



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

Catie Capp-Hays, LCSW

NOTE: This is a 16-week, face to face 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.

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

Course Description:

This course offers a historical and contemporary examination of legislation and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislation to meet the needs of vulnerable populations. Societal responses to legislation are also considered. (SOCW 2362 is included in the Social Work Field of Study.)

Prerequisites and/or Corequisites:

SOCW 2361 or co-enrollment.

TSI complete in writing.

Course Notes and Instructor Recommendations:

It is my expectation that you read the chapter we are discussing in class BEFORE coming to class. If you do not read the chapter independently before coming to class, you will not fully grasp the material and will not be as successful in this class. ZOOMing into class is not longer allowed unless under special circumstances. If you need help, please reach out to me earlier- not later!

Instructor Information:

Instructor Name:	Catie Capp-Hays, LCSW
MCC Email:	ccapp-hays@mclennan.edu
Office Phone Number:	254-299-8772
Office Location:	CSC E 129E
Office/Teacher Conference Hours:	See schedule on office door or Brightspace
Personal ZOOM ID:	356 478 0936

Required Text & Materials:

Title:	<i>Social Work, Social Welfare, and American Society</i>
Author:	Popple, Philip R, Leighninger, Leslie, and Leighninger, Robert D.
Edition:	9 th Edition
ISBN:	10: 0-205-79383-5

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

Methods of Teaching and Learning:

This is a face to face course. To do well in this class, you must come to class, read the entire chapter, review the power points, study, and complete assignments and exams timely. ZOOMing into class is not longer allowed unless under special circumstances. If you need help, please reach out to me earlier- not later! It is really important to communicate with me. If you need help, please reach out to me earlier- not later!

All Exams will be completed in Brightspace outside of class. Please see the course schedule for the dates and times the Exams open and closed. Since the Exams are open for a total of 4 days, I will not reopen the Exams unless there is a legitimate reason. I determine what a legitimate reason is.

Response Papers and the Policy Paper will be submitted via Brightspace on the date due. No late assignments accepted unless there is a legitimate reason. I determine what a legitimate reason is.

It is expected that the papers 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.

If you are retaking this course, you must submit a NEW policy paper (with a new different policy) and NEW response papers. Do not resubmit/update the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Describe characteristics of legislation.
2. Differentiate between legislation and policy.
3. Explain how legislation influences service delivery and identify current proposed or recently passed state or federal legislation that will influence services.
4. Trace the history of major pieces of social welfare legislation, including the political, economic, environmental, and social conditions affecting vulnerable populations that prompted the legislation's development.
5. Describe how political ideology and social constructions of vulnerable populations influences the development of social welfare legislation.

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

6. Describe how political ideology and social constructions of vulnerable populations influence societal responses.
7. Compare and contrast the residual, versus institutional, view of social welfare.
8. Articulate how social workers can actively and ethically engage in the political process to address social justice issues.

Course Outline or Schedule:

Course schedule is subject to change based on student needs. Students will be notified by professor of changes via Brightspace or verbally during class time. All assignments will be submitted via Brightspace. All exams will be taken outside of class, via Brightspace.

Week/Date of Class Meetings	Topics	Assignments (Readings Prior to Class Meetings)
Week 1 1/9 & 1/11	Ice breaker Syllabus APA Introduction to the course Start Chapter 1	Read Chapter 1
Week 2 1/16- MLK Day- campus closed 1/18- we have class today	Finish Chapter 1	Read Chapter 2
Week 3 1/23 & 1/25	Chapter 2	Read Chapter 7
Week 4 1/30 & 2/1	Finish Chapter 2 Chapter 7	Read Chapter
Week 5 2/6 2/8- NO CLASS today	Finish Chapter 7 Chapter 8	Chapter 2 Response Paper- submit via Brightspace on or before 2/8 by 8 pm
Week 6 2/13 & 2/15	Finish Chapter 8 Chapter 9	Exam 1: Covers Chapters 1, 2, 7, & 8. Opens in Brightspace on 2/16 at 8 am

