



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Texas Government

Texas Govt 2306 0084

Professor Ramon

NOTE: This is an Online course.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2024

Course Description:

This course will cover the origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisites and/or Corequisites:

Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lecture).

Course Notes and Instructor Recommendations:

HOW TO CONTACT ME:

Please feel free to contact me for any questions or concerns via the Classlist (internal messaging center), office phone, or to schedule a meeting if students are unable to contact me during the above office hours.

Classlist is where students will find the Internal Messaging Center. **Students MUST contact me from this area.** To message me 1) Click the Classlist on the Navigation Bar. 2) Find me (Andria Ramon) within the class list. 3) Check the box next to my name 4) **Click Instant Message at the top pf the classlist (DO NOT CLICK THE EMAIL)** A pop up window will display with a text box within it. 5) Type your message into the text box 6) Hit send 7) to check my response Click the little **envelope** at the top of the page where the internal messages are located.

Trouble with Course Material:

- Contact your Instructor. Contact information can be found in the Staff Information section of the course.

Technical Support:

For any technical issues, Brightspace issues, or computer concerns, students may contact MCC Technical Support Found at <http://www.mclennan.edu/tech-support/>

Instructor Information:

Instructor Name: Professor Andria Ramon
Office Phone Number: 254-299-8906
Office Location: MAC room 315

Office/Teacher Conference Hours:

Office Hours: My office hours are both face to face and virtual via Zoom.

Face to Face: Monday & Wednesday - 10:30 - 11:00AM
 12:35 – 12:55PM
 2:30 – 3:00PM

Tuesday & Thursday 12:30pm to 1:30 pm

Friday – by appointment only

Virtual: If students are unable to meet with faculty at the above designated times, a Zoom meeting can be scheduled.

One of the best ways to take full advantage of learning in my course is by coming to my office hours. I look forward to guiding you in your academic pursuits. Take advantage of the hours listed above and message me for an appointment.

Although I am in my office during office hours to make certain of availability please contact me in advance to schedule your conference. This assures that your time will be exclusive and uninterrupted.

Students may contact me via email for a scheduled meeting.

How to contact me:

Please feel free to contact me for any questions or concerns via the **Classlist** (internal messaging center) during the above office hours. Classlist is where students will find the Internal Messaging Center. **Students MUST contact me from this area.** To message me 1) Click the Classlist on the Navigation Bar. 2) Find me (Andria Ramon) within the class list. 3) Check the box next to my name 4) **Click Instant Message at the top pf the classlist (DO NOT CLICK THE EMAIL)** A pop up window will display with a text box within it. 5) Type your message into the text box 6) Hit send 7) to check my response Click the little **envelope** at the top of the page where the internal messages are located.

Other Instruction Information: If unable to meet at the above times, appointments can be made for alternative times.

Announcements:

All Brightspace announcements can be viewed via the student's mobile phone or email. Students should go to their course Brightspace and select their name. Under their name is an area entitled Notifications. Select the email and cell phone functions for announcements and content notifications.

Required Text & Materials:

Title: Texas Politics Today

Author: Jones, Et al

Edition: 19th, Enhanced

Publisher: Cengage Publishing

ISBN: Texas Politics Today, Enhanced 19th Edition:

- eBook: 9780357795989

- Print: 9780357795866

- MindTap (Used in your courses this semester): 9780357795927

The textbook is an ebook that is available to all students via Brightspace. Please see Brightspace for more textbook details.

The textbook is an ebook that is available to all students via Brightspace.

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

Methods of Teaching and Learning:

All course material is presented on-line. Students are expected to read all chapters, read chapter summaries, review chapter Power Points, watch videos, and complete all activities by the required due dates. The videos are merely an introduction to the section and have no influence on class required activities. Students should consult professor with ANY related questions.

