

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

US HISTORY I

HIST – 1301-O084

DONALD KELTNER

NOTE: This is a 16-week course.

NOTE: This is an Online course.

Any portion of this Instructor Plan document is subject to adaptation to changing circumstances. Changes will be posted as addenda on Brightspace in the Announcements and the Instructor Plan sections on Brightspace unless they violate FERPA or confidentiality statutes.

US HISTORY I
HIST 1301-O084

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Prerequisites and/or Corequisites:

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

Instructor Information:

Instructor Name: Donald Keltner

MCC E-mail: dkeltner@mclennan.edu

Office Phone Number: 299-8934 (It would be best to email)

Office Location: MAC 314

Office/Teacher Conference Hours: Monday-Thursday, 9:30am to 11:00am. I will regularly check my email between the hours of 7:30am and 4:00pm during weekdays (*core hours*); I will respond within 24 hours, likely sooner. It may take up to 48 hours on weekends. I will of course be lenient with issues occurring after business hours should they be of a time-sensitive nature.

Other Instruction Information: I reserve the right to use Zoom for communication purposes, though I have no plans to utilize that technology at this time. I have no plans to use Zoom for instructional purposes, though I reserve the right to in case of *force majeure*.

Required Text & Materials:

Title: *Give Me Liberty!: An American History*

Author: Eric Foner, Kathleen DuVal, Lisa McGirr

Edition: 7th Edition-Brief

Publisher: W.W. Norton

ISBN: 978-1-324-04162-7

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

Textbooks and Course Materials

Dr. Eric Foner's *Give Me Liberty!* is the textbook for this course and its purpose is to provide students with a big-picture overview of the totality of American History. **The textbook is supplementing the instructor, the instructor is not supplementing the textbook.**

The content provided by the instructor through the podcasts, presentations and study guides are the core of the course content. These podcasts will extract certain topics, personalities, narratives and concepts from the textbook and expand upon them. The podcasts and textbook work together to provide a comprehensive overview of American History with a focus in the areas where the instructor possesses a particular expertise.

Read the following sections of the Instructor Plan about recommendations and student expectations carefully. If you cannot adapt to the expected behaviors in this course or follow the instructor's recommendations, there is little point in reading about grading and schedules.

Instructor Plan Statement of Understanding

No student will be credited with grades or attendance past the first week of class unless the Instructor Plan Statement of Understanding is signed and returned to the instructor as students cannot be assessed on bases they do not understand. This applies equally to face-to-face, blended and online courses. Absences and missed grades resulting from not returning the signed statement by the second week of class cannot be made up and/or redeemed. If students have questions about the Instructor Plan, those should be discussed with the instructor the first week of class after they have read the Instructor Plan.

Why You Need This Course:

- It is part of the degree you want to earn (AA, AS, BA, BS, etc.), whether you plan to be an educator or not. To earn your degree, you must attain a level of competence in this subject.
- This course makes you a more valuable employee. Employees who only have knowledge of their precise function are of limited utility and can be easily replaced or laid off.
- The course makes you a good representative of any organization you belong to. You want to make your employer appear to be an organization of informed or educated people.
- This course will help you understand human nature and the world you must live and work in.

Student Behavioral Expectations / Conduct Policy:

- **This is a *College Class*.** You will receive the grade you earn—and this grade will be a permanent entry on your college transcript.

- **Deadlines are deadlines.** Do your work on time. Continuously missing deadlines is not acceptable and continual forgiveness is not fair to the other students. I am sympathetic to special circumstances and personal emergencies. Lack of initiative is neither.
- **Ask for help if you need it—when you need it.** Problems *must* be solved quickly because there will be a point past which the instructor has no ability to help fix a situation. That is how the real world works, so take action when problems appear, not when they have become disasters that cannot be fixed.
- You will use your **MCC email account**. You are responsible for the contents of all class emails, announcements and all the content on the course Brightspace website.
- **Cheating** in any form will result in a zero (0) for that grade item. This includes use of Artificial Intelligence. Additional disciplinary action may be taken according to the policy outlined by the college conduct code. Zeros (0) resulting from cheating offenses *cannot* be dropped. See below for further information.

