



WACO, TEXAS

---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Undergraduate T.I.D.E.S. Research – BIOL 2389. 95; 2389.96; 2389.97**

**Stephanie Randell**

**Dr. Stephanie Lockwood**

**Dr. Traesha Robertson**

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2023

TIDES  
BIOLOGY 2389.95/96/97

---

**Course Description:**

**Biology 2389.95 - Oceanography and Marine Biology**

This course is a 3-hour credit course. and **part of a 6-hour, linked course sequence** Students are introduced to oceanography; marine biology; including coral reef ecology, coral biology, zooplankton, marine algae, coral disease, common reef organisms; and marine research techniques. **The course is TBA** and also meets for traditional class meetings on Thursday evenings from 6 to 7:20 starting **01/12/23 through 05/04/23**.

Enrollment approval is based on faculty recommendation and selection. The recommendation forms are available from Stephanie Randell (SB 209; srandell@mclennan.edu). These forms must be completed either by Professor Randell, Dr. Lockwood, Dr. Shannon Hill, **or** by two other science faculty who are familiar with the student's work. Please contact Lindsey Packett at 254-299-8168 to register after receiving approval from Stephanie Randell to enroll.

**Biology 2389.96 – Caribbean Coral Reef Research - New Student Researchers**

This course is a 3-hour credit course and **part of a 6-hour, linked course sequence**. **Students must be co-registered in Oceanography and Marine Biology**. The course will guide students in scientific research from literature review through the scientific submission and presentation process. Students work in teams to develop novel research projects to conduct in Roatan, Bay Islands, Honduras. **The course is TBA** and also meets for **traditional class meetings on Thursday evenings from 7:30-8:55pm** starting **01/12/23 through 05/04/23**.

**Biology 2389.97 – For returning TIDEs researchers** or for those who have completed a research proposal. All aspects of this course include those described for Biol 2389.95 and BIOL 2389.96.

**All aspects of research development must be successfully and promptly met to conduct the field research portion of the class.** Travel between Waco and Houston will be by charter bus. Travel between Houston and Roatan, Honduras will be by air. A fee, in addition to tuition and fees, is paid to cover many of the expenses of the trip. The fee may be paid with financial aid, including Pell grants, student loans, and scholarships. A fee, in addition to tuition and fees, is paid to cover many of the expenses of the trip. The fee may be paid with financial aid, including Pell grants, student loans, and scholarships. The fee includes transportation to and from Waco; dive insurance; 1-3 dives per full day in Honduras; professional lectures; boat transports to research sites with captain and dive master, 7 nights lodging at Anthony's Key Resort (AKR) (2-8 students per dorm or cabin; meals in Honduras: dinner 05/06/23; 3 meals/day 05/7/23 - 05/12/23; and breakfast 05/13/20; Dolphin instruction and encounter; and tips for AKR staff. **Not included:** Passport fees, **baggage fees**, meals/beverages in transit, medical evaluation for trip and SCUBA and/or for prescription evaluations or needs, professional

TIDES  
BIOLOGY 2389.95/96/97

---

photos or videos, souvenirs, medical costs, notary fees, **tuition**, textbooks, costs associated with acquiring professional journal articles, and any additional travel costs or fees associated with attaining Open Water SCUBA certification and other advanced SCUBA certifications.

**Fees:** Students will have the option of conducting their research through one of two options:

**1. New and returning MCC Marine researchers** (\$3100.00) – Includes SSI SCUBA Open Water certification course. The courses are to be completed online in January. Includes classroom and pool instruction (weekend of Feb 17-19) and course certification at the Blue Lagoon, Huntsville, TX. (April 22-23) Details TBA.

**2. Collaborating Institution - New Researcher** (3200.00) -- Includes SSI SCUBA Open Water certification course. The courses are to be completed online in January. Includes classroom and pool instruction (weekend of Feb 17-19) and course certification at the Blue Lagoon, Huntsville, TX. (April 22-23) Details TBA.

---

**OPEN WATER SCUBA CERTIFICATION:**

- I. The online portion of the course must be completed by January 12.**
- II. SWIM TEST:** All researchers require a swim assessment at the Waco Family YMCA on **January 20** from 1:00 -3:00pm. The online portion of the course must be completed by the end of January.
- III. The classroom** (MCC S214) and **pool** portions (**Waco family YMCA**) of the course will be conducted:  
**Feb:**       **17** (1 – 4:00pm CLASS; 6-9:00pm POOL)  
                  **18** (9:00 am—12:00pm CLASS; 1-5:00 POOL)  
                  **19** (9:00am- 12:00pm CLASS; 1-4:00 POOL)
- IV. OPEN WATER CERTIFICATION:** Open Water Certification is **April 22-23** at the Blue Lagoon in Huntsville, Texas. Open Water Certification must be attained by April 30.