Course Objectives and/or Competencies:

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

- **Critical Thinking Skills (CT):** “to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.”
- **Communication Skills (COMM):** “to include effective development, interpretation and expression of ideas through written, oral and visual communication.”
- **Social Responsibility (SR):** “to include intercultural competence, knowledge of civic responsibility, 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. Explain the origin and development of the Texas constitution.

2. Describe state and local political systems and their relationship with the federal government.
3. Describe separation of powers and checks and balances in both theory and practice in Texas.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
5. Evaluate the role of public opinion, interest groups, and political parties in Texas.
6. Analyze the state and local election process.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and political culture of Texas.

- **Course Outline or Schedule:**
- **Texas Govt 2306 0084 Course**
- **Spring 2024 Calendar**

Week	Lesson	Preparation/Items Due
Unit 1 Tuesday – January (Jan) 16th – Sunday (Sun), Jan 21st	Unit 1 Welcome/Chapter 1 Jones Read Chapter 1 - Texas Political Culture and Diversity	Unit 1 Contact Instructor via Classlist, Orientation Discussion Board (DB#1) Chapter 1 Quiz #1 AND ALL DUE - Sunday, Jan 21st, BEFORE 11:55 pm
Sun, Jan 21 st , - Sun, Jan 28th	Read Chapter 3 - The Texas Constitution in Perspective	Chapter 3 Quiz #2 Due Sunday, Jan 28th, BEFORE 11:55 pm

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UNIT 2 Sun, Jan 28 th – Sun, Feb 4 th	UNIT 2 Read Chapter 7 - The Legislature	UNIT 2 Chapter 7 – Quiz #3 DUE Sunday, Feb 4th, BEFORE <u>11:55 pm</u>
Sun, Feb 4 th - Sun, Feb 11 th	Read Chapter 8 - The Executive Discussion Board (DB) Texas Legislature/Executive	Chapter 8 – Quiz #4 Due - Sunday, Feb 11th, BEFORE <u>11:55 pm</u> Discussion Board (DB #2) Texas Legislature/Executive Due Sunday, Oct 1st, BEFORE 11:55 PM
Sun, Feb 11 th – Sun, Feb 18 th	Read Chapter 9 - The Judiciary	Chapter 9 - Quiz #5 Sunday, Feb 18th, BEFORE 11:55 PM
Sun, Feb 18 th – Sun, Feb 25 th	Read Chapter 10 - Law, Due Process, and Criminal Justice Policy	Chapter 10 – Quiz #6 Sunday, Feb 25th, BEFORE 11:55 PM
Unit 3 Sun, Feb 25 th – Sun, March (Mar) 3 rd	Unit 3 Read Chapter 4 - Voting and Elections Student Response Paper	Unit 3 Chapter 4 - Quiz #7 Due Sunday, Mar 3rd, BEFORE 11:55 PM Student Response Paper Due Sunday, Mar 3rd
Sun, Mar 10 th – Sun, Mar 17 th	Read Chapter 5 - Political Parties	Chapter 5 - Quiz #8 Due Sunday, March 17th, BEFORE 11:55 PM

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Sun, Mar 17 th – Sun, Mar 24 th	Read Chapter 6 - Interest Groups Assignment Elections	Chapter 6 – Quiz #9 - Due, Sunday, Mar 24th, BEFORE 11:55 PM Assignment Elections Due, Sunday, Mar 24th, BEFORE 11:55 PM
UNIT 4 Sun, Mar 24 th – Sun, Mar 31 st	UNIT 4 Read Chapter 2 Texas in the Federal System	UNIT 4 Chapter 2 – Quiz #10 Due, Sunday, Mar 31st, BEFORE 11:55 PM
Sun, Mar 31 st – Sun, April 7 th	Discussion Board (DB#3) Federalism	Discussion Board (DB#3) Federalism, Due, Sunday, April 7th, BEFORE 11:55 PM
Sun, April 7 th – Sun, April 14 th	Read Chapter 11- Local Government	Chapter 11 – Quiz #11 – Due, Sunday, April 14th, BEFORE 11:55 PM
Sun, April 14 th – Sun, April 21 st	Texas History Assignment	Texas History Assignment Due Sunday, April 21st, before 11:55 pm
Sun, April 21 st – Sun, April 28 th	Final Exam	Final Exam Due, Sunday, April 28th , BEFORE 11:55 PM