Course Notes and Instructor Recommendations:

Chapter Exams

- 1) Read the textbook assignments and the relevant study questions / terms from each chapter study guide on Brightspace, located in the chapter modules. The exam questions will be similar to the study questions.
- 2) Take notes. If you do not know how to take notes, there are guides on Brightspace to help you learn. The PowerPoint presentations are not notes, they are *only* a very basic outline.
- 3) During or after each podcast, answer the study questions and define the terms using your notes and the textbook readings.
- 4) If something is not clear, if you are unsure of your preparation, *ask for help quickly*.
- 5) When you take each chapter exam, give yourself a cushion of about 10 minutes before and after so you are not rushed.

Section Essays

- 1) Use the prompts in each chapter study guide to start writing possible answers to the essay question.
- 2) When you begin work on the essay question, *follow ALL directions*. Each essay assignment contains detailed instructions.
- 3) If you do not communicate the information clearly, you have not demonstrated you understand the material.
- 4) Read the section below regarding cheating and plagiarism (academic integrity). It applies to **you**.

Class Podcasts are Copyrighted©

The copyright for class lectures is retained by the instructor and recordings thereof are prohibited. Recording lectures or slideshows violates the retained copyright as outlined in Chapters 1-8 and Chapters 10-12 of Title 17 of the United States Code. The use of podcasts provided by the instructor is licensed to only registered students in the course for the duration of the semester the course is taken; these are prohibited from being reproduced or disseminated beyond students in the course, again, as detailed in Chapters 1-8 and Chapters 10-12 of Title 17 of the United States Code. Penalties for doing so apply under the law.

Methods of Teaching and Learning:

A variety of methods can / will be used in teaching United States History I, including the use of lecture, discussion, written assignments and various projects. Student assessment will include objective exams, readings of primary and secondary sources, discussions, subjective and objective essays, projects and portfolios. These measures can / will assess critical thinking, communication, social responsibility and personal responsibility. A departmental rubric may be used to assess different aspects of the course objectives.

Course Objectives and/or Competencies:

Critical Thinking: Through lecture and a variety of objective strategies, students will be assessed on critical thinking ability. Objective examinations will specifically be used to assess critical thinking. Other assessment vehicles may include essays, portfolios, primary source objective exams, and presentations. This includes thinking ahead, planning ahead and adapting to changing circumstances throughout the semester. It also means asking for help in a timely manner—*before* it is too late.

Communication: Measures such as objective tests, written assignments, discussions, portfolios and presentations may be used to measure the student's ability to communicate. This means checking your MCC email regularly and responding in a timely manner.

Social Responsibility: Because the teaching of history involves evoking examples of successes and failures in social responsibility, and the continual importance of this issue politically and personally today, social responsibility naturally is emphasized. Assessment measures may include readings, primary document exams, discussions, projects and essays. This is to say you will act like a professional—which is what businesses want to employ.

Personal Responsibility: Because the teaching of history also involves evoking examples of successes and failures in personal responsibility, and the consequences that personal choices can have, personal responsibility is also naturally emphasized. Assessment measures may include participation, readings, primary document exams, discussions, projects and essays. This includes coming to class at the time you committed to, completing assignments on time and keeping up with your classwork. It also means asking for help in a timely manner—*before* it is too late.

Course Academic Integrity Statement:

All students who enroll in this course are subject to a **zero-tolerance standard** for cheating and plagiarism. Consult the policy: <https://www.mclennan.edu/academic-integrity/> to see what MCC defines as *cheating* and *plagiarism*. **It is your responsibility to know this policy and ignorance is not a defense.** **Cheating** includes giving or receiving help on exams, quizzes or homework and turning in assignments that are significantly similar to that of other students. ***Cheating includes use of Artificial Intelligence (AI) in writing assignments.*** **Plagiarism** is defined as using specific information or material taken from published works and claiming it as one's own. This includes not citing sources or quotations. Plagiarism does not apply to general facts; for example, that the Battle of Chancellorsville took place in 1863. These definitions (*Cheating & Plagiarism*) are not mutually exclusive for the purposes of this policy. Findings of cheating and/or plagiarism will result in a grade of zero (0) for the grade item and can make you subject to all additional penalties listed in MCC's guidelines as detailed on the college website, provided alternate corrective action is not offered by the instructor.

