

WACO, TEXAS

AND INSTRUCTOR PLAN

Forms of Literature: Film Studies
ENGL 2341.001
Nicholas Webb

NOTE: This is a 16-week 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.

ENGL 2341.001

Course Description:

"Includes selections in literature organized by areas such as genre, theme, period, or geographical region. Course descriptions, which may change from semester to semester, are available each semester prior to registration. May be repeated for credit when different topics are covered. May be taken before, after, or concurrently with other literature courses. Prerequisite: ENGL 1301. Semester Hours 3 (3 lec.)"

Prerequisites and/or Corequisites:

ENGL 1301 or its equivalent with a grade of C or better, or consent of Division Chair.

Course Notes and Instructor Recommendations:

Students will be required to access MCC's email system, MCC's Brightspace system, Brightspace's TurnItIn feature, and the MCC library's collection of databases.

All student essays and writing assignments (unless specifically stated by the instructor) will be typed and submitted in electronic form. *No hardcopies* will be submitted. The electronic copy is due to TurnItIn before 11:59 p.m. of the due date.

All written responses (homework, quizzes, in-class writing assignments, essays, tests, etc.) must be two things. They must be presented in complete, grammatically correct sentences. They must also conform to standard style.

Instructor Information:

Instructor Name: Nicholas Webb MCC E-mail: nwebb@mclennan.edu Office Phone Number: 254-299-8945

Office Location: FOB 105

Office/Teacher Conference Hours: Available by appointment via email or Zoom

ENGL 2341.001

Required Text & Materials:

Title: *Anatomy of Film* Author: Bernard Dick

Edition: 6e

Publisher: Bedford/St. Martin's ISBN: 978-0-312-48711-9

Click here to see the book at the MCC Bookstore.

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

While not a requirement, students will greatly benefit from having access to streaming movie websites such as Netflix, Amazon Instant Video, Disney+, etc. Whether via personal copies, streaming services, or rentals, students will benefit from watching chosen movies multiple times.

Further, students might consider purchasing a used DVD copy of *The Purple Rose of Cairo* (via Amazon or a similar website) or purchasing a digital copy. While this movie will be shown in class and will also be available on reserve at the MCC library, previous students have benefitted from having a personal copy to view.

Finally, this class will conform to all fair-use copyright laws pertaining to the educational use of films and film clips in a film-study class. In no manner does the course promote or condone the use of pirated or illegally streamed videos.

Methods of Teaching and Learning:

Class lectures and instruction will prepare the student to successfully manage research and writing tasks that he or she will accomplish outside of class. Textbook and Internet-based readings will be followed by quizzes or writing assignments. Students will develop essays through a series of drafts or benchmark assignments. While some of this class will be conducted in lecture format, most of it will involve discussion and workshops about given topics, video clips, and essays. Students will need to be active in participating in these discussions.

Because of the variety of genres and time periods covered in literature classes, all grading will be direct and will assess the following skills:

- critical thinking, on the basis of interpretation, analysis, and synthesis of texts using primary and secondary sources;
- communication skills, on the basis of interpretation and expression of ideas through written, oral, and visual communication;

ENGL 2341.001

- social responsibility, on the consideration of other cultures and time periods, leading to awareness of civic responsibility in regional, national and global communities, as well as the consequences of failure to adopt or to apply standards of social responsibility;
- and personal responsibility, based on the consequences of interconnected choices and actions related to ethical decision-making, as demonstrated in the wide variety of texts covered in literature classes.

Course Objectives and/or Competencies:

This course offers a broad survey overview and a foundational basis for general education within the liberal arts. It also prepares students for further study within the academic area of literature.

- Critical Thinking (CT): Requires creative innovation in interpretation, inquiry, and analyses of a wide variety of texts and a synthesis of texts with secondary sources.
- Communication Skills (COM): Require effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Social Responsibility (SR): Requires consideration of other cultures and other time periods, which in turn leads to knowledge of civic responsibility in regional, national and global communities. This knowledge prepares students for an understanding of the effects of good social responsibility, as well as the consequences of the lack thereof in communities, nations, and the world.
- **Personal Responsibility (PR):** Includes skills in connecting choices, actions, and consequences to ethical decision-making, as demonstrated in the wide variety of texts covered in these classes.

Learning Outcomes:

While successfully completing literature courses, students will:

- 1. Identify key themes, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the cinematic literature of different periods or regions.
- 2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different cinematic literary periods.
- 3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
- 4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
- 5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to cinematic literature.