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

		and closes on 2/19 at 8 pm. Read Chapter 9
Week 7 2/20 & 2/22	Finish Chapter 9 Chapter 10	Read Chapter 10
Week 8 2/27 & 3/1	Finish Chapter 10 Chapter 11	Read Chapter 11
Week 9 3/6 & 3/8 SPRING BREAK!		
Week 10 3/13 & 3/15	Finish Chapter 11 Chapter 12	Chapter 10 Response Paper- submit via Brightspace on or before 3/15 by 8 pm Read Chapter 12
Week 11 3/20 & 3/22	Finish Chapter 12 Chapter 13	Exam 2: Covers Chapters 9-12. Opens in Brightspace on 3/23 at 8 am and closes on 3/26 at 8 pm. Read Chapter 13
Week 12 3/27 & 3/29	Finish Chapter 13 Chapter 14	Read Chapter 14
Week 13 4/3 & 4/5	Finish Chapter 14 Chapter 15	Read Chapter 15
Week 14 4/10 & 4/12	Finish Chapter 15 Chapter 17	Read Chapter 17 prior to TURN IN Individual Policy Paper via Brightspace on or before 4/12 by 8 pm

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

Week 15 4/17 & 4/19	Chapter 17	
Week 16 4/24 & 4/26	Finish up lectures, final exam review	
FINAL EXAM	The final exam will open on 4/27 at 8 am and will close on 5/1 at 8p.	Final Exam covers Chapters 13-17.

Course Assignments:

Exams

There are a total of 3 exams in this course. Each exam will cover 4 chapters. The final exam is NOT cumulative/comprehensive- it will cover the last 4 chapters in the course. All Exams will be taken via Brightspace (not during class time). The exam dates and when they will be opened in Brightspace are notated in the course outline and schedule above. Each exam will be 50 questions (multiple choice and true/false). Bonus questions will be included as well. All Exams will be timed (80 minutes). Professor will provide a study guide prior to each test. The study guides are posted in Brightspace.

Response Papers

Two (2) times throughout the semester, students will complete papers in response to course content and discussion. The instructions and prompts for each paper will be posted on Brightspace. All papers must be submitted via Brightspace on or before the date listed on this syllabus. The intent of these papers is for students to demonstrate an ability to critically think about the course content and apply it to “real life” practice. Though there may at times not be a “right answer” on the response paper prompts, you are expected to demonstrate an ability to reason and logically back-up your responses.

Individual Policy Paper

Each student will write an individual paper on a social welfare policy that you have chosen. It is perfectly fine to choose a social welfare policy that you read about in the text or in the power point lectures. The purpose of this assignment is for you to analyze and evaluate a social welfare policy. Your goal is to uncover the history of the policy, its social impacts, the varying political perspectives, its unintended consequences, how the policy was received by different populations, and how it could possibly be improved upon. Specific instructions can be found at the end of this syllabus and in Brightspace.

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

It is expected that the papers 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.

If you are retaking this course, you must submit a NEW policy paper (with a new policy- not the policy you wrote about in the past) and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 25 points off on any response paper or policy paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

Pre/Post Tests- FALL SEMESTER ONLY

As a part of our Student Learning Outcomes (SLO), we are asking students to take a test at the start of the course (pre-test) and another test at the end of the course (post-test). These are all generalized questions from the overall content of the course. All questions are Multiple Choice. Your scores on these 2 tests do not factor into your final grade for the course. They will be used for statistical purposes only.

Course Grading Information:

Assessment	Total/Percentage
Response Papers (2 @ 12% each)	24%
Individual Policy Paper	28%
Exams (3 @ 16% each)	48%

Course grades are firm and will not be “curved” or “bumped.” **Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc.** There is no extra credit in this course. In order to earn a C or above, students must stay current with readings and assignments and exhibit strong class performance.

A minimum final grade of C is required in all Mental Health/Social Work classes for graduation.