Use of the **TurnItIn** Artificial Intelligence will determine the occurrence of plagiarism or use of AI and chatbots, and the findings in that instance will be final and the matter closed. TurnItIn *is an AI, it can catch them quite easily*. You can review the Turnitin report for plagiarism and AI use in the written assignments of the course. A colored/percentage indicator that links to TurnItIn will provide students a means to review their work compared with the TurnItIn AI's repository. Students must review the report following the submission of each assignment. Appeals are between Turnitin and the appellant;¹ the instructor will not and cannot intervene as an interested party in the proceedings. The instructor will abide by the findings in the appeal. Appeals can only proceed in instances of cheating or plagiarism that are a matter of record.

Zeros (0) resulting from cheating or plagiarism violations *cannot* be dropped from the grade calculations. Also, a FERPA release does not give others the ability to intervene or advocate on your behalf—you as the student must answer for and defend your actions *alone*. Remaining in the course is consent to this policy, withdrawing from the course will constitute final remedy to all disputes arising from this policy.

Cheating and Plagiarism issues are semester-specific and bounded by the posted college schedule. Any disputes, inquiries and appeals will terminate on the last class meeting day of the semester scheduled by the college, the most recent determination in the matter to stand permanently.

¹ <https://help.turnitin.com/feedback-studio/turnitin-website/student/submitting-a-paper/trouble-submitting-your-paper.htm>. You may have to re-submit the assignment in question and then appeal the findings to Turnitin.

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Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. Class attendance will be the determinant in face-to-face classes. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course (**8 absences**) or who miss 25% or more of assigned work for an online course (**4 grade items**) will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work. **Note: this policy is based on state law. There are no exceptions, no extensions and no excuses to this policy.**

In order to meet the minimum class participation requirement mandated by the college and the state for **online class participation** prior to the Census Date, students must complete the first chapter exam in an online course, that being Chapter 1 for HIST 1301 and Chapter 15 for HIST 1302—as stated in the respective posted course schedules.

Course Schedule:

Note that this is a 16-week course and you will be graded on your performance within those 16 weeks; unfinished work, or work not made completed up by the published deadline will be recorded as a zero (0).

Course Opens: January 5, 2024 | Course Start Date: January 8, 2024

General Instructions for Each HIST 1301 Chapter Module

- Read through the list of assignments for each chapter module
- Download the chapter study guide and listen to the chapter podcasts, along with viewing the PowerPoint PDF (if you wish, the PowerPoint is helpful but not required)
- Complete the Chapter Exam
- **Note:** some chapters might have additional assignments, such as writing and submitting the Section Essay
- *Check your MCC student email at least twice each week of the course*

Week / Date	Topics & Assignments
Week 1 <i>Due January 14 @ 11:59pm</i>	Discovery and Exploration of the Americas <ul style="list-style-type: none">○ Complete the Before You Start the Course module—you cannot start the course without doing so○ Complete the Chapter 1 Exam (based on the chapter study guide)