ENGL 2341.001

Basic Paper and/or Presentation Rubric

_	Basic Paper and/or Presentation Rubric Below						
Criteria	Outstanding	Proficient	Basic	Expectations			
Critical	-Shows originality	-Shows less	-Understands	-Fails to comprehend			
Thinking	of thought and	originality and may	readings but limits	basic and other			
Tillikilig	logical connections.	have minor flaws in	focus to ideas	course concepts.			
	-Demonstrates	logic.	discussed in class.	-Unable to describe,			
	excellent ability to	-Demonstrates good	-Demonstrates	analyze, interpret,			
	describe, analyze,	ability to describe,	inconsistent ability	evaluate, or engage			
	interpret, evaluate,	analyze, interpret,	to describe, analyze,	in intellectual inquiry			
	and engage in	evaluate, and	interpret, evaluate,	with regard to course			
	intellectual inquiry	engage in	and engage in	materials.			
	with regard to	intellectual inquiry	intellectual inquiry				
	course materials.	with regard to	with regard to				
	C1 : : 1	course materials.	course materials.				
Communication	-Clear main idea	-Shows a clear main	-Shows competence but has weaker or	-Fails to show basic			
	with supporting organization and	idea but might have minor lapses in	unfocused main	competence in developing,			
	developed examples	organization, less	ideas, organization,	organizing, and/or			
	and explanation.	developed examples	and few developed	presenting ideas and			
	-Communication	and explanation.	examples and	supporting content.			
	shows excellent	-Communication	examples and explanation.	-Fails to adapt			
	awareness of	shows good	-Communication	language, content,			
	communication	awareness of	shows awareness of	and structures to			
	situation, including	rhetorical situation	rhetorical situation	match rhetorical			
	the audience, topic,	and matches the	but does not fully	situations.			
	and position as	work to that need.	meet needs.				
	speaker/writer.						
Mechanics	-Demonstrates	-Shows competent	-Shows basic	-Fails to show basic			
	thorough command	command of format	competence with	competence with			
	of format and	and language, with	format and language	format and language,			
	language, with few	few and generally	but may have	exhibiting many			
	or no grammar,	minor grammar,	frequent minor or	grammar, spelling,			
	spelling, and diction	spelling, and diction	occasional major	and diction errors.			
	errors.	errors.	grammar, spelling,				
G 1	Consistently	Emagnantly	and diction errors.	Foils to massamize on			
Social	-Consistently recognizes and	-Frequently recognizes and	-Acknowledges and understands	-Fails to recognize or acknowledge			
Responsibility	connects choices,	connects choices,	connections	connections between			
	actions, and	actions, and	between choices,	choices, actions, and			
	consequences to	consequences to	actions, and	consequences to			
	outcomes affecting	outcomes affecting	consequences to	outcomes affecting			
	others.	others.	outcomes affecting	others.			
			others.				
Personal	-Completes all	-Completes almost	-Makes most	-Fails to connect			
Responsibility	assigned tasks by	all assigned tasks by	deadlines with	choices, actions, and			
Acsponsibility	deadlines; work is	deadlines; work is	occasional major or	consequences with			
	thorough, insightful,	generally thorough	frequent minor	ethical			
	and comprehensive.	but may show minor	lapses in	responsibilities; work			
		shortcomings or	responsibility; work	is often late and/or of			
		gaps.	meets minimum	poor quality.			
			requirements.				

ENGL 2341.001

Course Outline or Schedule:

The following table outlines the semester's major due dates. Please note, however, that additional assignments, readings, and quizzes (not listed below) may be added to this schedule as the semester progresses. Further, adjustments to due dates—if determined to be necessary by the instructor—may also occur. If changes are made, these will be communicated to students both in class and via Brightspace announcements.

NOTE: All writing assignments are due as digital submissions *prior to* 11:59 p.m. on **Sunday** of the specified week. (For our purposes, new weeks will begin on Mondays.)

HOWEVER: When specified, smaller assignments may be due on **Wednesdays**.

