

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

## **AND**

## **INSTRUCTOR PLAN**

**ENVIRONMENTAL SCIENCE I (LECTURE)**

**ENVR 1301.01**

**MICHAELA R. MCCOWN, M.S.**

**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.

# ENVIRONMENTAL SCIENCE I

ENVR 1301.01

## **Course Description:**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. May or may not include a laboratory. Semester Hours 3 (3 lec).

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

None

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

Must be able to view Brightspace on a regular basis and open either PPTX and DOCS files or PDF files without problem. Should also check email on a regular basis for updates on the course. Will need to be able to access Brightspace to access materials to complete online assignments. Because of this, students must have a reliable Internet connection.

### **\*\*\*INSTRUCTOR NOTE:\*\*\***

Do not submit any file types other than: PDF, DOCS, JPEG, or MOV files. Any other file types cannot be opened by the instructor and will not be accepted.

## **Instructor Information:**

Instructor Name: Michaela R. McCown

MCC E-mail: mmccown@mclennan.edu

Office Number: 254-299-8846

Office Location: Faculty Office Building 211

Office/Teacher Conference Hours (in person or via Zoom, but please let me know in advance that you are coming): M/W 11 am – 1 pm or by appointment

### **\*\*\*INSTRUCTOR NOTE:\*\*\***

When contacting your professor by email for this course, you must follow these guidelines:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with your course and section number
3. Use your MCC student email address – external email addresses may be caught by the spam filter.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx). Work will not be accepted by email unless specifically requested by the professor.
5. Allow for 24 hour turnaround for a reply to your email during week days, and 48 hrs on weekends.

Failure to do any of the above may result in your professor not seeing or reading your email.

## **Required Text & Materials:**

**Title:** Engaging in Environmental Science, Part I

**ISBN:** 9781774943328

**Author:** McCown, Fagner, & Turner

**Publisher:** TopHat

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YOU DO NOT NEED TO PURCHASE THIS BOOK, it was included in your course fees. Our course is Inclusive Access and these materials are provided to you through our Brightspace course shell. If asked to provide payment, please contact me BEFORE you proceed. You can opt out of Inclusive Access by following directions provided to you by the bookstore.

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

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

Lectures, objective quizzes and exams, class discussions, written reports, alternative assignments.

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

Upon successful completion of this course, students will:

1. Recognize, describe, and quantitatively evaluate earth systems, including the land, water, sea, and atmosphere, and how these function as interconnected ecological systems.
2. Assess environmental challenges facing humans caused by their interaction with the physical and biological environment (e.g., population growth, energy resources, food production, pollution, water and resource use).
3. Acquire a scientific vocabulary and critical thinking skills related to environmental science.
4. Assess the effectiveness and feasibility of environmental policy and its impact.

### **Other specific Student Learning Outcomes and Core Objectives include:**

- A. Critical thinking assignments that focus on scientific knowledge related to problems involving energy and the environment;
- B. Assessing communication skills through quizzes and assignments that are largely written, while lectures gravitate toward visual components, and class discussions guarantee students' oral interactions when introducing the physical sciences at a collegiate level;
- C. Empirical/quantitative assessments through lectures that allow students to see examples of specific case studies, research, and current events that pertain to data collection, analysis, and the scientific method as they pertain to energy problems and solutions; among other environmental topics like sustainability and resource management.

### **Course Location and Class Meeting Times:**

This is a face to face course and will meet during scheduled class times on Monday and Wednesday. A student's attendance is measured by the class attendance and completion of the weekly assignment. If a student has reservations about coming to the in-person meetings due to COVID-19, she/he should consider instead registering for an online section of the course or should notify the instructors by email and attend the instructors' next scheduled virtual office hour to discuss their situation.

**COVID-19 Specific Guidelines:** Students will adhere to the MCC COVID Response Plan. A student shall not come to the classroom if any of these situations occur: 1) she/he exhibits any symptoms of

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COVID-19; 2) she/he has come in contact with a COVID-positive person within the last 14 days; 3) she/he tests positive for the virus; or 4) other specific circumstances outlined in the MCC COVID Response Plan. Let us work together to reduce the spread of COVID-19.

If any of these circumstances arise, the student will inform the instructor that they need to complete their classwork online in addition to self-reporting to MCC utilizing the following website: [https://mclennan.col.qualtrics.com/jfe/form/SV\\_9FiKfG5D85livQN](https://mclennan.col.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN)

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

This is the general class schedule for the semester. The class week starts on Monday at 12:01 am and ends on Sunday at 11:55 pm CST starting on Monday, 1/09/2023. All assignments other than exams will be due at the end of the class week. The daily class schedule is located in Brightspace. Any changes to the schedule will be announced in class and posted on Brightspace.

