

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN  
INTRODUCTION TO ETHICS  
PHIL – 2306 - 26  
DR. AMY ANTONINKA  
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.

.AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2023

## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

### **Course Description:**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

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

None

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

The content of this course is designed for you to develop and understand yourself, your world, your commitments, your values, and how they fit together and potentially lead to living an examined life.

This course explores three major approaches to Ethics: Consequentialism, Deontology, and Ethics of Care. As we explore these theories, you will also be exploring an ethical question that you find important. As you progress, you will be working out your own response to that question as well as the responses each theory would give. By the end of the semester, if you keep up with the work and assignments, you will have a grounding in the ethical theories, their implications in general and as they relate to your question, and a well-reasoned research essay response to your question.

This course uses a flipped-classroom format. You will be expected to do your reading, free-writes, and watch video lectures before you come to class. We will work on essays and have discussions during our face-to-face classes.

### **Instructor Information:**

Instructor Name: Dr. Amy Antoninka

MCC Email: [aantoninka@mclennan.edu](mailto:aantoninka@mclennan.edu)

Office Phone Number: 254 299-8939

Office Location: MAC 333

Office/Teacher Conference Hours: MW 10-12:30, T 11-12, and by appointment

Other Instruction Information: My preferred contact method is email. Please use your MCC email when you correspond and don't forget the third "n". This will ensure that your email goes through and does not get sent to "Junk Mail." Please put the course name and section number in the subject line of any email you send. I will do my best to respond to emails in a timely fashion. I anticipate that means I will respond within 24 hours of your initial email, Tuesday through Friday. Please anticipate a potentially longer waiting time for a response over the weekends or holidays.

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

*All readings are posted to Brightspace (hereafter Br). They are in the weekly modules, under the Table of Contents.*

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

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

*Video lecture, discussions, projects, written reports/papers, inquiry, reflection, thoughtful engagement, and video "quizzes."*

# INTRODUCTION TO ETHICS

PHIL – 2306 – 26

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

*Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.*

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Social Responsibility (SR)** -- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

## Learning Outcomes

*Upon successful completion of this course, students will:*

1. *Read, analyze, and critique philosophical texts.*
2. *Demonstrate knowledge of key concepts, major arguments, problems, and terminology in philosophy.*
3. *Present logically persuasive arguments both orally and in writing.*
4. *Demonstrate critical thinking skills in evaluation and application of philosophical concepts to various aspects of life.*
5. *Evaluate the personal and social responsibilities of living in a diverse world.*

## **Course Outline or Schedule:**

***The schedule is subject to change at the discretion of the instructor.*** *If there is a schedule change, an announcement will be made in class and/or posted to Brightspace.*

*Readings are to be completed before you watch the video lectures (Note that the videos contain "quizzes." You will complete your free writing in the video and respond to short answer questions that give you time to reflect. The reflective pauses are to help you process the readings and to help you gather ideas for the discussions and essays.) For all discussions, if you complete the prerequisite work and participate in the in-class discussion, you do not need to complete the online discussion. If you did not complete some of the work for class discussion or if you are unable to attend class for the discussion, you may complete the online discussion instead. You must complete the required reading, free-write, and videos in order to participate in the discussion.*

*This schedule will also appear on Brightspace under Content, with the relevant materials (documents, videos, links to assignments, discussions, instructions, etc.) hyperlinked and provided in the modules underneath the description. This course is set up in weeks. Complete the work in the order presented. (In general, this means, read, free-write, watch the videos, then complete the discussion. For weeks when you are working on an essay this will change.) I encourage you to navigate Brightspace via the Table of Contents, it will help you complete the work in the correct order.*

## WEEK 1: January 9-15

# INTRODUCTION TO ETHICS

PHIL – 2306 – 26

- *TOPIC*: What is Ethics? Who are we? Introductions to Ethics, the course and one another
- Introduction video
- *READINGS*: Syllabus; Hannah Arendt, “Thinking and Moral Considerations”
- *VIDEO QUIZ*: Arendt: Thinking and Moral Consideration (complete free write and quiz in the video.)
- *DISCUSSION 1*: Ethics and Arendt, in class on Thursday or online if you miss class or did not complete work required for in-class discussion.