**Prerequisites and/or Corequisites:**

Completion with a B or better in one of these courses: BIOL 1406, 1407, 1411, 1413, and /or **consent of the professor.**

---

TIDES  
BIOLOGY 2389.95/96/97

---

**Course Notes and Instructor Recommendations:**

Signed and notarized waivers are required for enrollment in this course.

Students will follow policies, protocol, and class regulations as stated in signed waivers and forms.

**Students will be required to participate in all assigned activities in Honduras.** Students are required to be present at all meals and participate in all activities, **no exceptions**.

Students will collect data for their research during the Honduras portion of the course. Prior to the Honduras portion of the trip, the student will collaborate with research team members to develop a need-driven, self-directed research project. **In order to conduct their research in Honduras, the student must have successfully met deadlines and completion of the Introduction, Methods and Materials, comprised a thorough Materials list for their research project, and tested out for the research skills and competencies necessary to conduct their scientific research project; as well as have successfully obtained SCUBA Open Water certification.** On return from the field research, students must attend everyday of a “Finishing Bootcamp”. The student will statistically analyze their data, write an abstract (less than 250 words), and design a scientific poster. Students are required to present their posters at one MCC Scholar Day and are strongly encouraged to submit their work for presentation at professional conferences.

**Instructor Information:**

**Instructor: Stephanie Randell**

E-mail: [srandell@mclennan.edu](mailto:srandell@mclennan.edu)

Office Phone: 254 299-8183

Office Location: SB 209

Office Hours: Monday 2:15-3:00

**Monday 10:30-11:00am; Tues.11:10-11:40;**

or by appointment

**Research Mentor: Dr. Traesha Robertson**

College of Coastal Georgia

Brunswick, Georgia

E-mail: [trobertson@ccga.edu](mailto:trobertson@ccga.edu)

**Instructor: Dr. Stephanie Lockwood**

Email: [Stephanie.Lockwood@ttu.edu](mailto:Stephanie.Lockwood@ttu.edu)

**Texas Tech University – Waco**

Office Phone: 806 834-0236

Office Location: FOB 217 – MCC Campus

**Office Hours: Tu/Th 1:30--2:30pm**

Office Location: Jones 133, CCGA, Georgia

Office Phone: 912 279-5876

**Office hours (EST):** Mon 1:00-4:00 pm;  
Weds. 11:00 am-4:00 pm, or by appointment

TIDES  
BIOLOGY 2389.95/96/97

---

**Required Text & Materials:**

Professional Journal Articles

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

**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 contacted/notified through 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.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Methods of Teaching and Learning:**

Lectures, **SKYPE** mentoring sessions; class discussion, field and laboratory research, exams, lab/field practicals, Facebook/Brightspace group-site reading and posting, literature searches, research skills and competency testing, scientific research: experimental design, scientific writing, field techniques, data recording and entry, scientific analysis, and poster design; peer editing, peer evaluations, participation in the scientific community, reading assignments from professional journals and former student research, and poster sessions

**Course Objectives and/or Competencies:**

1. The student will conduct original scientific research within the guidelines of the scientific method.
2. The student will conduct a literature search to develop a testable hypothesis and testing procedure prior to their departure for Roatan.
3. The student will conduct scientific experimentation/observation using current scientific methods and/or technologies.
4. The student will use scientific parameters to analyze data and form conclusions.
5. The student will communicate their research in a scientific poster and poster session.
6. The student will collaborate within the scientific community to develop, test, analyze, and communicate the results of their study.

TIDES  
BIOLOGY 2389.95/96/97

---

7. The student will participate in scientific teamwork and exhibit scientific courtesy.
8. The student will describe the physical characteristics of marine environments.
9. The student will identify Caribbean coral reef species.
10. The student will describe the primary components and organization of Caribbean coral reef communities and current major threats to coral reefs.
11. The student will describe differences between Honduran and American cultures and explain how aspects of those cultures uniquely affect threats to and protection of Caribbean coral reef ecosystems.