WEEK 1	Monday, Jan. 9 and Wednesday, Jan. 11	
DUE: Wednesday, Jan. 9	Email Assignment: Favorite Character	
DUE: Sunday, Jan. 15	Thesis Paragraph (Identity Essay)	
WEEK 2	Monday, Jan. 16 and Wednesday, Jan. 18	
Monday	NO CLASS: Martin Luther King, Jr, Holiday	
DUE: Wednesday, Jan. 18	AFI Top 100 Survey	
DUE: Sunday, Jan. 22	First-Seeing Scene (Identity Essay)	
WEEK 3	Monday, Jan. 23 and Wednesday, Jan. 25	
DUE: Sunday, Jan. 29	QUIZ: Textbook Quiz (Shadow of a Doubt) QUIZ: Syllabus QUIZ: Plagiarism Statement	

ENGL 2341.001

WEEK 4	Monday Ion 20 and Wadnesday Esh 1	
	Monday, Jan. 30 and Wednesday, Feb. 1	
DUE: Sunday, Feb. 5	Aristotle Scene (Identity Essay)	
WEEK 5	Monday, Feb. 6 and Wednesday, Feb. 8	
DUE: Sunday, Feb. 12	QUIZ: Textbook Quiz (Citizen Kane)	
WEEK 6	Monday, Feb. 13 and Wednesday, Feb. 15	
	Wonday, Feb. 13 and Wednesday, Feb. 13	
DUE: Sunday, Feb.	Ongoing Progress (Identity Essay)	
WEEK 7	Monday, Feb. 20 and Wednesday, Feb. 22	
DUE: Sunday, Feb. 26	Completed Identity Essay	
WEEK 0	N 1 F1 27 1W 1 1 W 14	
WEEK 8	Monday, Feb. 27 and Wednesday, March 1	
WEEK 8 Monday	Monday, Feb. 27 and Wednesday, March 1 In-Class Viewing of The Purple Rose of Cairo	
Monday	In-Class Viewing of The Purple Rose of Cairo	
Monday Wednesday DUE: Sunday, March 5	In-Class Viewing of <i>The Purple Rose of Cairo</i> In-Class Viewing of <i>The Purple Rose of Cairo</i> Prospectus (Comparative Essay)	
Monday Wednesday DUE: Sunday,	In-Class Viewing of <i>The Purple Rose of Cairo</i> In-Class Viewing of <i>The Purple Rose of Cairo</i>	
Monday Wednesday DUE: Sunday, March 5	In-Class Viewing of <i>The Purple Rose of Cairo</i> In-Class Viewing of <i>The Purple Rose of Cairo</i> Prospectus (Comparative Essay)	
Monday Wednesday DUE: Sunday, March 5	In-Class Viewing of <i>The Purple Rose of Cairo</i> In-Class Viewing of <i>The Purple Rose of Cairo</i> Prospectus (Comparative Essay)	
Monday Wednesday DUE: Sunday, March 5 SPRING BREAK	In-Class Viewing of The Purple Rose of Cairo In-Class Viewing of The Purple Rose of Cairo Prospectus (Comparative Essay) No Classes: March 6-10	

ENGL 2341.001

WEEK 10	Monday, March 20 and Wednesday, March 22	
	Ongoing Progress (Purple Rose and Comparative Essay)	
WEEK 11	Monday, March 27 and Wednesday, March 29	
DUE: Sunday, April 2	Completed Purple Rose of Cairo Essay	
WEEK 12	Monday, April 3 and Wednesday, April 5	
DUE: Sunday, April 9	Three-Source Assignment (Comparative Essay)	
WEEK 13	Monday, April 10 and Wednesday, April 12	
DUE: Sunday, April 16	QUIZ: Textbook Quiz (Unforgiven)	
WEEK 14	Monday, April 17 and Wednesday, April 19	
DUE: Sunday, April 23	Completed Comparative Essay	
WEEK 15	Monday, April 24 and Wednesday, April 26	
	Final-Exam Review: Aristotelian Analysis	
WEEK 16		
Monday, May 1	FINAL EXAM	

ENGL 2341.001

Course Grading Information:

By the end of the semester, students will have written three essays or papers totaling between 24 and 40 pages. The following guidelines serve as the ratio for determining final grades:

- 60% of the grade will come from the major essays.
- 20% of the grade will come from the final exam.
- 20% of the grade will come from daily work, such as homework, quizzes, analyses, inclass writing, presentations, and participation.

MCC Grading System

A	Excellent	100%-90%
В	Good	89%-80%
C	Fair	79%-70%
D	Poor	69%-60%
F	Failing	below 60%

- W Withdrew This grade is given for an instructor- or student-initiated course withdrawal through the 9th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term).
- Incomplete This grade is given when a course is incomplete because of student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.

The first time a student submits plagiarized work to the instructor, that assignment will receive a score of zero points. The second time a student submits plagiarized work to the instructor, that student will earn an F in the course. For further details, see Academic Integrity Statement below.

Late Work, Attendance, and Make Up Work Policies:

All work is due at the start of class on the date it was assigned to be turned in. A deadline is a deadline. All late work will automatically lose 10 percent of its total value beginning at the moment the task is due, and will continue to lose 10 percent per day until the grade is a zero. The standard lateness deduction applies to both the hard copy and the digital submission requirement. After that point, the work will not be accepted.