	<b>Topics Covered</b>	<b>Objectives</b>
1	Introduction, Chapter One (Intro to Environmental Science), Quiz 01	1, 2, 3, 4
2	Chapter Two (Ecology and Energy), Quiz 02	1, 2, 3, 4
3	Chapter Three (Evolving, Adaptations, and Extinctions), Chapter Four (Succession and Biomes), Quiz 03	1, 2, 3, 4
4	Chapter Five (Biogeochemical Cycles), Exam One	1, 2, 3, 4
5	Chapter Six (Populations & Urbanization), Chapter Seven (Ecotoxicology and Disease), Quiz 04	1, 2, 3, 4
6	Chapter Eight (Energy Consumption), Chapter Nine (Climate Change & The IPCC), Quiz 05	1, 2, 3, 4
7	Chapter Ten (Climate Change Effects), Climate Change Deliberation Quiz 06	1, 2, 3, 4
8	Exam Two	1, 2, 3, 4
9	Chapter Eleven (Environmental Legislative History), Chapter Twelve (Environmental Agencies), Quiz 07	1, 2, 3, 4
10	Chapter Thirteen (Public Lands, Land Trusts, & World Heritage Sites), Chapter Fourteen (Sources of Pollution), Quiz 08	1, 2, 3, 4
11	Chapter Fifteen (Environmental Justice), Exam Three	1, 2, 3, 4
12	Chapter Sixteen (Alien & Invasive Species), Chapter Seventeen (Endangered Species & Migratory Birds), Quiz 9	1, 2, 3, 4
13	Guest Presenter, Chapter Eighteen (The Yellowstone Wolves), Quiz 10	1, 2, 3, 4
14	Chapter Nineteen (Ancient Climate Change & Extinction Events), Chapter Twenty (Environmental Empowerment), Quiz 11	1, 2, 3, 4
15	Documentary, Exam Four	1, 2, 3, 4
16	Final Exam, Grades finalized and submitted	N/A

#### **Course Grading Information:**

Exams: 45% (four unit exams, a cumulative final, and SI Sessions)

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Quizzes: 40% (11 quizzes, lowest grade dropped)

Other assignments: 15% (may include discussions, participation, and end of chapter questions)

The grade scale used in this course is: A = 90 – 100%; B = 80 – 89%; C = 70 – 79%; D = 60 – 69%; F = ≤59%. Grades are kept on Brightspace under Grades tool, on the main menu.

**Exams:** Exams represent a total of 45% of the final course grade for ENVR 1301. The class includes four unit exams and a cumulative final. The unit exams will consist of 28 multiple choice questions and 3-4 short answer questions from the unit. The cumulative final will include multiple choice questions from all chapters. **No notes or external resources are permitted to be used on exams.** Exams will be taken in class but will be administered electronically using Brightspace and Lockdown Browser.

**Supplemental Instruction (SI)** sessions will review material presented in lecture and allow students to set aside time to study the material in a group session. Students will receive 15 pts per week for attending SI sessions (up to 105 pts per semester), which means students have to attend 7 sessions spread across 7 different weeks in order to receive full credit for this assignment. SI sessions will be offered in person and on Zoom at various times throughout each week. Students will not receive full credit for a session if they arrive late, are not participating, or have to leave early. The SI schedule will be posted in Brightspace the first week of class – if students are not able to attend any SI session, they must notify the course instructor the first week of class so alternative arrangements can be made. If an individual does not participate in the availability poll during the first week of class to determine when the SI sessions are scheduled, they will not receive alternative arrangements if they end up having a scheduling conflict. Attendance and participation in the SI sessions will count as a grade that is equivalent to an exam grade in the course. The lowest exam grade, which may include any exam or the SI grade, will be dropped at the end of the course.

**Quizzes:** There will be a total of 11 quizzes during this session, the lowest of which will be dropped at the end of the semester. There are no time limits on quizzes; but, be sure that they are completed by 11:55pm on the specified nights when they are due. In the event of essay and short-answer questions, simply repeating two or three words from the notes will not suffice—I want to know that you grasp the concepts we discuss in my class. You are permitted to use your notes on all quizzes. I allow you the opportunity to attempt each quiz twice. Once finished, the quiz will not show you the correct answers; instead, you must reevaluate and find the correct answers on your own before you retaking the quiz again. The objective of these quizzes is to encourage critical thinking and provide students with the opportunity to take the material to heart—not simply memorize it for a few hours. If you retest and score lower on your second attempt, the higher of the two grades will be the grade automatically recorded and used by Brightspace. I believe that two opportunities to take a quiz (with your notes) should provide anyone (who does the required work) with the means to ace every quiz in the course. However, because of the fact you can use your notes and may retake a quiz:

**THERE ARE NO RESETS OR REOPENING OF QUIZZES UNLESS YOU HAVE AN EXCUSED ABSENCE.**

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Typically, when students used to ask me to reset a quiz, it was because of a computer error. Because of this fact, keep in mind these tips:

1. If the computer freezes on your first quiz attempt, you need to change computers before beginning your second attempt. I understand that technology does not always work properly but you should have a backup plan for when/if that technology fails you for the second attempt.
2. I highly recommend using the MCC library computers for quizzes, because they often prove the most dependable in an online testing environment. If you only have access to one computer, you need to designate an alternative computer, as soon as possible, to use as a backup before beginning to take quizzes in this course.
3. You will receive a zero when you do not record a quiz grade by the specified time.
4. A quiz listed as “In Progress” at/after the deadline will result in a grade of zero for that quiz.
5. With regards to last-minute assignments please remember the old adage: Failure to plan on your part does not constitute an emergency on my part.
6. If/When Brightspace goes down during a crucial time, issues will be dealt with when Brightspace comes back online. Due dates may be adjusted to reflect any changes.

