textbook for this course, we will be using selections from three open educational resources (OERs) as well as other assigned readings. I will be providing the relevant chapters to you through Brightspace. Therefore, you will not need to purchase a textbook. I am providing the information on the OERs below.

Title: Biology, 2<sup>nd</sup> edition.

Author: Mary Ann Clark, Jung Choi, and Matthew Douglas

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Edition: 2nd

Publisher: OpenStax

ISBN: 978-1-947172-52-4

Title: Concepts of Biology

Author: Samantha Fowler, Rebecca Roush, and James Wise

Edition: 1<sup>st</sup>

Publisher: OpenStax

ISBN: 978-1-947172-03-6

Title: Principles of Biology

Editors: Robert Bear, David Rintoul, Bruce Snyder, Martha Smith-Caldas, Christopher Herren, and Eva Horne.

Publisher: OpenStax

Lab manual. None. There will be worksheets in Brightspace you will complete for the lab portion of this course.

Other readings as assigned.

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

### **Methods of Teaching and Learning:**

This section is an online format. Learning will be achieved through the required readings, videos, review of posted lectures, lab exercises, reflect and review quizzes, an analysis paper and associated group discussion, and lecture exams. Material is presented via Brightspace.

### **Course Objectives and/or Competencies:**

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
  - Assessed through the use of laboratory exercises, case studies, writing assignments, and/or lecture examinations.

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- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
    - Assessed through the use of written assignments, laboratory exercises, case studies, class discussions, and/or poster or PowerPoint presentations. Lab results or student projects by individuals or small groups will be presented with oral, written, and visual elements.
  - **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
    - Assessed through the use of lecture examinations, laboratory exercises, and/or case studies.
  - **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
    - Assessed through the use of group laboratory exercises, group assessment of case studies, class discussions, and/or poster or PowerPoint presentations. Small groups of students will work together to complete lab experiments, case study assessments, or group projects and present their results using oral, written, and visual elements.

Upon successful completion of lecture and lab portions of this course, students will:

1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.
7. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
8. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
9. Communicate effectively the results of scientific investigations.

### **Course Outline or Schedule:**

Week 1 (01/09/2023 – 01/15/2023): Introduction to the course. Introduction to Science.

Week 2 (01/16/2023 – 01/22/2023): Math in Science. Natural Selection and Speciation.

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Week 3 (01/23/2023 – 01/29/2023): Population Genetics. Taxonomy and Phylogenetics.

Week 4 (01/30/2023 – 02/05/2023): Microbial Diversity. Introduction to Plant Diversity. **Major Exam 1 (Intro to Science, Math in Science, Natural Selection, and Population Genetics).** Available 01/31/2023 – 02/03/2023.

Week 5 (02/06/2023 – 02/12/2023): Introduction to Animal Diversity.

Week 6 (02/13/2023 – 02/19/2023): Soil and Plant Nutrition. Begin Plant Form and Physiology. **Major Exam 2 (Taxonomy, Microbial Diversity, Plant Diversity, and Animal Diversity.)** Available 02/14/2023 – 02/17/2023.

Week 7 (02/20/2023 – 02/26/2023): Complete Plant Form and Physiology. Plant Reproduction.

Week 8 (02/27/2023 – 03/05/2023): Ecology and the Biosphere. **Major Exam 3 (Soil and Plant Nutrition, Plant Form and Physiology, and Plant Reproduction).** Available 02/28/2023 – 03/03/2023.

**Spring Break! 03/06/2023 – 03/12/2023.**

Week 9 (03/13/2023 – 03/19/2023): Population Ecology. Community Ecology. **Analysis Paper prep quizzes due by 6:00 pm on 03/19/2023.**

Week 10 (03/20/2023 – 03/26/2023): Ecosystems. Animal Form and Function. **Analysis Paper due by 6:00 pm on 03/26/2023.**

***Thursday, 03/23/2023: Last day for student-initiated withdrawals with an automatic grade of 'W.'***

Week 11 (03/27/2023 – 04/02/2023): Musculoskeletal System. Begin Nervous System. **Major Exam 4 (Ecology and the Biosphere, Population Ecology, Community Ecology, and Ecosystems).** Available 03/28/2023 – 03/31/2023.

Week 12 (04/03/2023 – 04/09/2023): Complete Nervous System. Endocrine System.