JANUARY 16, DR. MARTIN LUTHER KING JR. HOLIDAY

WEEK 2: January 17-22, *Unit 1 Consequentialism*

- *TOPIC*: How does virtue lead to happiness?
- *READINGS*: Aristotle, *Nicomachean Ethics*
- *VIDEO QUIZZES*:
  - Aristotle part 1 (contains free write and “quiz”)
  - Aristotle part 2 (contains “quiz”)
  - Aristotle part 3 (contains “quiz”)
- *DISCUSSION 2*: Aristotle, in class on Tuesday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: *Choosing* a topic for the essay; Ms. Kramer, our research librarian. *N.B., we will meet with her in the library, LTC 318 on Thursday*

WEEK 3: January 23-29, *Unit 1 Consequentialism*

- *TOPIC*: How can we achieve the greatest good for the greatest number?
- *READINGS*: John Stuart Mill, *Utilitarianism*
- *VIDEO QUIZZES*:
  - Mill (contains free write and “quiz”)
- *DISCUSSION 3*: Utilitarianism, in class on Thursday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: *Locating* contemporary sources, Ms. Kramer, our research librarian. *N.B., we will meet with her in the library, LTC 318 on Thursday.*
- *Part 1 of Research Project due by 11:59 PM Sunday*

WEEK 4: January 30-February 5, *Unit 1 Consequentialism*

# INTRODUCTION TO ETHICS

PHIL – 2306 – 26

- *TOPIC*: What other ways can we look at Consequences?
- *READINGS*: Nussbaum, "Beyond Anger;" Singer, *The Most Good You Can Do*
- *VIDEO QUIZZES*:
  - Nussbaum (contains free write and "quiz")
  - Singer 1 (contains free write and "quiz")
  - Singer 2 (contains "quiz")
- *DISCUSSION 4*: Consequentialism.
- *RESEARCH ESSAY WORK*: Work on *Part II*, Unit 2 of research essay. We will meet in the LTC on Thursday.

## WEEK 5: February 6-12, *RESEARCH ESSAY WORK WEEK*

- We will meet in the LTC this week.
- Complete Part II, A, 1-5 of the research essay for Unit 1. See Semester-long Paper Description. Due Sunday February 19 by 11:59 PM

## WEEK 6: February 13-19, *Unit 2 Deontological Ethics*

- *READING*: Immanuel Kant, *Fundamental Principles of the Metaphysic of Morals* (excerpts)
- *VIDEO QUIZZES*: Deontology and Kant (contains free write and "quiz")
- *DISCUSSION 5*: Kant, in class on Tuesday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: Start *Part II*, Unit 2 of research essay. We will meet in the LTC on Thursday. Part II, A 1-5 Due Sunday by 11:59 PM.

## WEEK 7: February 20-26, *Unit 2 Deontological Ethics*

- *READING*: Simone Weil, *The Need for Roots*
- *VIDEO QUIZZES*: Weil (contains free write and "quiz")
- *DISCUSSION 6*: Weil, in class on Tuesday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: Continue work on *Part II*, Unit 2 of research essay. We will meet in the LTC on Thursday.

## WEEK 8: February 27-March 5, *Unit 2 Deontological Ethics*

- *READING*: Seyla Benhabib, "The Right to Have Rights" and Dame Iris Murdoch, "The Sovereignty of the Good"

### VIDEO QUIZ: Benhabib and Murdoch (contains free write and "quiz")

- *DISCUSSION 7*: Benhabib and Murdoch, in class on Tuesday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: Continue work on *Part II*, Unit 2 of research essay. We will meet in the LTC on Thursday.

## SPRING BREAK MARCH 6-12

## WEEK 9: March 13-19, *RESEARCH ESSAY WORK WEEK*

## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

- We will meet in the LTC this week.
- Complete Part II, A, 1-5 of the research essay for Unit 2. See Semester-long Paper Description. Due Sunday by 11:59 PM

### WEEK 10: March 20-26, *Unit 3 Ethics of Care*

- *READINGS*: Carol Gilligan, “Hearing the Difference;” Virginia Held, “Meshing Care and Justice;”
- *VIDEO QUIZZES*:
  - Gilligan (contains free write and “quiz”)
  - Held (contains free write and “quiz”)
- *DISCUSSION 8*: Gilligan and Held, in class on Tuesday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: Start *Part II*, Unit 3 of research essay. We will meet in the LTC on Thursday.

