



**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Human Resources Management  
HRPO 2301.O080**

**NOTE: This is a 16-week online course.**

**Karen Crump, Professor**

## HUMAN RESOURCES MANAGEMENT S24 HRPO 2301.0080

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### Course Description:

Behavioral and legal approaches to the management of human resources in organizations.

### Course Objectives and/or Competencies:

- Explain the development of human resources management
- Explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation
- Describe management's ethical, social, and legal responsibilities
- Explain methods of compensation and benefits planning
- Describe the role of strategic human resources planning

### Prerequisites and/or Corequisites:

None

### Minimum Requirements Needed for this Course:

This is an online course. Students should have basic computer skills, a knowledge of Office 365 especially Word, Excel and PowerPoint, and a basic understanding of how to use search engines and common web browsers. Access to a computer and internet are required to be successful. There are plenty of computer stations throughout the campus for your use including 2 labs in the BT Building and stations in the library. Check the MCC website for hours of these locations.

### Instructor Information:

Instructor Name: Karen Crump  
MCC E-mail: kcrump@mclennan.edu  
Office Phone Number: 254-299-8290  
Cell Phone Number: 254-722-6159  
Office Location: BT205  
Office Hours: Tuesdays/Thursdays online: 10:00a – 1:00p;  
Wednesdays in office: 1:00p – 3:00p

Since we are preparing for the business world, appointments are preferred. I will be happy to set up a zoom session/phone call or office appt at any time that is convenient. My office phone number (2542998290) will always be the access code for all zoom sessions.

Other Information: Feel free to contact me at any time; Please no calls before 7:30am or after 7:00pm! Texts are acceptable any time.

Correspondence Policy: I have no preferred method of communication – the most important thing is to communicate with me! However, use good judgment...if it is somewhat urgent, email is not the best choice. I will do my best to respond within 24 hours. Communication received during weekends or holidays may not be returned until the first business day that the college is open. Since I teach multiple classes and multiple subjects, please refer to the HR 16wk course when emailing.

### Required Text and Lab (etext and MyLab included in course):

Title: Human Resource Management, 16<sup>th</sup> Ed.  
Author: Gary Dessler  
Publisher: Pearson  
ISBN: 978-0-13-517278-0

[MCC Bookstore Website](#)

The text and lab have been included in the course; you will get access to the book and lab from within our Brightspace course.

### Methods of Teaching and Learning:

Assigned readings, discussion groups, group/individual projects and presentations, real world case studies and assignments, written reports/papers, exams, and quizzes.

**Free Microsoft Office 365:**

MCC offers Office 365 free of charge to all MCC students. If you are in need of this software, please type in Office 365 in the search bar on MCC's website to learn how to download it. There are specific directions for those of you with a chromebook.

**Mission Statement:** My mission for this class is to provide you with insights into the role that human resources plays in every company with the hopes that you will look at your current work environment and management from a new and fresh perspective.

**Outline or Schedule (subject to change):**

**UNIT 1: ORIENTATION AND INTRODUCTION**

**WEEK 1: Monday, January 8**

Welcome/Class Overview/Orientation

Chapter 1: Introduction to Human Resource Management

**WEEK 2: Monday, January 15**

Chapter 2: Equal Opportunity and the Law

Chapter 3: Human Resource Management Strategy and Performance UNIT

UNITTEST#1

**UNIT 2: RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT**

**WEEK 3: Monday, January 22**

Chapter 4: Job Analysis and the Talent Management Process

**WEEK 4: Monday, January 29**

Chapter 5: Personnel Planning and Recruiting

Chapter 6: Employee Testing and Selection

**WEEK 5: Monday, February 5**

Chapter 7: Interviewing Candidates

UNIT TEST#2

**UNIT 3: TRAINING AND DEVELOPMENT**

**WEEK 6: Monday, February 12**

Chapter 8: Training and Developing Employees

**WEEK 7: Monday, February 19**

Chapter 9: Performance Management and Appraisal

**WEEK 8: Monday, February 26**

Chapter 10: Managing Careers and Retention

UNIT TEST#3

**UNIT 4: COMPENSATION**

**WEEK 9: Monday, March 4**

SPRING BREAK!!