**Course Outline or Schedule:**

**Jan 12:** Introduction; Meet and Greet; Q and A; Syllabus Review; Research Team information

**Lecture: Basic/Island Oceanography (1.5) – Stephanie Lockwood**

**Jan 19:** **RETURNERS:** Research synopsis and needs

Literature Search/Proposal Writing – **Stephanie Lockwood**

**Jan 20 (Friday) Swim Test – Waco Family YMCA 1:00- 3:00pm**

**Jan 26** Coral Ecology/Algae/Phase Shift/Reef Issues (1.5) – **Stephanie Randell**  
AGGRA – Rapid Reef Assessment

Coral Biology, Identification, Disease (1.5) – **Stephanie Lockwood**

**Feb 2** **Online SCUBA Course – Completed BEFORE class!**

Reef Invertebrates (1.5) – **Stephanie Lockwood**

**Research Methods:** Transects and Quadrants

**ImageJ (0.5) – Matthew Hicks**

Fish Ecology and Identification (1.0) – **Stephanie Randell**

**Population and Behavior studies**

Research Methods: Roving Diver Technique (RDT) and  
Randell-Robertson Marine Survey Technique (RRMST)

TIDES  
BIOLOGY 2389.95/96/97

---

- 09**      Zooplankton/Phytoplankton/Methodology – **Traesha Robertson**  
Stony Coral Tissue Loss Disease (SCTLD) - **TBA**
- Tee-shirt design
- Novel Research Project Design – start**
- Major Oceanography, Marine Biology, Coral reef ecology **Exam – Next class!**

- 16**      **Major Exam - from all lectures!**
- No identification, but includes species ecology!**
- Novel Research Project Design  
Tee-shirt design

**SCUBA certification class schedule - Friday Feb 17 - Sunday Feb 19**

<b>Feb:</b>	<b>17</b>	1-4:00pm S214
		<b>6-9:00pm POOL</b>
	<b>18</b>	9:00 am—12:00pm S214
		<b>1-5:00 POOL</b>
	<b>19</b>	9:00am- 12:00pm S214
		<b>1-4:00 POOL</b>

- Feb 23:**      Final Tee Shirt Designs
- Research study design/ notebook checks**
- Tentative Project Ideas due**

- March 2**      **Introduction Check ; Notebook Checks**
- Research Groups: practice research skills and techniques**

TIDES  
BIOLOGY 2389.95/96/97

---

**6-10**            **MCC Spring Break**

**13-17**           **TTU Spring Break**

**23**        **Student folders due (forms, copies of passport, etc.)**

All forms (reduced in size) and medical releases due for trip and compiled by each student into a folder and submitted by this date

**Research study design** – Final Titles and Methods approved

**Introduction edits; Materials checked**

**Research Groups**: practice research skills and techniques

**30**        **Spreadsheet and Field Data Sheet development: Meet with statistician (tentative)**

Final Materials List Due

**Literature search checks/Research study design/ notebook checks**

**Research Groups**: practice research skills and techniques

**April 6 DUE TODAY:** Introduction, M&M, Literature Cited (**Well-edited drafts**)

**DUE TODAY:** Waterproof/ Field Data sheet number due!

**Spreadsheet and Field Data Sheet development: Meet with statistician (tentative).**

**Research Groups**: practice research skills and techniques

Determine room designations and shower schedule

**13**        **FINAL Research Proposals due!**

Data Sheet/spreadsheet development

**Research Groups**: practice research skills and techniques

**20**        **Personalized SKILLS Tests!**

Develop/Finalize: Spreadsheets and Field Data Sheets



TIDES  
BIOLOGY 2389.95/96/97

---

**27** Dive Computers; Dive logs – **Stephanie Lockwood**

Packing; review polices, travel and health updates/info – **Stephanie Randell**

**Data sheets due for printing**; Number of Field Data sheets needed – Final Check

**By Appointment** research equipment check-out: with **Research Assistant**

**No later than Friday, 4/28 - noon**

**\*\*SSI - Open Water Certification – Blue Lagoon. Huntsville, TX\*\***

**April 22-23:**            Sat.    April 22                    **10:00am -12:00**

                              Sun.    April 23                    **9:30am - 1:00pm**

**Tank rental about ~10.00 each**

**Entrance fee ~35.00/person**

**\*Certification must be acquired no later than April 30**

**April 27:**    Pack Final Equipment - **Returners schedule time to help pack** with Research Assistants

**Distribute and Check Printed Data Sheets**

**Review: Etiquette, photo etiquette, safety, etc.**

**May 4:**        **Review: Etiquette, photo etiquette, safety, etc.**

Distribute Tee Shirts

Pack final equipment

TIDES  
BIOLOGY 2389.95/96/97

---

**May 6-13**      Field Research – Roatan, Bay Islands, Honduras

**May 14**      **Sunday** (from home) - **Finalize Data Entry**

**May 15-19 (Mon. - Friday.)** – **Required Bootcamp** 9:00am - 4:00pm

Each day missed = 1 letter grade reduction

Statistical Analysis: TBA

Via Zoom: Dr. Traesha Robertson

Scientific Editing and Writing/Peer edits

Abstracts (less than 250 words)

