McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGL 1301.015

DR. DANNY RODRIGUEZ

NOTE: This is a 16-week course.

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2023

Instructor Information:
Instructor Name: Dr. Danny Rodriguez
MCC Email: drodriguez@mclennan.edu
Office Phone Number: (254) 299-8956
Office Location: FOB 201
Office/Teacher Conference Hours:
12:30 pm – 3:00 pm on Mondays and Wednesdays and by appointment

Office Hours
I will always be available for my office hours. You can visit with me about anything related to our course.
If I have to cancel my office hours, I will notify the class and reschedule my office hours.

Email
I will respond to an email within 48 hours. If you do not receive a response within 48 hours, please
contact me.

Course Description
Intensive study of and practice in writing processes, from invention and researching to drafting, revising,
and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including
audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for
learning, communication, and critical analysis.

Prerequisites and/or Corequisites
TSI complete in Writing or the equivalent.

Course Notes and Instructor Recommendations:
Students will need to access MCC's email system, MCC's Brightspace system, Brightspace's Turnitin
Feature, and MCC's library's collection of databases.

Students will submit all drafts (first and final) in electronic form via Brightspace. Hard copies are not
required. The electronic copy is due at the start of class of the due date (see Course Schedule below).

Technical Requirements
In this course, students will need reliable access to the internet and a computer (e.g., laptop).

Recommended Programs
Students will need access to Microsoft Office 2007 or newer. Please do not use another software.

Using Brightspace
All course materials are available on Brightspace, and all major assignments will be submitted via
Brightspace. Additionally, I will post grades, announcements, etc. through Brightspace. It is the
responsibility of a student to regularly access Brightspace.

Turnitin
This course will use the services provided by Turnitin, which allows the instructor to use Turnitin and
review all submitted essay assignments.

Required Texts & Materials

Title: *Writing is Easier Than You Think*
Author: Nicolas R. Webb
This required text is an online textbook written by a MCC professor.

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

Methods of Teaching and Learning
Instruction methods will include lectures with visual aids, class discussions, group activities, writing assignments, (potential) quizzes, peer-review workshops, writing and revision days, mandatory conferences, and a final exam (write an entire essay in class). Essays #1, #2, #3, and #4 will require a submission of a first and final draft and revisions.

Course Objectives and/or Competencies
Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT):** to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- **Communications Skill (COM):** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- **Teamwork (TW):** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility (PR):** to include the ability to connect choices, actions, and consequences to ethical decision-making.

Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use edited American English in academic essays.

Course Grading Information
A final grade will be based on a sum of the weighted average of participation, major essays, and a final exam (see description of assignments below). To pass this course, students must complete all major essay assignments.

Standard of Evaluation
Your final course grade will be derived as follows:

Essay #1	15%
Essay #2	15%
Essay #3	20%
Essay #4	25%
Final Exam	5%
Participation	20%
Total:	100%

Assignment of Letter Grades

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

If a student has questions about any grade, please meet with me during my office hours and bring questions.

Description of Assignments:

Reuse Policy
All writing must be new and original work. Students cannot reuse previous essays.

MLA
For this course, our citation style is MLA. In addition to class meetings on MLA, here is an online resource.

Participation (20%)
Students will be evaluated on their daily work, which includes in-class writing assignments, peer-review workshops, group activities, homework, quizzes, and class discussions. If a student is absent, a student is unable to participate.

Essay #1 (15%)
Rhetorical effectiveness relates to the persuasiveness of an artifact. In other words, does (and how does) an artifact communicate a persuasive message? In this essay, compare the rhetorical effectiveness of TWO of the five sources listed on Brightspace. To minimize bias, imagine that you are selecting one of these two sources to publish in the *Waco Tribune-Herald*. What are the strengths and weaknesses of each source in relation to potential readers of the *Waco Tribune-Herald*? This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). Additionally, it should be a minimum of three pages (not including the Works Cited page) and include a Works Cited page.

