



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Ethics for Social Service Professionals  
SCWK – 1303.01**

**David Fleuriet**

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.

**Course Description:**

**SCWK 1303 – Ethics for Social Services Professional:**

Ethical considerations based on social and human services standards. Including comparison of ethical codes, confidentiality, dual relationships, guidelines for web counseling, ethical considerations dealing with broadcast media, diversity, and multiculturalism.

Semester Hours 3 (3 lec.)

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

SCWK 1303 is offered fall and spring semester.

**Instructor Information:**

|                          |   |
|--------------------------|---|
| Instructor Name:         | David Fleuriet  |
| MCC E-mail:              | <a href="mailto:dfleuriet@mclennan.edu">dfleuriet@mclennan.edu</a>  |
| Office Phone Number:     | 254.299.8718  |
| Office Location:         | CSC E-129I  |
| Office/Conference Hours: | Mon/Wed 9:00-11:00; Tue/Thur 11:00-1:00<br>Fri by appointment<br>Use Zoom <a href="https://mclennan.zoom.us/j/953226028">https://mclennan.zoom.us/j/953226028</a> |

**Required Text & Materials:**

|            |   |
|------------|---|
| Title:     | <b><u><i>Issues and Ethics in the Helping Professions</i></u></b> |
| Author:    | Gerald Corey, Marianne Corey, Patrick Callanan                    |
| Edition:   | Tenth Edition - Enhanced  |
| Publisher: | Brooks/Cole, Cengage Learning                                     |
| ISBN:      | 978-0-357-67055-2   |

[MCC Bookstore Website](#)

**Methods of Teaching and Learning:**

All of the course material will be delivered via lecture, power point presentations, and short videos.

Students will be graded on each completed assignment. The average of the grades earned during the semester will determine the student's final grade. More information about the grading system is provided later in the syllabus.

\*All four (4) exams will be taken on Brightspace.\*

Grades will be posted via Brightspace for this course. Therefore, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

**Course Objectives and/or Competencies:**

Students will compare and contrast various codes of ethics as they relate to multicultural populations; explain meaning of dual relationships; identify exceptions to confidentiality; and discuss guidelines for web counseling practice and broadcast media.

By the end of the semester the student will be able to:

1. Compare and contrast various codes of ethics as they relate to multicultural populations.
2. Explain dual/multiple relationships and describe how they pose an ethical challenge to professionals
3. Identify exceptions to confidentiality along with the ethical and legal ramifications.
4. Discuss guideline for web counseling practice and broadcast media.
5. Identify their motivations for choosing the helping professions as a career.
6. Identify their values and life experiences and the influence they will have on their counseling career.
7. Identify ways of educating clients about their rights and responsibilities as partners in the therapeutic process.
8. Describe the ethical and legal aspect of professional competence and the education and training available for mental health professionals.
9. Explain the important role that supervision plays in acquiring the competence needed to fulfill their professional responsibilities.

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Since this is an introductory/survey course, these competencies will be evaluated through examinations designed to measure the student's acquisition of these competencies.

This course is part of the Mental Health Program. To view the list of program learning outcomes, go to the end of the syllabus and view Program Learning Outcomes for Selected Courses.

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. The learning objectives of this course have been linked to the SCANS Competencies and Foundational Skills. To view this report, go to the end of the syllabus.

**Course Outline or Schedule:**

The course is arranged in learning units based on the chapters of the text book. The following is a TENTATIVE schedule of these chapters and the primary topic for each. Circumstances may cause the schedule to be changes. If changes are necessary, they will be posted on the Course Announcements screen.

|            |  |
|------------|--|
| Chapter 1  | Introduction to Professional Ethics              |
| Chapter 2  | The Course as a Person and as a Professional     |
| Chapter 3  | Values and the Helping Relationship              |
| Chapter 4  | Multicultural Perspectives and Diversity Issues  |
| Chapter 5  | Client Rights and Counselor Responsibilities     |
| Chapter 6  | Confidentiality: Ethical and Legal Issues        |
| Chapter 7  | Management Boundaries and Multiple Relationships |
| Chapter 8  | Professional Competence and Training             |
| Chapter 9  | Issues in Supervision and Consultation           |
| Chapter 11 | Ethical Issues in Couples and Family Therapy     |
| Chapter 12 | Ethical Issues in Group Work                     |
| Chapter 13 | Ethical Issues in Community Work                 |