**For final grade submit Directly to Professor Randell:**

\_\_\_\_\_Final Poster; 250 word abstract with Title, Byline, and Affiliation; excel spread sheets; copies of field data sheets; and ALL field photos

---

**Fall 2023:**              MCC Scholar Day

**Submit:** TAS, TTABS, and other **spring scientific conferences**

**Spring 2024:**              **Present: Scientific conferences**

**Course Grading Information:**

Evaluation methods:

**1). Scientific and professional behavior: - 20% of final grade**

Follows policies, procedures, and scientific protocol

**Meets deadlines/follows timeline/on time and participates in all activities, meetings, meals, departures, etc.**

**Attends classes, meetings, scheduled functions, meals, peer edits and reviews**

TIDES  
BIOLOGY 2389.95/96/97

---

Shows respect for different cultures, the environment, and people they encounter

Readily engages in scientific teamwork, collaboration, and displays scientific courtesy and respect

Exhibits an attitude which enhances the scientific, collaborative, explorative, and social aspects of the course

**\*\*Adapts to edits and mentor suggestions\*\***

**Follows research and scientific etiquette and guidelines**

**2). Exams: - 20% of final grade**

Exam I: Basic Oceanography, Marine Biology; reef ecology; reef organisms; Research techniques (All notes!) Reef Ecology, Roatan Issues, Research techniques (All class notes)

Exam II: **Personalized exams:** research skills and competencies for project; **Basic organismal ID; corals; inverts; algae, fish**

**3). Research Project – 60%**

Literature search, adaptability, edits, field research, analysis, deadlines, guidelines, scientific writing, abstract, class and research notebook, poster design, peer edits, and **poster presentation (not optional!)**

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

**Late Work**

All late work will be deducted 20 points if not received at the beginning of the class in which they are due. No late papers will be accepted after one day; **unless otherwise agreed upon in advance.**

**Make-up policies**

When a student enrolls in the course, the student agrees to take the **exams when they are scheduled**, unless previous arrangements have been made. The date of the exam may change; therefore, it is the student's responsibility to keep informed of these changes. Make-ups will not be given unless they are excused for the time the exam is given.

TIDES  
BIOLOGY 2389.95/96/97

---

**The student is responsible for all material assigned for this class whether they are present or absent from class.**

There will be no make-ups for activities and research in Honduras or for the poster session.

**Student Behavioral Expectations or Conduct Policy:**

**The student will follow behavioral regulations and guidelines as stated in the signed waivers and forms, and which are consistent with collegiate and professional behaviors.**

In addition:

The students should exhibit a helpful and collegial attitude.

**Complaining and whining should be left at home.**

Students should maintain standards of hygiene and cleanliness.

The student will **participate and** be **on time** for all activities and meals

Students will display respect for members of the research team and all people encountered.

Student will respect the difference in international cultures.

**Students will report** any and all accidents, inconsistency, dishonesty, and medical and/or safety or other concerns **immediately** to a professor, research assistant, or sponsor.

Students will follow guidelines and protocol for coral reef research and ecosystem preservation.

Students will follow the laws of Honduras, as well as guidelines and policies of RIMS, AKR, and The Sandy Bay Marine Park.

**Collegiate Behavior:** Student behaviors already outlined by course or MCC travel regulations will be adhered to as stated in signed forms. In addition, any student engaging in any activity which interferes with the learning environment of the classroom, activities, and/or field research; or which conflicts with course regulations and/or requirements; and/or which may affect the safety of others or reflect poorly on MCC may be removed from the educational environment. This may include removal from the course and is up to the discretion of the research faculty. Consequences of removal will be reflected in the course grade. A student being so removed will not receive a course fee refund. If interfering behavior occurs in the classroom portion of the course, the student may be barred from participating in the field research and thus the trip. If interfering behavior occurs during the field portion of the course, the student may be required to leave within 24 hours. The

**student will be required to make travel arrangements at their own expense within 24 hours of that decision as outlined in student conduct forms.**

**\* [Click Here for the MCC Academic Integrity Statement](#)**

**([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](#)**

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

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://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

**It is the students' responsibility to make testing arrangements with their Professor (if needed) one week before each exam.**

**\* [Click Here for more information about Title IX](#)**

**([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

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

TIDES  
BIOLOGY 2389.95/96/97

---

misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

---

Updated 11/04/2022

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

---

## **ACADEMIC RESOURCES/POLICIES**

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

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