The following possible penalties will be enforced on all applicable assignments:

- Assignments that are *not* turned in in-class, but still meet the TurnItIn deadline, will receive a 5% deduction.
- Failure to submit a digital copy of an assignment results in a 35% deduction.
- Failure to double space an assignment results in a 15% deduction.

ENGL 2341.001

Unless arrangements are made in advance with the instructor, there will be no make-ups for missed daily work, quizzes, or exams.

For students who are retaking this course, you may *not* reuse essays written in a previous semester, in part or in whole. All writing that you submit must be new and original work.

Student Behavioral Expectations or Conduct Policy:

Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty. Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Any behavior that disrupts the learning process will be grounds for dismissal from the class for that day. Unacceptable behavior includes (but is not limited to) excessive lateness, walking out of class without the instructor's permission, talking in class, reading or doing outside work in class, listening to music, making and/or receiving phone calls and/or text messages, and eating in class. Students who are sleeping, who appear to be sleeping, or who refuse to participate in assigned class activities will be counted absent for the day. Student who use smartphones in class, or who appear to be using smartphones (as determined by the instructor), will be marked absent for the day. Additionally, two tardies will be counted as an absence.

Student use of electronic devices is prohibited in class, unless prior approval from the instructor is granted. The use of a non-approved device, or the appearance of use (as determined by the instructor), will result in a recorded absence for the student for that day.

ENGL 2341 Academic Integrity Statement:

Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty:

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 instructor 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.

ENGL 2341.001

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. Students who submit plagiarized work (in part or in whole) will receive a grade of zero on that work. Further, students who allow their work to be plagiarized will also receive a zero on the work in question. Students who submit plagiarized work (in part or in whole) a second time, or who allow their work to be plagiarized a second time, will receive a grade of F for the course.

Some plagiarism is determined very objectively, that is to say, the instructor finds matching sequences of text (phrases, sentences, paragraphs) published by another author. Other plagiarism is determined more subjectively, that is to say, the instructor will evaluate the text's authenticity and originality. One tool the instructor may apply to determine authenticity and originality is comparing and contrasting the text to other work the student has generated in the class. This includes, but is not limited to, discussion, homework, quizzes, in-class writings, essays, and exams. Additionally, a meeting with the student to discuss the paper may be another tool the instructor employs to assess a text's authenticity and originality.

All texts that contain plagiarism will be presented to MCC's Coordinator of Discipline. The Coordinator may determine additional penalties.

* Click Here for the MCC Attendance/Absences Policy

(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.

ENGL 2341 Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Please refer to the Highlander Guide for the complete policy.

Students with recorded absences that equal or exceed 25% of the semester's scheduled classes will be withdrawn from the course. For a full semester class, <u>eight</u> absences exceeds the 25% plateau. For a summer class, <u>five</u> absences exceeds the 25% plateau. For a minimester class, three absences exceeds the 25% plateau

ENGL 2341.001

Students who fail to attend three consecutive classes (two consecutive classes in a summer or minimester session) without communicating valid reasons (as determined by the instructor) in writing for each absence will be withdrawn from the class.

ENGL 2341.001

McLennan Community College

Guidelines for Avoiding Plagiarism

Plagiarism is the intentional—or unintentional—use of someone else's work without adequate documentation. Whenever writers want to include another's ideas, key terms, or copied text into their own papers, they must always use that borrowed information accurately and ethically.

Documentation, an agreed upon style of providing credit to others' work, is necessary in order to avoid plagiarism. Plagiarism is a serious offense in college-level writing, for it is intellectually dishonest, robbing authors of their property.

All documentation styles include internal citations, a works cited list, and **quotation marks** around copied terms and information.

To consider: As we would never borrow one of our neighbor's possessions without asking permission, we should never use someone's words or ideas without permission. Correctly documenting someone else's material permits us legal use of words and ideas not belonging to us.

It should be obvious that buying papers, using someone else's papers, and similar activities are plagiarism at its worst.

Each instructor will determine penalties for plagiarized work.

Tip: As many documentation styles exist (MLA, APA, and Chicago are used in colleges and universities), be certain to ask your professor which type of documentation style is required for the class.

Document when

- You use someone's ideas from any traditional or web source
- You copy sentences and phrases from a source
- You copy a key term from a source
- You use information from an interview or survey
- You copy pictures, charts, and diagrams from sources
- You use information you did not originate



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.