W WITHDREW - this grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, Summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work).

I INCOMPLETE - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, the "I" will be changed to and "F" and the course must be repeated if credit is to be given.

Late Work, Attendance, and Make Up Work Policies:

No late work will be accepted in this class. Regular attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. For on-line classes, the instructor will evaluate attendance by participation in the weekly assignments. This means if a student completes the discussion board and quiz for the week, the student will be counted present for the class for the week.

Students who are absent from 25% of scheduled class meetings (8 classes) may be withdrawn with a grade of W unless the professor has reason to believe the student will complete the course. However, if a student reaches the 25% point after the official drop date, the student will receive an F.

As stated in [the Highlander Guide](#) , “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.” All other reasons for late work will be considered at my discretion and will likely require documentation. It is your responsibility to inform me of any absences and their reasons in a timely manner. For this course, that means **you will be dropped on the 8th absence.**

Assignment/Exam submission folders close as noted on Brightspace and/or in the syllabus and will not be reopened for any reason. Make sure you set aside enough time to complete your submissions on a timely basis while they’re open if the professor asks that you submit an assignment in Brightspace.

Attendance/Participation: In this course, the student will not receive a grade for attendance and participation. However, attendance and participation are rewarded when it comes to calculating the student's final grade.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain decorum that includes respect for other students and the professor, prompt and regular participation, and an attitude that seeks to take full advantage of the educational opportunity.

Students who willfully disrupt the learning environment or whose presence constitutes a substantial and material threat to the orderly operation of the premises may be involuntarily withdrawn. Students whose behavior is overtly disruptive to the learning environment will be asked to leave class at the professor's discretion and counted absent for the day. This may include, but is not limited to, eating in class, talking out of turn to classmates, and cell phone use during class. [See the Highlander Guide](#) for more information on this policy. For on-line classes, students who willfully disrupt the learning environment may be withdrawn from class.

[Click Here for the MCC Academic Integrity Statement](#)

(www.mclennan.edu/academic-integrity)

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

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, reported to the conduct department, 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)

[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.

** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

INDIVIDUAL POLICY PAPER GUIDELINES

Each student will write an individual paper on a social welfare policy that you have chosen. It is perfectly fine to choose a social welfare policy that you read about in the text or in the power point lectures. The purpose of this assignment is for you to analyze and evaluate a social welfare policy. Your goal is to uncover the history of the policy, its social impacts, the varying political perspectives, its unintended consequences, how the policy was received by different populations, and how it could possibly be improved upon. You **MUST** use the following prompts in your paper:

1. History of the Policy
 - When was it passed?
 - Why was it passed? What was the social context around the development of this policy?
 - What groups supported it?
2. What was the intended impact of the policy?
 - Was that the ACTUAL impact?
 - What were the unintended consequences (positive or negative)?
3. What debates exist(ed) about this policy?
4. Discuss any amendments or changes to the policy since it was enacted (or proposed changes)
5. What have you learned? What is your opinion of this policy?
6. How do you think this policy could be improved upon?

Research is a huge component of this paper. All of your points discussed should be evidence-based and cited within your paper. You are expected to use at least 5 professional (preferably peer-reviewed) sources and cite using APA format. The paper should be 5 pages long. There will be a MAJOR point deduction if you submit a paper that is shorter than 5 pages. Remember, the cover page and reference page do not count in the point total. This paper must be written in APA format. Also, it is extremely important that you cover all topics listed above. Make it very clear in your paper what topics you are covering. If you don't cover all of the points listed above, there will be a MAJOR point deduction.

Writing in APA and using in-text citations is incredibly important. If you do not use in-text citations throughout your paper, you will earn a ZERO. If you do not include a reference page for this paper, you will earn a ZERO. If your paper has no in-text citations and no reference page, you will earn a ZERO on the paper.

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. I will take up to 25 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors. If you need help with using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

It is expected that the papers 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.