*Chapter readings stem from *Texas Politics Today*, the main course textbook. Please see THE course Brightspace for a full schedule and readings. The instructor reserves the right to change the course schedule. Students will be notified in case of a change via announcements on Brightspace.

Course Grading Information:

Every instructor will design various assessments, but all GOVT classes will use a standardized assessment which will measure the four specified CORE Student Learning Objectives of Critical Thinking, Communication, Social Responsibility and Personal Responsibility and the ACGM listed student learning outcomes. ALL ACTIVITIES ARE DUE ON THE CALENDAR DATES.

Quizzes– Each section may have an end of the chapter/section quiz that is required to take by a specific due date. The quizzes will cover the entire chapter. They are multiple choice, timed tests. Students may work ahead on quizzes but must meet specific deadlines. For each chapter quiz, students may take the item up **to three times**. However, any resets are considered the student's one late item and no other late items will be allowed. Quiz resets for technical reasons DO count as a quiz reset. Having three opportunities to take the quiz does not mean that students are guaranteed that all three of those attempts will be completed.

The HIGHEST QUIZ GRADE is the recorded grade. Each quiz is 25 questions worth 1 point each. At the end of the semester, students may drop their low quiz grades (which includes a missed quiz)

Guidelines for taking an online quiz:

1. On the navbar, click Quizzes.
2. On the Quiz List page, click on the quiz you want to take.
3. Read the instructions and details for the quiz, and when you're ready, click Start Quiz!.
4. Answer each question. As a best practice, save each answer after you have entered it. You can see which questions you have saved answers to in the

Questions section of the quiz's left panel. You can also click the question number in the quiz's left panel to go back to the question.

5. To navigate between pages, click Next Page or Previous Page.
6. Click Go to Submit Quiz after you answer all quiz questions.
7. If you are ready to submit the quiz, THEN click Submit Quiz.
8. **Only the textbook can be used for the quizzes. No outside assistance, including other students, is allowed. A zero will result, and the student will be reported to the Academic Integrity Committee. A second cheating incident will result in failing the course.**
9. **All quiz times are based upon Central Standard Time (CST)**

Note: Your organization may require you to use the Respondus LockDown Browser® to take quizzes. You can click the Respondus LockDown Browser link in the Quiz Requirements section to download and install it for free. You can then launch your quiz. If you have installed the Respondus LockDown Browser already, the Start Quiz page will open automatically within it.

Discussion Boards– Three Discussion Boards are required each covering differing topics. The Orientation Discussion Board (#1) and two other discussion boards are required. The initial Orientation Discussion Board is worth 10 points. The remaining 2 discussion boards are worth 45 points each. Within a Discussion Board, the professor only allows the students to REPLY to the professor's original post and other student's replies. Students are not allow to create new threads. Each new reply must indicate what the student is doing in the subject line.

Discussion Board (DB) Activities:

DB #1: Orientation Discussion Board (10 points)

More Instructions and readings for DB #1 are found on the course Brightspace.

DB # 2: Texas Legislature/Executive (45 POINTS)

More Instructions and reading for DB#2 are found on the course Brightspace.

DB #3: Texas Federalism (45 POINTS)

More Instructions and reading for DB#3 are found on the course Brightspace.