### WEEK 11: March 27-April 2, *Unit 3 Ethics of Care*

- *READINGS*: Nel Noddings, “Moral Education in an Age of Globalization;” Eva Feder Kittay, “Ethics of Care, Dependence and Disability”
- *VIDEO QUIZZES*:
  - Noddings (contains free write and “quiz”)
  - Kittay (contains free write and “quiz”)
- *DISCUSSION 9*: Noddings and Kittay, in class on Tuesday or online if you miss class or did not complete work required for in-class discussion.
- *RESEARCH ESSAY WORK*: Continue work on *Part II*, Unit 3 of research essay. We will meet in the LTC on Thursday.

### WEEK 12: April 3-9, *RESEARCH ESSAY WORK WEEK*

- We will meet in the LTC this week.
- Complete Part II, A, 1-5 of the research essay for Unit 3. See Semester-long Paper Description. Due Sunday by 11:59 PM

### WEEK 13: April 10-16, *RESEARCH ESSAY WORK WEEK*

- We will meet in the LTC this week.
- Complete Part III, A and B
- Submit good draft of final essay to SmarThinking by Friday

### WEEK 14: April 17-23, *RESEARCH ESSAY WORK WEEK*

- We will meet in our regular classroom this week.
- Submit SmarThinking response to Brightspace by class-time Tuesday.
- *PEER REVIEW*: Bring SmarThinking response to class on Tuesday for peer review.

### WEEK 15: April 24-30

## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

- *REVISING AND EDITING:* Continue implementing feedback from SmarThinking, check for grammar and mechanics and for clarity, precision, and conciseness. Make corrections as needed.
- Work on Presentations
- Presentations start on Thursday in class. (If you are a graduation candidate you will need to present on April 26.)
- *FINAL ESSAY DUE BY 11:59 PM SUNDAY*

### WEEK FINALS: May 1-4

- Presentations continue on the day of our final in class. (If you are a graduation candidate you will need to present on April 26)

### **COURSE GRADING INFORMATION:**

Below you will find information related to the assignments and assessments in this course. The assignments are designed to engage you in many levels of thinking and reasoning. Analysis, application, synthesis, and evaluation presuppose basic knowledge and comprehension of the material. The assessments in this course will focus mostly on analysis, application, synthesis, and evaluation. With this in mind, we will not have any “objective” assessments. Instead, we will use assignments that provide a means of exploring, developing, applying, and presenting what we know, understand, and come to understand more deeply. Descriptions of the assignments are below. You will find further information on Brightspace.

Philosophy is about thinking about thinking. One important way to organize your thoughts and think more clearly happens through writing. We will do a significant amount of writing over the course of the semester. When submitting your writing be sure that you have proofread well. Spelling and grammar count on everything you turn in for the class.

The information below contains general ideas about completing the work. Go to Brightspace for more specific information.

### **VIDEOS AND ATTENDANCE:**

The videos are required, and they contain a free write and a “quiz” to keep you accountable for watching them. The videos provide context and background information about the readings and discuss important philosophical themes in the readings. Reading philosophy can be challenging. These videos will help you understand the material in more philosophical ways and help lead you to think more about the themes in them.

**FREE WRITINGS:** Most weeks, free writings will be due. Free writing is a way for you to think through and reflect on what you have read and what it leads you to. After you have completed the reading for the week, go to the video that accompanies it. Start the video, and when prompted, set a timer for 5 minutes. During those 5 minutes, write without stopping in the dialog box the video provides. Write whatever comes to your mind about the required reading material without editing, revising, or critiquing. If you get stuck, write new questions that arise from the topics of the reading.

This is a completion assignment. You will receive full credit for posting your free-write so long as it gives evidence that you read the material assigned. Completing this assignment will help you make sense of the videos, provide a body of research for your essays, and an opportunity to document your thinking about the readings.

## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

**THE SHORT ANSWER QUESTIONS** are an opportunity to clarify for yourself your philosophical commitments. They are not intended to tell you what to think about the readings. Instead, they are intended to help you process the philosophical ideas in the readings and start formulating your own ideas.