**Course Grading Information:**

Letter grades will be awarded based on the points earned on all of the assignments during the semester.

|       |   |                 |     |
|-------|---|-----------------|-----|
| Exams | 4 | 20 percent each | 80% |
|-------|---|-----------------|-----|

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|                               |   |  |             |
|-------------------------------|---|--|-------------|
| Project Paper                 | 1 |  | 20%         |
| <b>Total Possible Percent</b> |   |  | <b>100%</b> |

Grade Scale

| Letter Grade | A          | B         | C         | D        | F            |
|--------------|------------|-----------|-----------|----------|--------------|
| Total Points | 100% - 90% | 89% - 80% | 79% - 70% | 69% - 60 | 59% or Below |

I-Incomplete-this grade is given when a course is incomplete because a student's absence is caused by illness, or other reasons acceptable to the instructor, prevents the student from completing the required projects of the course. To be eligible, the student must have essentially completed the course. The work remaining should be of such nature as not to 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.

Withdrawal

Students who are considering withdrawing from a course are to contact one of the following, preferably in the order listed: instructor, program director, division chair or advisor. If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, **it is the responsibility of the student to see that the Change in Schedule Form is completed and submitted to [Highlander Central](#)**. (The instructor can also process a withdrawal from a course through WebAdvisor.) The student should check WebAdvisor to verify that the withdrawal was processed.

If, after the 60 percent point in the semester or term and after consultation between the student and the instructor, there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to [Highlander Central](#) or process a withdrawal through WebAdvisor as soon as possible or prior to the last class day of a semester or term. The student should check WebAdvisor to verify the withdrawal was processed. The effective date for withdrawing from a course is the date the withdrawal is processed.

Exams: *\*All exams are taken in Brightspace (Bs)\** There will be 4 exams during the semester, but the instructor reserves the right to vary this number as needed. Each exam will cover 3 chapters. Each exam will have 50 randomly selected multiple choice questions worth 2 points each. You must take each exam no later than the Sunday due date at 11:55pm. After this time the exam shuts off and you will not be able to access it. Your grade will be a zero (0) for that exam. This is a timed test and you will have 70 minutes to complete all of the questions. You

may take each exam two times if you so choose. Bs will keep the higher of the two grades. Make sure that you are ready to take the exam before you hit the **Begin** button. Once you do this, the clock will start and you will need to begin answering questions. \*If you go less than 5 minutes over the time limit, you will have 5 points deducted from your score; less than 10 minutes over the time limit you will have 10 points deducted from your score; 10 minutes or more over the time limit and you will receive a 0 as your score.\*

Project Paper: The project will be worth 100 points. See the project guidelines at the end of the syllabus. The project paper is due no later than the due date at 11:55pm.

It is expected that the paper you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

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

#### **Late Work**

Acceptance of last work is at the discretion of the instructor. Late project papers accepted will receive a 10-point deduction if turned in up to 3 days late, 20 points deducted if turned in up to 1 week late. Any project paper turned in after 1 week of the assigned date will receive a grade of zero (0).

All exams must be taken within the 70-minute time limit. \*If you go less than 5 minutes over the time limit, you will have 2 points deducted from your score; less than 10 minutes over the limit you will have 4 points deducted from your score; 10 minutes or more over the time limited and you will receive a zero (0) as your score..

Students missing one of the four (4) tests will be allowed to do one (1) make-up on Brightspace at the discretion of the instructor. Two attempts will be allowed. Fifteen (15) points will be deducted from the higher of the two attempts. After the one make-up, students missing a test will receive a zero (0) for that test.