Week 13 (04/10/2023 – 04/16/2023): Circulatory System. Respiratory System. **Major Exam 5 (Animal Form and Function, Musculoskeletal System, Nervous System, and Endocrine System).** Available 04/11/2023 – 04/14/2023.

Week 14 (04/17/2023 – 04/23/2023): Digestive System. Urinary System.

Week 15 (04/24/2023 – 04/30/2023): **Major Exam 6 (Circulatory System, Respiratory System, Digestive System, and Urinary System).** Available 04/25/2023 – 04/27/2023. **Review for Final Exam.**

Week 16 (05/01/2023 – 05/05/2023): Final Exam. Due by 8:00 pm on Tuesday, May 2, 2023, for graduating students. Due by 8:00 pm on Wednesday, May 3, 2023, for all other students.

For *most* weeks of the course, you will have assessments due on Thursdays and Sundays (unless notified otherwise). You will generally have a set of reading questions, lecture notes, and lab assessment due by **6:00 pm** on Thursdays; you will have another set of reading questions, lecture notes, and lab assessment due by **6:00 pm** on Sundays. The Brightspace folder with the materials due on Thursday will open at 8:00 am on Monday, and the folder with the materials due on

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Sunday will open at at 8:00 am on Thursday. This gives you four days to work on each set of materials.

Some weeks, you will also have a reflect and review quiz to complete. This assessment will be due by **10:00 pm** on Sunday of the week it is assigned.

With the exception of Major Exam 6 and the Final Exam, your major exams will be available between 8:00 am on Tuesday and 8:00 pm on Friday of the week they are assigned.

There will also be a few weeks where there are additional assignments for you to complete.

This schedule is tentative and may be changed at the instructor's discretion. You will be notified of any changes by e-mail and notifications in Brightspace.

### **Course Grading Information:**

Orientation Activities	4.5 percent
Major Exams	37.5 percent
Analysis Paper Project	10 percent
Lab Assessments	25 percent
Reading Questions	2.5 percent
Lecture Notes	0.5 percent
Unit Reflect and Review Quizzes	10 percent
<u>Comprehensive Final exam</u>	<u>10 percent</u>
Total	100 percent

The percentage needed for each letter grade are as follows:

90% or greater = A  
80% – 89.99% = B  
70% – 79.99% = C  
60% – 69.99% = D  
Less than 60% = F

There will be six (6) major (lecture) exams and a comprehensive final exam.

The major exams will be based on material from the textbook readings, the lectures, and any additional assigned readings and videos. These exams will have two sections. The first section will be a random selection from all the reading questions for the unit. The second section will be



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mostly written response questions, but there may occasionally also be matching, ordering, and/or multi-select questions. A portion of these questions will be direct knowledge questions, but many will require you to use your critical thinking and analytical skills. The major exams in the course will be unproctored, timed, open book exams.

Now, before you get too excited about the prospect of open-book exams, there are some conditions that will be in place to maintain academic integrity. The first condition is that these exams will have a very strict time limit. You will not be allowed to enter additional answers once the time limit is reached. There will not be enough time for you to look up every single answer on the test, so you will still need to thoroughly prepare and learn the material.

The second condition is that each test will be a random draw of questions. This means is that each student's exam will be slightly different.

The third condition is that you will asked to provide the course materials reference (chapter name and page number or lecture name and slide number) where the information is located that will help you answer the written response questions on the exam. All the answers for the assessments in the course can be found in the course materials, and looking for answers using a search engine such as Google is a violation of academic integrity and is not permitted. Additionally, information found using such an Internet search is likely to be incorrect, incomplete, or inconsistent with the course materials and can result in the loss of points. Therefore, you will need to have a strong familiarity with the course materials and prepare a good review sheet ahead of time in order to be successful.

There will be an analysis paper based on assessment of Internet sources of scientific information. Students will be assigned to teams. Each member of a team will be assigned a different search engine to be used to research the given topic. In addition to each student submitting a paper detailing the results of his or her research, there will also be a team discussion to analyze the reliability of each of the assigned search engines to provide reliable scientific content. The paper and associated assignments will be worth 10 percent (one letter grade) of your final course grade. The paper itself will be worth 8 percent of the final course grade, and students will have the opportunity to earn the remaining 2 percent of the 10 percent based on their participation in the team discussion and completion of preparatory quizzes and follow-up questions. Additional information regarding this assignment will be provided later in the semester.