Discussion Board Basic Requirements (more requirements posted on the DB directions:

- Students are required at a minimum to make 3 posts for each discussion board. The Orientation Discussion Board is worth 10 points and the two remaining discussion boards are worth 45 points.
- The initial post (for all discussions except the Orientation) counts 25 points and must relate to the readings and questions posted with the discussion. **Students MUST ANSWER ALL OF THE QUESTIONS USING THE POSTED MATERIAL.**
- An additional 10 points will be allotted for a student's new reply asking a thought- provoking question covering the material read for the discussion board. This question must directly relate to the material, MAY NOT be a simple yes or no answer, must promote discussion, and may not be a repeated question or a question that is similar to another student's question or my questions.
- A thoughtful reply to some else's question using information discovered AND presented in the material is mandated for the final 10 points. Students must use the articles in order to answer a student's question. **The answer to another student's question must be at a minimum 4 sentences long!**
- All postings must be completed by the individual student. **Any outside assistance is not allowed.** Due to the nature of Discussion Boards, students may not submit discussion boards late.
- **Any missed discussion, no matter the reason, will not be allowed to be submitted late.**

- Any sign of plagiarism will be an automatic zero for the paper. Any non-citation of words, ideas, or concepts is considered plagiarism. These incidences will receive a zero. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
- Do not copy other student's material. This action falls under the plagiarism definition and the entire assignment will receive a zero. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
- **No wikis such as *Ballotpedia*, *Wikipedia* or *Congresspedia* are allowed.**
- Do not quote entire paper or large sections. A zero will be recorded if students provide too many quotes. Students should put the answers in their own words.
- Any sign of using alternative sources to answer the questions or cutting & pasting answers from any other person is grounds for a zero on the assignment. Students will be reported to the Academic Integrity Committee. The second offense will result in failing the course.
- Follow all discussion directions. Within a Discussion Board, the professor only allows the students to REPLY to the professor's original post and other student's replies. Students are not allow to create new threads.
- No copying and pasting from previous assignments/activities is allowed for Discussion Boards.
- Make certain that the discussion answers and posts are saved on a personal computer in case any issues develop with the Brightspace.
- When completing Discussion Boards on the Discussion Board area, uploads are not permitted. All communication must be conducted in visual replies.
- ADDITIONAL DIRECTIONS ARE ADDED ONTO THE COURSE BRIGHTSPACE AND MUST BE FOLLOWED OR A ZERO WILL APPLY.

Assignment 50 Points Each X 2 = 100 Points

Assignment #1 Texas Elections

Assignment #2 Texas History

Basic Assignment Requirements: All other Assignment requirements will be posted on Brightspace.

Font: Times New Roman Font style: Black - Regular Font size: 12 Double Space

Key Points on the Assignments (other details are provided on Brightspace and must be followed):

- Assignments must be submitted on the due date via Brightspace under the Assignment tab. **Assignments cannot be submitted late.**
- All assignments are located on the course Brightspace under the Assignment tab.
- For assignments, any use of undocumented sources is an automatic zero.
- MLA parenthetical citation (citation within the assignment) and a MLA Works Cited page COULD BE REQUIRED. Without parenthetical citation AND/OR a work's cited page, the student will receive a zero for the assignment.
- If students need assistance with their assignments, consult with the professor first (me).
- When a student article could be essential and required by the professor, students must provide a link to the article used, as well as, MLA parenthetical and a MLA Works cited page. If the used article link is not provided, then the student will receive a zero for the assignment.
- Any sign of plagiarism or use of artificle Intelligence will be an automatic zero for the paper. Any non-citation of words, ideas, or concepts is considered plagiarism. These incidences will cause the student to receive a zero for the assignment.
- Do not copy other student's material or assignment. This action falls under the plagiarism definition, and the assignment will receive a zero.
- Students are required to write their own assignments and not allowed to have others write the assignment for them. This action is plagiarism and will result in a zero.

- No wikis such as Ballotpedia, Wikipedia or Congresspedia are allowed. A zero will be received.
- Do not quote the entire paper or large sections of the paper. A zero will be received.
- Any plagiarism is grounds for a zero on the assignment, and students will be reported to the MCC Academic Integrity Council. A second cheating or plagiarism event will result in the student failing the course.
- Failure to complete these assignments will not allow the student to make an A in the course.