**WEEK 10: Monday, March 11**

Chapter 11: Establishing Strategic Pay Plans

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**WEEK 11: Monday, March 18**

Chapter 12: Pay for Performance and Financial Incentives

**WEEK 12: Monday, March 25**

Chapter 13: Benefits and Service

UNIT TEST#4

**UNIT 5: ENRICHMENT TOPICS****WEEK 13: Monday, April 01**

Chapter 14: Building Positive Employee Relations

**WEEK 14: Monday, April 08**

Chapter 15: Labor Relations and Collective Bargaining

**WEEK 15: Monday, April 15**

Chapter 16: Safety, Health and Risk Management

**WEEK 16: Monday, April 22**

Chapter 18: Managing Human Resources in Small and Entrepreneurial Firms

UNIT TEST#5

**WEEK 17: Monday, April 29**

Finals

**Course Grading Information:**

Course Orientation	30
Attendance/Class Participation	70
5 Exams (50 pts each)	250
Comprehensive Final	100
MyLab Assignments**	100
Job Description Exercise	100
Resume Writing	60
Interview Role Play	100
Miscellaneous Assignments	90
Onboarding Project**	<u>100</u>
	1000 points

**Allocation of letter grades will be as follows:**

A	900 - 1000 points / 90%+
B	800 - 899 points / 80% - 89%
C	700 - 799 points / 70% - 79%
D	600 - 699 points / 60% - 69%
F	<600 points / <60%

\*\*The number of total points may change due to changes in the syllabus; however, the percentages applied will remain the same (ie. 90% of total points will be equivalent to an A)\*\*

**\*\*Required to Pass**

Your final grade will be kept up-to-date in the grade book based on the assignments that have been graded. You will see something like 45/50. The 1<sup>st</sup> number refers to your points earned from the graded assignments; the 2<sup>nd</sup> number refers to the points that were available for that graded work. It will not include any assignments not yet graded. A passing grade in this course is a D.

A NOTE ABOUT GRADING: The submission of an assignment does not guarantee full value of the points available for that assignment. I look at quality of content, the format of your submission, and if you met the deadline when grading assignments.

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### **COURSE ORIENTATION: (30 points)**

The course orientation is very important because it introduces you to the structure of the course so you can be more successful. There are 3 specific assignments in this module that must be completed.

### **ATTENDANCE/CLASS PARTICIPATION: (70 points)**

Every week, I will ask the class a question to get some discussion going. Your response to this question may count towards these attendance/class participation points. If you respond to someone's comment, you will receive some additional credit – see Extra Credit section for details. You are not locked into this assignment for attendance. Any assignment due during the week will count as you attending class. This particular assignment is relatively easy to do and is meant to encourage class engagement.

### **CHAPTER TESTS/COMPREHENSIVE FINAL: (350 points)**

There will be 5 tests given throughout the semester as well as one comprehensive final exam. Exams will be in a true/false, multiple choice, and short answer format. If you have a scheduling difficulty, you must make arrangements with me **prior to the exam**. If you miss a test and have not made prior arrangements with me, you will forfeit those points. All exams will be online in Brightspace including the final. Academic integrity is important especially in an online environment. If it is obvious that a question to an exam has been copied from an online source, you will receive an automatic 0 for the test.

### **MYLAB ASSIGNMENTS (100 points)**

Every chapter has corresponding activities in MyLab. These activities vary from practice questions, all chapter quizzes, mini simulations and personal assessments. You have unlimited attempts for all these activities. Because of this ability to maximize your points, late submissions will receive a penalty reduction of 1 point per day. Labwork will not be extended so pay attention to those due dates. You are able to work ahead in the lab.

At the end of the semester, your points earned will be measured against the lab points available. That percentage will then be multiplied by 100 points. So if you only earn 50% of available lab points, your grade point value for the lab will be 50 out of the 100 possible.