If you are retaking this course, you must submit a NEW policy paper (with a new policy- not the same policy that you wrote about previously) and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

SOCW 2362 Response Paper Guidelines

You will complete two (2) response papers throughout the semester. These papers are an opportunity for you to demonstrate your ability to critically think about and apply the course material. Please read the guidelines for each paper before completing it, as the prompts are all slightly different.

All of the response papers must meet the following criteria:

- APA format (this includes cover page and reference page)
- Typed
- Double-spaced
- 12-point font
- Times New Roman
- 1-inch margins
- 2 pages long (no more than 3 pages) If the reflection paper is less than 2 pages, there will be a MAJOR point deduction
- A total of 2 references: 1 textbook reference and 1 reference from another periodical) If you do not provide at least 2 references (1 textbook and one from another periodical), you will earn a MAJOR point deduction.

It is really important to follow all of the prompts listed below. Failure to do so will result in a MAJOR point deduction.

Writing in APA and using in-text citations is incredibly important. If you do not use in-text citations throughout your paper, you will earn a ZERO. If you do not include a reference page for this paper, you will earn a ZERO. If your paper has no in-text citations and no reference page, you will earn a ZERO on the paper.

See the course outline in the Syllabus or Brightspace for due dates and be sure to get your paper uploaded by that date-- no late papers accepted. I'm really excited to read what you all have to say about this!

Grammar/punctuation/sentence structure: The use of proper grammar, punctuation, and sentence structure is extremely important in college and when one enters the workforce. Good grammar keeps your readers or listeners focused on what you have to say, not on how you are saying it or why you are making mistakes. Using proper grammar, spelling, punctuation, and sentence structure is extremely important to this professor. **I will take up to 25 points off on any paper that has numerous grammatical, spelling, punctuation, etc errors.** If you need help with

using correct grammar, punctuation, etc, please contact Academic Support and Tutoring @ ast@mclennan.edu or 254-299-8500.

It is expected that the papers 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.

If you are retaking this course, you must submit a NEW policy paper and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Chapter 2: Competing Perspectives on Social Welfare

The strongest and most emotional disagreement between liberal and conservative perspectives is the view of the proper role of government in the economy and in the lives of people. Describe the liberal and conservative perspectives regarding government's role in the economy and in the lives of people.

Chapter 10: The Nature and Causes of Poverty

Social psychologist, Bernice Lott, argues that a major contributor to poverty is classism, operationalized by members of upper classes creating distance between themselves and their poorer fellow citizens. Based on a review of the research evidence, Lott categorized distancing into 3 types. One of the types of distancing is institutional distancing which refers to social barriers that exclude the poor from full social participation. Examples include inferior schools for poor children; low quality and inaccessible health care for the poor; and longer prison sentences and a greater chance of capital punishment for the poor. Institutional distancing may be deliberate and obvious or it may be subtle and indirect, but the result is to reduce opportunities for the poor to improve their position in society. Describe and give an example of institutional distancing that you have observed, experienced, or read about in the State of Texas or in Waco (or surrounding areas). You can give a personal example, if you choose. Next, explain how institutional racism contributes to the cycle of poverty.

If you need help understanding APA, please see the module on Brightspace "APA Resources," visit the MCC Library, or come by during office hours!

It is expected that the papers 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.

Social Welfare: Legislation, Programs, and Services

SOCW 2362.01

If you are retaking this course, you must submit a NEW policy paper and NEW response papers. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

Updated 11/04/2022

McLennan
C O M M U N I T Y
COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

disabilities@mclennan.edu 254-299-
8122
Room 319, Student Services Center

Title IX:

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

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

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

Student Support/Resources:

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

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

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

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

MCC Foundation Emergency Grant Fund:

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

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

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

Minimum Technical Skills:

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

Backup Plan for Technology:

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

Email Policy:

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

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

Instructional Uses of Email:

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

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

Email on Mobile Devices:

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

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

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

Forwarding Emails:

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

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

Disclaimer:

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