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Week 2 <i>Due Jan 21 @ 11:59pm</i>	The Early English Colonies <ul style="list-style-type: none"> ○ Complete the Chapter 2 Exam (based on the chapter study guide)
Jan 23: Census Date	Students who have not completed the Chapter 1 Exam will be dropped from the course at NOON. <i>No exceptions, no extensions, no excuses—this is state law.</i>
Week 3 <i>Due Jan 28 @ 11:59pm</i>	The Growth of Anglo-America <ul style="list-style-type: none"> ○ Complete the Chapter 3 Exam (based on the chapter study guide)
Week 4 <i>Due Feb 4 @ 11:59pm</i>	The Wars for Dominion in North America <ul style="list-style-type: none"> ○ Complete the Chapter 4 Exam (based on the chapter study guide) ○ Section 1 Essay Exam opens AFTER the Chapter 4 Exam is completed
Week 5 <i>Due Feb 11 @ 11:59pm</i>	The American Revolution <ul style="list-style-type: none"> ○ Complete the Chapter 5 Exam (based on the chapter study guide) ○ Complete and Submit the Section 1 Essay Exam
<i>Section 2 will not open until the Section 1 Paper is Submitted</i>	
Week 6 <i>Due Feb 18 @ 11:59pm</i>	From Revolution to Constitution <ul style="list-style-type: none"> ○ Complete the Chapter 6&7 Exam (based on the chapter study guide) ○ Complete the Mandatory Constitution Quiz for Extra Credit
Week 7, 8 & Spring Break <i>Due March 10 @ 11:59pm</i>	The Early Republic <ul style="list-style-type: none"> ○ Complete the Chapter 8 Exam (based on the chapter study guide) ○ Section 2 Essay Exam opens AFTER the Chapter 8 Exam is completed
March 21	Student Initiated Withdrawal Deadline
Week 9 & 10 <i>Due March 24 @ 11:59pm</i>	The Age of Jackson <ul style="list-style-type: none"> ○ Complete the Chapter 10 Exam (based on the chapter study guide) ○ Complete and Submit the Section 2 Essay Exam (based on the Section 2 Goal & Objectives)
<i>Section 3 will not open until the Section 2 Paper is Submitted</i>	
Week 11 & 12 <i>Due April 7 @ 11:59pm</i>	American Slavery & The Abolition Movement <ul style="list-style-type: none"> ○ Complete the Chapter 11&12 Exam (based on the chapter study guide) ○ OPTIONAL Section 3 Essay Exam opens AFTER the Chapter 11&12 Exam is completed
Weeks 13 & 14 <i>Due April 21 @ 11:59pm</i>	The Impending Crisis <ul style="list-style-type: none"> ○ Complete the Chapter 13 Exam (based on the chapter study guide) ○ Complete and Submit the Section OPTIONAL 3 Essay Exam ○ Essay 3 can replace Essay 1 or Essay 2—if you wish to do so
<i>The Chapter 14 Exam does not open until April 27</i>	
Weeks 15 & 16 <i>Due April 29 @ 11:59pm</i>	The Civil War <ul style="list-style-type: none"> ○ April 29: The Chapter 14 Exam is due ○ The Chapter 14 Exam Grade CANNOT be dropped
May 1	Graduate Grades due by 9:00am
May 2	All Grades due by 4:00pm

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Once the Chapter 14 Exam is complete, you have completed the course.
The course website shuts down on May 4.
There may not be a course to complete after that date.

Course Grading Information:

Grading Structure for HIST 1301 Online

Assessment	Details	% of Course Grade
Chapter Exams		
These Exams are used to track attendance		
These exams will be graded automatically by Brightspace and posted to the gradebook immediately		
Chapter 1	10-25 Multiple Choice Questions from the Chapter 1 Study Guide	7%
Chapter 2	10-25 Multiple Choice Questions from the Chapter 2 Study Guide	7%
Chapter 3	10-25 Multiple Choice Questions from the Chapter 3 Study Guide	7%
Chapter 4	10-25 Multiple Choice Questions from the Chapter 4 Study Guide	7%
Chapter 5	10-25 Multiple Choice Questions from the Chapter 5 Study Guide	7%
Chapters 6 & 7	10-25 Multiple Choice Questions from the Chapters 6 & 7 Study Guide	7%
Chapter 8	10-25 Multiple Choice Questions from the Chapter 8 Study Guide	7%
Chapter 10	10-25 Multiple Choice Questions from the Chapter 10 Study Guide	7%
Chapters 11 & 12	10-25 Multiple Choice Questions from the Chapters 11&12 Study Guide	7%
Chapter 13	10-25 Multiple Choice Questions from the Chapter 13 Study Guide	7%
The lowest grade of these exams will be dropped; all must still be taken for attendance		[-7%]
Chapter 14	10-25 Multiple Choice Questions from the Chapter 14 Study Guide Note: the Chapter 14 Exam cannot be dropped	[7%]
Cumulative Weighting of Chapter Exams		70%
Reflective / Analytical Section Essay Exams		
The instructor will grade the essay exams in a timely manner		
Section 1 Essay Exam	One essay question based on the prompts in the Section 1 chapter study guides.	=15%
Section 2 Essay Exam	One essay question based on the prompts in the Section 2 chapter study guides.	=15%
Section 3 Essay Exam	One essay question based on the prompts in the Section 3 chapter study guides. Demerits for late papers will be deducted from this essay.	=15%
The lowest of the three grades will be dropped Or you may opt of Essay 3 if you are satisfied with your grades on Essays 1 & 2		[-15%]
Cumulative Weighting of Essay Exams		30%
Course Grade	A cumulative weighted average of the completed grade items from the Chapter Exams and Reflective / Analytical Essay Exams.	100%