\*\* It is acceptable to submit a project paper to me before the day it is due. This will prevent points from being deducted if you are unable to send it to me on the due date. \*\*

#### **Ethics**

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissed from the course. Examples of cheating include but are not limited to:

- Copying the work of another student
- Seeking excused absences/tardies under false pretenses
- Plagiarism (claiming as your own work the work of another)

### **Courtesy and Respect**

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

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

In general, 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. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](#)

### **Student Absences on Religious Holy Days**

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. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

\* [Click Here for the MCC Attendance/Absences Policy](#)

(<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.

## **Ethics for Social Services Professionals**

### **SCWK 1303 Project Paper Guidelines**

Each student will write a self-reflection paper on a specific topic. Your paper should reflect an understanding of the readings and your clear position on the issue. When writing your paper, you should consider yourself as a future counselor.

Your instructor will provide you with a list of topics for your paper. We will have a selection process in class to see which topic you will write your paper on.

You will also have a choice of dates to present your paper to the class.

During your presentation, you should describe the ethical questions to the class and present the information you found in the code of ethics for one of the professions you researched. You should also lead a brief class discussion on the ethical questions. For your presentation, you may use handouts, PowerPoint, videos, etc. if you choose. Or, you may do the entire presentation orally. Your choice. You may take up to 10 minutes for your presentation. The paper should be turned in at the time of your presentation - or you may e-mail it to your instructor on or before the due date.

Your paper should be at least 5 type-written, double-spaces pages. If it is less than 5 pages you will lose points. Use at least three resources (journal articles, books, etc.) and document the sources of your information in your Bibliography. The Bibliography needs to contain the name of the source, the author and the date of the article. You can access journal articles online through the MCC Library: <http://www.mclennan.edu/library/> (Article and books should have been written within the last 2-5 years.) (The Bibliography does not count as one of the 5 pages.) If you do not have a Bibliography you will lost points.

\**Wikipedia* **cannot** be used as one of your sources.\*

*\*One of your resources must be one of the 17 professional codes of ethics listed in our textbook or pages 33 – 34. You will need to choose one of these, look it up online, and find the section of that code that addresses the topic of your paper. This should be included in the body of your paper as well as the Bibliography.\**

Since this is not a formal research paper, I do not expect you to include citations, APA or MLA writing styles. However, I do expect you to write the entire paper in your own words. If you copy information word for word from the article and put it in your paper without saying that someone else wrote it, this is called **plagiarism**. If you do this you will fail the assignment.

Spelling and grammar will be a part of your grade. I expect everything to be spelled correctly. It is a good idea to have someone proof-read your paper – Spell Check will not catch all of the mistakes. I will be looking for complete sentences. Also, please do not use contractions in a paper like this.

### **Extra Credit Option**

Working in the Social Work or Mental Health professional requires the ability to communicate clearly and effectively in written format. This can take the form of admission reports, daily progress notes, case summaries, case reviews, discharge summaries, etc. Your performance on the job will be evaluated not only on your direct contact with clients, but also in how well you write.

With that in mind, you may earn 5 extra points on your written project paper for this course by going to the Writing Center and taking advantage of one of their tutorials on a topic of our choosing. Or you may choose to have them look at your paper before turning it into our instructor. This would give you the opportunity to make any corrections that they may suggest. The Writing Center staff will provide you with documentation that you participated in their services. You will need to turn this documentation in to your instructor when you turn in your completed written project paper.

If you are not able to come to campus, you may still earn this extra credit by emailing a draft of your paper to the Writing Center. They will then return the paper to you with feedback. When you submit your final paper to your instructor, you will also forward the email from the Writing Center as verification that you participated in their services.

The phone number for the writing Center is 254.299.8356.

The email address is: [ast@mclennan.edu](mailto:ast@mclennan.edu)

**2022-2023**

**Statement of Work Place and Foundation Competencies**

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

**Mental Health Programs**

**COMMON WORKPLACE COMPETENCIES**

|                                      |   |
|--------------------------------------|---|
| <b>Manager Resources:</b>            | Time / Money / Materials / Space / Staff  |
| <b>Exhibit Interpersonal Skills:</b> | Work on teams / Teach others / Serve customers / Lead work teams /<br>Negotiate with others   |
| <b>Work with Information:</b>        | Acquire & evaluate data / Interpret & communicate data  |
| <b>Apply Systems Knowledge:</b>      | Work within social systems / Work within technological systems / work<br>within organizational systems / Monitor & correct system performance /<br>Design & improve systems |
| <b>Use Technology:</b>               | Select equipment and tools  |