### **JOB DESCRIPTION EXERCISE (100 points)**

For this assignment, you will be writing a complete and thorough job description for a business management instructor position at MCC. See details in the Projects Module.

### **RESUME WRITING (60 points)**

To ensure that you finish your degree at MCC with a well-written resume, you will be creating one for class. See details in the Projects Module.

### **INTERVIEW ROLE PLAY (100 points)**

For this exercise, you will be acting as an HR Manager and conducting an interview for a new guest service representative at a hotel. Detailed information will be found in the Projects Module.

### **MISCELLANEOUS ASSIGNMENTS: (15 points each - 90 points)**

You will be given miscellaneous assignments throughout the semester. Your 6 highest scores will count towards your final grade.

A note on assignments. In the business world, it is important that you present professional looking documents. For that reason, if your homework is not typed in Word or does not look professional, points may be lost. For example, you should not submit something in an all-bolded font. There should be clear separation between the question and your response by either using bold/unbolded fonts or perhaps color. Proper grammar and spelling is a given. Make sure you review the way your submission looks before uploading it to avoid losing valuable points. Submitted assignments that are blank cannot be redone so make sure your assignment is completed before submission.

### **ONBOARDING PROJECT (100 points)**

This is your semester project. You will be creating an onboarding program for a new instructor at MCC. See details in the Projects Module.

## **GENERAL INFORMATION:**

### **COMMUNICATION**

All communication including changes to the syllabus will be sent to you through your MCC email address (your 2 initials student ID#@students.mclennan.edu) and announcements in Brightspace. Please make sure you know how to access both. I would suggest setting up your school email – a gmail account - on your smart phone if you have one. My recommendation is to check your emails several times a day.

When sending emails to me, make sure you use professional business format. In the subject line, be specific as to the purpose of your correspondence and include your course name and section number. Failure to include this information may result in a delayed response. Avoid typing in all caps. Be clear and concise in what you are trying to communicate. I check emails on a regular basis throughout the day so they will be returned within 24 hours of receipt except over the weekend or holidays. Those emails will be returned on the first business day that MCC is open. If there is a sense of urgency, email is not the best method to use. Pick up the phone and call me. If texting me for the first time, make sure you identify yourself in case I do not have your number in my contacts. Identify the course you are in as well.

Before you make the effort to contact me, ask yourself where you can find the answer to your question. For example, have you checked the syllabus? Brightspace? A fellow classmate? Managers in the business world expect you to be problem solvers. This is a skill that can be learned so a good time to practice is now while you are in college.

### **ASSIGNMENTS**

All required assignments for the week can be found in Brightspace under the weekly module. Due dates are also posted on the course homepage under Upcoming Deadlines. It is important that you complete all assignments in the weekly module so I would highly recommend you start there every week to create your "to do" list.

You will be using Brightspace to submit all assignments. However, should you encounter challenges, you can email it to me at [kcrump@mclennan.edu](mailto:kcrump@mclennan.edu) by the deadline. This should be the exception however so if you need assistance on how to upload in Brightspace, make an appointment with me.

All assignments must be typed in Word – no other formats will be accepted! When saving your assignments, make sure to properly name it. This is good business practice. Doublecheck your submission to make sure it is completed. A blank submission will earn a 0 and cannot be redone.

Presentation is important in the business world. Your documents must look professional. For that reason, your homework assignments must look professional. Take a few minutes after completing the assignment and ask yourself if it looks professional. Points may be lost if your submission does not look neat and organized. Font should never be bolded unless you are trying to emphasize a point....spacing should be just right...indents used when needed.

When you see your assignment grade posted, please check the gradebook for my feedback. I often will type notes and comments in your submission; you should be able to read these from the gradebook.

### **LATE WORK AND MAKE UP WORK:**

Due dates and deadlines are important in the business world. If you miss a crucial deadline, it could cost your company a significant opportunity/expense. For that reason, late work will not be accepted unless prior arrangements have been made in advance. So pay attention to due dates!

Since I do understand that life can get in the way at times, I will allow for no more than 3 assignments to be late. The definition of an assignment is any required work due in the week with the exception of labwork. All activities in the lab are set up where you will lose a point for every day you are late for that activity.