There will be reading questions based on the material in the textbook and other assigned readings. There will be a set of questions associated with each lecture. These are designed to help the student prepare for class. Answers to the reading questions will be submitted through a quiz link in Brightspace.

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The lectures and student notes for the course have been prepared to help the student understand the material and should be carefully reviewed and the student notes completed. In order to assist with this process, student will submit a copy of the student notes as a Brightspace quiz.

There will be lab assessments designed to help you start interacting with the course materials. These assessments will consist of a combination of multiple choice, matching, ordering, and choose all that apply questions. You will have a pdf copy of the lab assessment to use in finding the answers, and you will then submit your answers using a quiz link in Brightspace.

There will be six reflect and review quizzes. These will be due at the end of each learning unit (materials for each major exam). The reflection quizzes will help you think about what you have learned in each unit and start preparing for the major exam.

Due to the rules of the Family Educational Rights and Privacy Act (FERPA), I cannot discuss your grades with your parents, spouse, children, significant other, employer, family pet, etc. without your written permission. This permission has to be in writing; consent furnished by e-mail is not acceptable. In addition, I cannot discuss your grades with you via e-mail since it is not considered a secure form of communication.

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

In the case of online and hybrid courses, attendance will be determined in terms of participation as described in the course syllabus.

In my face-to-face classes, students complete lab assignments during each class meeting; completion of these tasks is evidence of their attendance for that day. There is an analogous process for assessing attendance in this online class. Each week, lab assignments are assigned for completion. Failure to complete a lab assignment by the due date will be considered an absence. Lab assignments **MUST** be complete with all questions answered to be considered evidence of attendance. Incomplete lab assignments will not be accepted for attendance purposes.

If a student fails to complete 25 percent of the assignments (7 labs) in a timely manner, it will be taken as evidence that a student does not intend to complete the course. In this case and in accordance with MCC's attendance policy, the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may

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assign a W to a student who is not passing. Students who reach the 25 percent point after the official drop date will NOT be automatically dropped from the course.

Each absence will count toward attendance requirements in each course.

Late work is generally not accepted; however, it will sometimes be accepted in extenuating circumstances. If you are not going to be able to submit an assignment before the due date, please let me know **before** the deadline if at all possible. Extensions may be granted if the request is made after the deadline, but only in extenuating circumstances; these will be considered on a case-by-case basis. If an extension is granted, you will need to submit the late work within 24 hours of due date.

As the major exams and final exam are online and available for several days, make-up exams will generally not be given. If a student misses one of the regularly scheduled major exams, the grades for the other four major exams will be averaged, and the average will be substituted for the missing grade.

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

Students are expected to maintain online decorum that includes respect for other students and the instructor, prompt and regular attendance (in the form of completed lab assessments submitted by the assigned deadline), and an attitude that seeks to take full advantage of the educational opportunity.

Professionalism. A casual and friendly atmosphere is encouraged. However, respect and civility is absolutely required in all interactions with your instructor and fellow classmates.

Testing. All exams will be taken through Brightspace. The major exams are timed, open-book exams. Each exam (except for Major Exam 5) will be available from 8:00 am on Tuesday and 8:00 pm on Friday of the week it has been assigned. The Final Exam will be available from 8:00 am on Monday until 8:00 pm on Tuesday for graduating students and until 8:00 pm on Wednesday for non-graduating students of the week it has been assigned.

### **Academic Honesty:**

Academic honesty is very important. You should always do your own work. The tests are opportunities to demonstrate how much you have learned. Cheating is dishonest; it is also disrespectful of your classmates, your instructor, and most of all, yourself.

All the information you need for completing the course assessments can be found in the course materials (your textbook, course lecture documents, assigned additional readings, and any assigned videos). Looking for answers to specific questions on these assessments (particularly the exams) using a general web search or specific sites such as Chegg, Google Homework, Quizlet, and other similar websites is considered cheating as you are not doing your own work. Looking for tutorials and additional information on challenging topics and concepts on YouTube and Khan Academy while you are working on lab assessments and preparing for exams is acceptable as the answers to specific assessment questions are generally not found on those sites.

**[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.

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Updated 11/04/2022

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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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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-andStaffCommons/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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**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.