You are required to answer the questions. Engagement with the videos will help you complete your work, participate meaningfully in discussions, and expand your thinking.

You will receive a grade based on the number of videos you watch, the number of free writings and questions you respond to meaningfully.

### **DISCUSSIONS**

For this assignment, complete the steps above. Then you should reread the material with close attention to detail. Look for the overall argument and for themes. Pay attention to the ways in which the author discusses ethics. Look at how the author is developing support for her or his view. Once you've read watch the video(s) and complete the free write in the video along with the short answer questions. They will help prepare you for the discussion. Bring your notes with you to class.

You can participate in the in-class discussion **only if** you have completed the reading(s), free-write, and video(s). You will receive full credit for the discussion if you are listening actively and contributing meaningfully. If you are engaged in activities unrelated to the discussion (e.g., personal conversation, surfing the internet, using your mobile device, working on homework for another class, etc.) your discussion grade will be reduced by a letter for each infraction.

You will receive full credit for active participation in the discussion. This may take the form of active listening or making meaningful contributions to the discussion. Philosophy works best through conversation with informed and thoughtful interlocutors. You will all be informed and thoughtful by doing the predatory work. You may be called on to answer a question so please bring your responses to the videos' short answer questions with you.

If you are unable to be in class or if you have not completed all the work required to participate in the in-class discussion, you may complete the online discussion. You will need to complete the required work first and then the online discussion. You need to complete your initial post to the online discussion by 11:59 PM on the day of the in-class discussion. You need to respond to at least two other posts by Sunday of the same week. The topics for the discussion board are on Brightspace. Most weeks you will have a discussion due.

If you have not completed the required work for three in-class discussions, you will be required to set up an appointment with me to discuss how you plan to get your work completed on time. Failure to do so will result in a lowered discussion grade. You will also lose points for engaging in activities other than discussion. If you are on your portable device, sleeping, engaged in work for another class, or otherwise mentally absent, your discussion grade will be deducted.

### **SEMESTER-LONG RESEARCH PROJECT:**

*Overview:* Over the course of the semester, you will pick a research topic and research it through theoretical lenses. We will look at three major approaches to Ethics: Consequentialism, Deontology, and Ethics of Care. These theories offer different ways to be moral, do what is right, and live a Good Life. These theories also offer different perspectives on contemporary ethical and social issues.



## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

Likely, you have a question that concerns you, about which you may be passionate even. This research project provides an opportunity for you to dig deeper into the issue, uncover a variety of potential answers to the question, and formulate your own arguments about what you think the right answer is.

Below you will find an outline of the process. Refer to the more specific description on Brightspace as you work on each part.

**Part I:** Choosing and researching a contemporary social/political issue that is important to you. You will choose a topic that you are interested in working on for the whole semester.

- Submit Part I by 11:59PM January 29

**Part II:** Identifying what theorists have to say about your question.

- Unit 1, Consequentialism, submit your work for Part II by 11:59 PM February 12
- Unit 2, Deontology, submit your work for Part II by 11:59 PM March 19
- Unit 3, Ethics of Care, submit your work for Part II by 11:59 PM April 9

**Part III and IV:** Putting it together.

- Part A will be due April 16
- Submit Part B to SmarThinking by April 16. Bring the response you receive from SmarThinking to class for Peer Review April 18
- Submit the peer review your partner completed for your essay and the SmarThinking feedback you received with the Final Draft of your essay to Brightspace by 11:59 PM April 30.

**Part V:** Presentations will be in class during the last two weeks of the semester (the last week of regular classes and on the day scheduled for the final). You must attend all the days of presentations. Your presentation score will be deducted one letter grade for each day of presentations you miss.

*N.B., I have allotted time for you to move from a nascent idea to a draft to a final essay. Thinking and writing are deliberative processes that need time, good editing, and revision. Please make sure you complete all the steps as outlined. Also, if you do not make improvements to your essay over the draft you cannot receive higher than a C on the final essay. This essay will be submitted to Turnitin, plagiarism detection software.*

### **SUPPLEMENTAL INSTRUCTOR:**

We will have a Supplemental Instructor for this course. Our SI will offer weekly sessions to help you with the material for the course. You are required to attend 5 sessions over the course of the semester. You are encouraged to attend each week. You will receive a bonus for each session over 5 that you attend.