**FOUNDATION SKILLS**

|                                    |  |
|------------------------------------|--|
| <b>Demonstrate Basic Skills:</b>   | Arithmetic & Mathematics / Speaking / Listening                            |
| <b>Demonstrate Thinking Skills</b> | Creative thinking / Decision making / Problem solving / Thinking logically |
| <b>Exhibit Personal Qualities:</b> | Self-esteem / Self-management / Integrity                                  |

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**Program Learning Outcomes for Selected Courses**

| Mental Health Course |   |           |           |           |           |           |  | Assessment Methods |                        |                    |
|----------------------|---|-----------|-----------|-----------|-----------|-----------|--|--------------------|------------------------|--------------------|
|                      | Student Learning Outcome  | CMSW 1323 | CMSW 1327 | DAAC 1311 | PMHS 1167 | SOCW 2361 |  | Objective Tests    | Performance Evaluation | Written Assignment |
| 3                    | Apply therapeutic techniques with clients seeking and receiving mental health services. | X         | X         | X         |           | X         |  | X                  |                        | X                  |
| 5                    | Identify and describe the tasks and responsibilities of the professional social worker. |           |           |           |           | X         |  | X                  |                        |                    |
| 6                    | Demonstrate professional and ethical behaviors of mental health workers.                |           |           |           | X         |           |  |                    | X                      |                    |

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| Course Number : SCWK 1303<br>Course Name: Ethics for Social Service Professionals  | Relevant Competencies<br>(Identify by Competency Number)          |
|--|---|
| <b>SCANS COMPETENCIES.</b>   |   |
| 1. Managing Resources:<br>a. Manage time<br>b. Manage money<br>c. Manage materials<br>d. Manage space<br>e. Manage staff   | a.<br>b.<br>c.<br>d.<br>e.  |
| 2. Exhibiting Interpersonal Skills:<br>a. Work on teams<br>b. Teach others<br>c. Serve customers<br>d. Lead work teams<br>e. Negotiate with others<br>f. Work with different cultures                                  | a.<br>b.<br>c. 3<br>d.<br>e.<br>f.                                |
| 3. Working with Information:<br>a. Acquire/evaluate data<br>b. Organize/maintain information<br>c. Interpret/communicate data<br>d. Process information with computers   | a. 1, 2<br>b. 1, 2<br>c. 1, 2<br>d.                               |
| 4. Applying systems knowledge:<br>a. Work within social systems<br>b. Work within technological systems<br>c. Work within organizational systems<br>d. Monitor/correct system performance<br>e. Design/improve systems | a. 3, 5, 6, 7<br>b.<br>c. 5, 6, 7<br>d.<br>e.                     |
| 5. Using Technology:<br>a. Select equipment and tools<br>b. Apply technology to specific tasks<br>c. Maintain/troubleshoot technologies  | a. 3<br>b. 3<br>c.  |
| <b>SCANS FOUNDATIONS.</b>  |   |
| 6. Demonstrating Basic Skills:<br>a. Reading<br>b. Writing<br>c. Arithmetic/Mathematics<br>d. Speaking<br>e. Listening   | a. 1<br>b.<br>c.<br>d.<br>e. 1                                    |
| 7. Demonstrating Thinking Skills:<br>a. Creative thinking<br>b. Decision making<br>c. Problem solving<br>d. Thinking logically<br>e. Seeing with the mind's eye  | a.<br>b. 2, 3, 4, 6, 7<br>c. 3, 4, 6<br>d. 1, 2, 3, 4, 6, 7<br>e. |
| 8. Exhibiting Personal Qualities:<br>a. Individual responsibility<br>b. Self-esteem<br>c. Sociability<br>d. Self-management<br>e. Integrity  | a. 1, 5, 6, 7<br>b.<br>c.<br>d. 5, 6, 7<br>e. 5, 6, 7             |

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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.

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Updated 11/04/2022

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[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-299-  
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### **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.