Essay #2 (15%)
This essay introduces you to the research process. Before starting this essay, select a (narrow) topic that interests you. Then, create a research question on this topic. Next, find and read FIVE sources on this topic. In your essay, you will want to summarize, analyze, and state your findings about each source. Your introduction will state your research question and why you selected this topic, and your conclusion will discuss potential arguments you could make on this topic based on your research. This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). Additionally, it should be a minimum of four pages (not including the Works Cited page) and include a Works Cited page.

Essay #3 (20%)
In this essay, you will state, support, and prove a position on a narrow topic. Although you will select an audience for this essay, please consider the pros and cons of each type of audience (see class notes on "Audience Selection"). Ultimately, your goal is to persuade an audience of your choosing that your argument is valid by using elements of academic writing (e.g., a clear and strong thesis, evidence, analysis, refutation, clarity, etc.). This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). You have to incorporate at least five sources. Additionally, this essay should be a minimum of four pages (not including the Works Cited page) and include a Works Cited page.

Essay #4 (25%)

In this essay, you will select a place to profile and prove that it honors a claim that it makes about itself. You will write this essay to an audience of your choosing. After selecting a place to profile, visit it, take notes and photographs, and interview people. This research process will provide the evidence that you need to prove your argument. Consider the following example: As stated in MCC's Mission, the core values of MCC are: 1) People Matter; 2) Inclusiveness Matters; 3) Integrity Matters; 4) Communication Matters; and 5) Excellence Matters. For this essay, you could select ONE of these five values. Then, you could compose an essay, showing how this value permeates a place on campus. (You are not required to write about MCC. MCC is just an example.) This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). You have to incorporate at least one interview, one visual, and one source. Additionally, this essay should be a minimum of four pages (not including the Works Cited page) and include a Works Cited page.

Final Exam (5%)

For the final exam, you will write an essay in class. You will receive a prompt at the beginning of our final exam period. All writing will be completed during our final exam time.

Essay Prompts and Grading Rubrics

Please find and review each prompt and grading rubric for every assignment on Brightspace.

Revision Opportunities

You can revise two of the first three essays for a higher grade: Essay #1, Essay #2, and Essay #3. However, you must submit a revision *within two weeks after receiving a grade*. To submit a revision, complete these steps: 1) Highlight the changes you make in yellow and 2) Upload the revised essay to Brightspace. *If you fail to follow any of these steps, your revised essay will not be accepted.*

Classroom Policies

Attendance

Class attendance is important to student learning and hence central to MCC's educational mission; therefore, regular class attendance is expected. Every class will assist you with completing an assignment. Therefore, regular attendance will only help you succeed in this course. Since you have to be present to participate, missing classes will negatively affect your participation grade in this course. However, "Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. The professor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the professor of the reason for an absence and to do so in a timely fashion." Additionally, professors will likely withdraw students who miss 25% of scheduled lecture and/or laboratory meetings. Please review MCC's Attendance/Absences Policy for more information.

Late to Class

It is your responsibility to be on time for every class. Students who are tardy (three minutes late or more) distract the class and *may miss roll call*.

Evaluation and Late Work

You will find prompts and grading rubrics for every assignment on Brightspace. While we will review every prompt and grading rubric as a class, you may want to read these documents over to express any question or comment that you may have *BEFORE* you submit a final draft.

For every due date, you have to upload your final draft to Brightspace by the start of class. Late assignments will NOT be accepted. If you have any technological issues, simply email your final draft to me on the due date. *If you submit an essay before it is due and I grade it and provide feedback, you cannot resubmit another draft based on my feedback (even if you can meet the deadline).*

Emergencies
If an emergency occurs, preventing you from attending class and/or submitting an assignment, please submit documentation that verifies the emergency within five days. We can, then, discuss potential make-up scenarios.

Student Behavioral Expectations
Students are expected to adhere to MCC's General Conduct Policy both inside and outside of the classroom. Our classroom environment should be productive, collaborative, and respectful. We should all respect everyone's comments. Do not distract or disrespect your classmates. If you cause a classroom disruption, which includes sleeping in class, talking in class when you should not be talking, excessive lateness, making and/or receiving phone calls or text messages, listening to music, completing readings or work for another class, etc., I will ask you to leave the classroom immediately.

Technologies
During class, do not use your cell phones, watches, or other electronic devices that will distract you. While you can use a laptop to take notes, do not use your laptop to complete tasks unrelated to our course (e.g., texting, shopping, or social media).