### **POINTS DISTRIBUTION**

<i><b>Assessment Tool</b></i>	<i><b>Breakdown of Work</b></i>	<i><b>Percentage of Final Grade</b></i>
<i>Videos Free Writes and Short Answer</i>	<ul style="list-style-type: none"><li>• Free writes 50%</li><li>• Video short answers 50%</li></ul>	20%
<i>Discussions</i>	Average of grades over course of semester	20%

## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

<i>Semester-Long Research Project</i>	Part I = 10% Part II = 30% <ul style="list-style-type: none"> <li>• Unit 1 = 10%</li> <li>• Unit 2 = 10%</li> <li>• Unit 3 = 10%</li> </ul> Part III = 50% <ul style="list-style-type: none"> <li>• Part A.= 7.5%</li> <li>• Peer Review and SmarThinking = 7.5%</li> <li>• Final Essay=35%</li> </ul> Presentation = 10%	50%
<i>Attendance</i>		6%
<i>Supplemental Instruction</i>	Based on the percentage of sessions attended	4%
<b>Total</b>		100%

### Grading scale:

1000-899.5	A
899.4-799.5	B
799.4-699.5	C
699.4-599.5	D
599.4-0 F	

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

#### **Late Work and Make Up Work**

Please keep me informed of excused absences. You will be able to make up the work you missed in such a case. Your missing work will need to be completed within one week of your return. If you miss for another reason, you may turn in work late for partial credit. You will receive a minimum of 11% fewer points on the make-up work. If your work is later than 2 weeks, you will receive a minimum of 21% fewer points, and 31% fewer if three weeks late. I will not consider work later than that until the end of the semester. If, at the end of the semester, you are close to moving up a grade (approximately 2.5 percentage points or fewer from moving to the next higher letter grade) I will consider your make-up work as evidence that you deserve the higher grade.

#### **Attendance**

Your attendance grade will be based on the number of absences from class you have and the number of times you come late or leave early. I reserve the right to count you absent if you are mentally absent. Your Video and Attendance grade will be deducted 11% for every three absences (three late arrivals or early departures count as one absence). Excused absences will not count against this grade. In the event of an emergency, please contact me so we can arrange for you to make up your work.

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

Please, show respect for the fellow humans in your class, for their opinions and comments. In philosophy, this means that you should demonstrate the virtue of intellectual charity. Intellectual Charity is a method by which one seeks to gain understanding of another point of view by setting aside one's own preconceptions to better understand the other's position in the strongest and best

## INTRODUCTION TO ETHICS

PHIL – 2306 – 26

light. Only when you have understood another's point of view and acknowledged their rational basis may one critique the other's position.

You need not agree with your fellow philosophers (it would be quite boring if we all did), but you should show intellectual charity, and be courteous, logical, polite, and decorous in your expressions of these.

We will be discussing many controversial topics. What you have to say is important to our exploration of the subject, just as what others have to say is. Philosophy is best done in conversation where we respectfully acknowledge that. Though others may differ from us in opinion and belief, they have reasons for holding the positions they hold. Listening charitably to others is as important to your philosophical development as constructing and evaluating your own ideas.

### **Academic Integrity**

This class is designed to get you to do original work that explores your own views, beliefs, ideas, and thoughts. I have every confidence in you to do that. You will be voiding your own learning experience by shortcutting the process. If you are caught plagiarizing, you will receive a zero on the assignment. If you are caught a second time you will receive an "F" in the course. I am also required by college policy to report you.

I will use Turnitin to check for plagiarism on your unit work and on the final essay.

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

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

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

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Updated 11/04/2022

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## **ACADEMIC RESOURCES/POLICIES**

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

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

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

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

### **Title IX:**

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

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

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

**Student Support/Resources:**

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

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

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

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

**MCC Foundation Emergency Grant Fund:**

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

**MCC Academic Integrity Statement:**

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

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

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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

**Email Policy:**

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

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

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

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

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

**Forwarding Emails:**

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

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

**Disclaimer:**

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