Student Response Paper: 25 points

One student response paper is required. No paper will be accepted late. Students will provide a response to a Texas Govt current politics article comparing the article information to textbook chapter material. Each response can be no less than 3 paragraphs with 6 full sentences required for each paragraph. More details will be provided on Brightspace.

Final Exam: 100 points – A final exam will be posted at the end of the semester. It will consist of two essay questions and will not contain a time limit (but does have a due date). It will be a comprehensive final comprising of what students have learned throughout the semester. It is worth **100 points** and **required** for all students. All other activity directions and requirements apply to this assignment, including, but not limited to, plagiarism, excessive quoting, and no use of outside sources unless allowed. No copying and pasting from previous assignments/activities is allowed for the Final Exam. The questions must address Texas Politics only and not national politics. Final Exams cannot be submitted late. More directions will be forthcoming when the final exam due date arrives. Make certain that the final exam answers are saved on a personal computer in case any issues develop with the Brightspace. Technical issues are not an appropriate reason for a late final exam. Late final exams are not allowed no matter the reason. More details will be provided when the Final Exam is made available to students. MLA in-text citations and a MLA Works cited page

are required. If not provided properly, students will receive a zero for the Final Exam.

Grades (Points)

Quizzes – 25 points each x 11 = 275 points

Assignments – 50 points each x 2 = 100 points

Orientation Discussion Board (DB) = 10 points

Discussion Boards x 2 = 90 points

Student Response Papers – 25 points

Final Exam = 100 points

Total points = 600 points

At the end of the semester the point range will break down as follows:

90% of 600 points = 600 – 540 points = A

80% of 600 points = 539 – 480 points = B

70% of 600 points = 479 – 420 points = C

60% of 600 points = 419 – 360 points = D

359 points and below = F

Late Work, Attendance, and Make Up Work Policies:

In very rare cases, death of a family member, extreme illness, or official college function, will I allow a student to complete missed assignments. **In order for that to occur, students must contact me via Classlist (internal messaging center) within 24 hours of the missed task with a valid explanation, otherwise it is a**

zero. ONLY ONE activity will be allowed to be submitted late with a valid excuse. A quiz reset does count as a late activity. All other missed activities after the one late item or reset will receive a zero. Due to the nature of discussion boards, discussion boards cannot ever be submitted late! The final exam cannot be submitted late either.

Attendance is kept through participation rates. Missing more than 3 sections of activities will lead a student to be dropped. If it is after the drop date, then the student will receive an F if they are failing the class.

Make Up Quizzes:

The following guidelines will prevail if a student fails to complete a quiz before the completion date, and requests to make up the quiz.

1. The student must send me a message within **24** hours after the completion date and time requesting to make up the quiz.
2. The message must detail why the student failed to complete the quiz on time.
3. After receiving the request, I will consider giving extra time based on each request.
4. If the make-up request is granted, the student will be given a password to enter the quiz and have one day to complete the missed quiz. The quiz may only be taken once.
5. If the student has had a quiz unlocked prior to the request, he or she **WILL NOT** be allowed to take the make-up quiz.
6. If a student has not had a quiz unlocked prior to the request, the make-up quiz will count as their lock-out for the semester.
7. The three quiz attempts does not guarantee that students will be able to take the quiz three times every section. If students have technical difficulties with their computer or issues that negate a quiz, then they

have 2 other attempts to make-up for that lost quiz attempt. Thus, the reason for the three attempts

Assignments: Contact me if you have an Assignment issue.

Discussion Boards: cannot be submitted late.

Student Response Paper: – contact me if you have any Student Response concerns.

Final Exam: cannot be submitted late.

[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.

10/09/2023



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 Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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](#) 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.