Academic Integrity
As stated in MCC's information about Academic Integrity, "the term 'cheating' includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff." Additionally, "the term 'plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." Finally, "'collusion' includes, but is not limited to: The unauthorized collaboration with another person in preparing academic assignments offered for credit." Students who commit any of these academic violations will face immediate disciplinary action. After a first offense, a student will receive a zero on the assignment. If a second offense occurs, all violations will be presented to MCC's Coordinator of Discipline, who may determine additional penalties.

Course Schedule

Potential Course Modifications
This syllabus represents diligent planning based on knowledge at the beginning of the semester. Further adaptations may be required. In the event it is necessary to update academic policies, students will be provided with as much notice as possible regarding any subsequent course changes. Simply put, if necessary, the professor has the right to change the syllabus. To ensure you do well, **KEEP UP WITH THE SYLLABUS**.

	Monday	Wednesday
Week 1	1/9 Introduction Icebreaker Activity	1/11 Discuss Introductions and Thesis Statements

		Classroom Activity" Creating an Introduction
Due		
Week 2	~~1/16~~ No Class! MLK Day!!!	1/18 Discuss Body Paragraph Development Classroom Activity: Creating a Body Paragraph
Due		
Week 3	1/23 Discuss Conclusions Classroom Activity: Creating a Conclusion	1/25 Discuss Evaluating Sources and Effectively Incorporating Sources Discuss MLA Classroom Activity: Creating a Works Cited page
Due		Read "Citing Sources" and "How to Format Your Document"
Week 4	1/30 Assign and Discuss Essay #1 Classroom Activity: Source Evaluation	2/1 Writing Day and Individual Conferences
Due		Read "Rhetoric"
Week 5	2/6 Peer-Review Workshop	2/8 Revision Day and Individual Conferences
Due	*Draft of Essay #1*	PRW #1 Due
Week 6	2/13 Assign and Discuss Essay #2 Discuss Selecting a Topic and Creating a Research Question	2/15 Classroom Activity: Practice Evaluating a Source and Creating a Citation
Due	**Final Draft of Essay #1**	
Week 7	2/20 Discuss Using Library Databases Research Day and Individual Conferences	2/22 Writing Day and Individual Conferences
Due		Read "Research Paper"
Week 8	2/27 Peer-Review Workshop	3/1 Revision Day and Individual Conferences
Due	*Draft of Essay #2*	PRW #2 Due
Week 9 *Spring Break*	~~3/6~~ No Class!	~~3/8~~ No Class!
Due		
Week 10	3/13	3/15

		Revision Day and Individual Conferences	Revision Day and Individual Conferences
Due			**Final Draft of Essay #2**
Week 11		3/20 Assign and Discuss Essay #3 Discuss Audience Selection	3/22 Discuss Counterarguments Classroom Activity: Creating a Counterargument
Due			Read "Argument Essay" and "Responding to Critics"
Week 12		3/27 Writing Day and Individual Conferences	3/29 Writing Day and Individual Conferences
Due			
Week 13		4/3 Peer-Review Workshop	4/5 Revision Day and Individual Conferences
Due		*Draft of Essay #3*	PRW #3 Due
Week 14		4/10 Assign and Discuss Essay #4 Discuss Conducting Interviews and Incorporating Visuals	4/12 Classroom Activity: Profiling a Place
Due		**Final Draft of Essay #3**	Read "Personal-Descriptive Essays"
Week 15		4/17 Research Day and Individual Conferences	4/19 Peer-Review Workshop
Due			*Draft of Essay #4*
Week 16		4/24 Assign and Discuss Final Exam Revision Day	4/26 Workday and Individual Conferences
Due		PRW #4 Due	**Final Draft of Essay #4**
Final Exam		*Monday, May 1* *11:10 am – 1:10 pm*	

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

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 https://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 https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp.

Go to McLennan's Title IX webpage at https://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 https://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 regarding college email, which can be found at https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf. 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 https://www.mclennan.edu/student-email/.

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.

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.

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.

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

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 acting Title IX Coordinator at 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

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-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.

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.

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.

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.