**Other assignments:** Students will receive a grade for their participation in discussion sessions during class and for participating in a class deliberation event. Students will also be required to complete chapter reflection questions at the end of each chapter. These questions are located in TopHat and students will be required to complete the questions by the due date for each chapter. Completion of chapter questions will count for a completion grade and will be pulled as a single grade into Brightspace at the end of the course. It is recommended that students read the chapter and complete the end of chapter questions prior to when that chapter is covered in class. Class discussions will be based off of the end of chapter questions and participation in class discussions will account for a portion of student's grade in the class.

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

I do not accept late work because students will have plenty of time to properly complete the various required assignments and all assignments will be completed online. The lowest quiz grade will be dropped.

If a student becomes incapacitated during the course of the semester and is unable to complete their work, please communicate with me before the assignment deadline so we can make alternative arrangements.

#### **MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and the 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

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course grades. Any student caught sleeping during lecture may be marked absent or dismissed from class.

In this course, a student is marked absent when she/he fails to attend class on scheduled class days. Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence will count toward attendance requirements in each course. 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. Also, the instructor 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 instructor of the reason for an absence and to do so in a timely fashion. McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

**Any student who does not drop him/herself before March 23, and exceeds absences greater than 25% of the the scheduled courses, will stay enrolled in the course and receive the grade she/he earns.**

**\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

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

#### **Preferred/Chosen Names and Pronouns for Students:**

The instructor values the importance of calling students by their preferred/chosen names and pronouns. If students would like to submit this information, students may do so by either completing the form at <https://www.mclennan.edu/admissions/docs/Student-Admission-Change-Form-2022.pdf> or by going to [Self Service](#) and selecting User Options, User profile, and Edit Personal Identity.

The instructor strives for accuracy in referring to students by their preferred/chosen name and pronouns in class and requests that notification is provided to the Instructor by email so the instructor is aware of the change and can begin using the preferred/chosen name and pronouns. For changes that occur in the course of the semester, the instructor asks for grace for inadvertently calling a student by the wrong name or pronouns. Should this occur, please respectfully correct the instructor.

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

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 educational opportunity. Students talking during class without raising their hand may be asked to step out of the classroom in order to allow for maintain an environment conducive for learning in the classroom.

Any student who is found guilty of academic dishonesty such as cheating, plagiarism, or collusion on any problem on an assignment, quiz, test, (etc.) will receive zero for the activity in which the offense occurred and will be reported to the office of Student Development. Plagiarism may include the use of ideas, research, or sentence structure without giving proper credit to the creator.

### **\*\*\*INSTRUCTOR NOTE:\*\*\***

**THERE IS ZERO TOLERANCE FOR CHEATING, COLLUSION, AND/OR PLAGIARISM ON ANY TYPE OF ASSIGNMENT IN THIS COURSE.**

Often, in particular on short-answer questions, the instructor understands that students seek outside, scholastic material to locate additional information on various topics. However, be sure that you realize that you cannot simply copy something and pass it off as your answer.

If a student is unsure as to what constitutes cheating/plagiarism, he/she needs to ask for clarification before submitting an assignment. When applicable, it is a student's obligation to verify the authenticity of his/her work through proper citations. Unless expressly stated otherwise in the assignment instructions, all assignments are to be completed independently and should reflect one's own work. Working with other students or other individuals on an assignment without instructor permission is considered collusion and cheating.

On occasion, two students in this course may share a common bond such as sharing a living space or being involved in the same collegiate or other organizational entity enroll in the same course. Students who share a common bond need to be sure their assignment work is clearly their own. It is recommended that students discuss their situation with the instructor at the beginning of the course about this issue and identify that they have a common bond.

### **\*\*\*INSTRUCTOR NOTE:\*\*\***

Deviation from any of the aforementioned course policies, will result in the following penalties:

**1<sup>st</sup> Offense:** Written warning from the instructor, a zero grade issued for the activity in which the offense occurred, and a report made to Student Discipline

**2<sup>nd</sup> Offense:** Report made to Student Discipline and will receive a failing grade in the course.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**



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The link above will provide you with information about academic integrity, dishonesty, and cheating.

#### **Other Important Information:**

1. If you are having trouble accessing the lectures or with Brightspace in general, call the MCC Help Desk at 254-299-8077 or email them at [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu)
2. The instructor has the power to provide additional credit for assessing a student's knowledge, skills, and abilities, as pertaining to the course and course material, on a case-by-case basis (both individually or collectively).
3. The instructor has the power to make adjustments to testing locations and questions, as he deems fit.
4. This syllabus is a living document and, at any time, the instructor reserves the right to amend this syllabus for the benefit of the class to counter unforeseen issues.
5. Times are enforced in Central Standard Time.

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Updated 11/04/2022

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## **ACADEMIC RESOURCES/POLICIES**

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

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

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-299-  
8122  
Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

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

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

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

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

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

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

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.