Additional Course Grading Information: The chapter exam grades can exceed 100%. This allows you to miss a question or two without consequences and it also serves to build extra credit into the regular course assessments. The instructor may apply an adjustment in certain instances. The total chapter exam points are capped at 1000 (70% of semester grade), the total essay points at 200 (30% of semester grade). Points cannot be transferred between categories. **Note:** *there are no extra credit assignments.*

ONLINE Late Work and Make Up Work Policies:

All late grading components will incur a 10-point grade penalty for each **day** they are late. Ten (10) points can be deducted from the optional 3rd Essay for each day assignments are late. If the total reaches 100 points, students will not receive a grade for the optional 3rd Essay. A total of these deductions will be in the grade book under **Demerits**.

Late work in online classes carries the penalty of being dropped from the course. Once the number of missed grade items reaches four (4), the student can be removed from the course at any time. **It is your responsibility to keep up with how many grade items you have missed.** Students will have the opportunity to catch up so long as the number of missed assignments does not exceed four (4).

Incomplete Grades

Lacking several grade items will not qualify a student for the grade of Incomplete. Neither will lack of initiative and inattention to the course schedule. The grade of Incomplete (I) will be granted only in very limited circumstances. This would be an instance where the Final Exam cannot be completed before the end of the calendar month at the end of the semester (either May or December) due to certain unique circumstances that would qualify as *force majeure* according to the instructor or the institution as a matter of benevolence.

Course ADA Accommodations

This course has been reviewed by the specialist staff and administrators of the college and conforms to norms and expectations of the accrediting body overseeing the institution. The instructor by law *cannot* provide additional course materials, supplements, grade items or testing accommodations to individual students without a written directive from the college's Disability Services office. *It is exclusively the student's responsibility to seek accommodations.* If you think you are entitled to certain accommodations, or you are directed to inquire about such by the instructor, contact that office at 254-299-8122 or disabilities@mcclennan.edu. You may also wish to contact the Title IX office at titleix@mcclennan.edu. Both offices are located in the Student Services Center, Suite 319. Their determination will be final and the instructor and student must abide by it.

Instructor Plan Addenda & FERPA

Any portion of this Instructor Plan document is subject to adaptation to changing circumstances. Changes will be posted as addenda on Brightspace in the Announcements and the Instructor Plan sections on Brightspace unless they violate FERPA or confidentiality statutes.

Course Force Majeure:

For face-to-face classes, if a scheduled class meeting must be cancelled for cause, then recorded podcasts will stand as a good faith substitute for face-to-face class meetings. It may also prove necessary to employ Zoom. Continued enrollment in this class will constitute acceptance of this contingency and that the instructor and MCC will be held harmless in the occurrence without remedy. Withdrawal from the course will constitute acceptance of the same.

Published Instructor Plan with Boilerplate Sections

A link to the full Instructor Plan with the boilerplate items added by MCC is located in the Instructor Plan Module on the course webpage. The course-specific items in both documents are identical and students in this course are bound by **both** documents. Any typos or unclear passages in either plan will be interpreted exclusively by the instructor of record.

Course Concluding Date

The Information technology administrators at McLennan Community College have mandated that the course Brightspace page will close on **May 4, 2024**. After that point the instructor cannot and will not guarantee there will be a course to finish as the server space could be repurposed for future courses. That being the case, the grade posted on or before the grading deadline stated in the course schedule will stand and the course will conclude permanently. The *only* exception to this policy is that the Final Exam (or the final chapter exam in online courses) *can* be made up in a reasonable period following the conclusion of the semester *as circumstances allow*.

[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.

This ends the course-specific portion of the Instructor Plan

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.