In order to receive this exception, you must submit a LATE WORK REQUEST form and email it to me with the subject line: LATE WORK REQUEST. This form can be found in our class file cabinet – the file cabinet module can be found in our class content or under the QuickLinks on the NavBar. It must be submitted no later than 3 days past the due date of the assignment.

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#### **ADDITIONAL BONUS POINTS CAN BE EARNED:**

In the working world, you do not have to be the smartest person to be successful. However, you do have to show initiative, work hard, and prove that you care about the company and the business. For that reason, I am going to apply those same principles to this class. In this class, you have the opportunity to put forth additional effort and earn additional bonus points to achieve a higher grade.

#### **EXTRA BONUS ASSIGNMENTS (up to 70 points):**

1. 10 points: Reach out to me to set up a short ZOOM session so we can meet each other. If you prefer, you can also set up an appointment to stop by my office to visit with me for a few minutes within the first two weeks – deadline for setting up the appointment is end of day Friday, January 19. Consider it a “Getting to Know You” session.
2. Up to 20 points: Interview with an HR Director. The professional must be an HR Manager and the visit must be pre-approved to get credit; written report to be at minimum 3 pages to include the interview and general information on the business itself.
3. 10 points: Submit your current job description from your place of work. This is your official job description and NOT a job posting. You must get it from HR or management.
4. 10 points Complete the instructor feedback form at the conclusion of the semester
5. Up to 20 points To create conversation, you can receive a 1 point bonus for every response to a unique classmate during our weekly class discussion. For example, any or all responses to 1 classmate equals 1 point. Responses to 3 classmates would be 3 points. Responses must be more than just a few words for credit. In addition, you must post your required response by the deadline to receive any extra credit points. Maximum of 3 points allowed per week.

#### **ATTENDANCE:**

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. 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.

It is your responsibility to make mature and reliable decisions regarding your commitment and performance to this class. MCC's school attendance policy requires me to take attendance and you are expected to participate.

Since this is an online course, attendance will be assessed by the submission of any weekly assignment. An assignment is defined as any activity that is due that week.

Should you fail to complete at minimum the orientation quiz and 2 weekly assignments prior to January 21, I will be required to drop you. This drop will not appear on your academic transcript and will not affect your 6-course withdraw limit. However, you will still be financially obligated for the course and your financial aid re-evaluated.

After that date and before March 21, the 60% date for the semester, should you fail to submit a weekly assignment two weeks in a row without prior discussion or approval or submission of a late work request form, your “absence” will be considered unexcused and you will be withdrawn from the course. This withdrawal will be included in the state's 6-course limit. Please refer to the school's attendance policy link below for details regarding this state rule.

Your last opportunity to be withdrawn from this course will fall on March 21. After that date, your grade will reflect the results earned.

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

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

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#### Definitions

The terminology we use is important:

Drops - occur BEFORE the census date of January 21 and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals - occur AFTER the census date and prior to 3, the 60% date, and count in the student's maximum withdrawal count of 6 classes.

#### GRADES:

If you do not agree with a grade, you have one week from the time it is posted to review it with me.

Answers to the tests are not provided. If you would like to review your test, please make an appointment with me so we can review it together.

A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

Please review the Grading Breakdown sheet at the end of this syllabus.

#### MY PHILOSOPHY ON LEARNING:

Learning is hard. Learning is frustrating. Learning takes work. It takes time. Learning can also make you uncomfortable. And learning is a CHOICE. The responsibility to learn is yours and yours alone. I am committed to introducing you to new terms, concepts and ideas and helping you in any way I can to sort out any confusion. But you must own the learning part and want it bad enough to ask questions when you do not understand and see me to sort out more complex and time-consuming issues. I will do everything I can to help you on this journey but I will not do the work for you. If you find that you need additional support, more than I can provide, MCC offers plenty of resources in our Student Success department. Feel free to come see me if you would like to explore these services. So in the spirit of learning something new, embrace the work ahead of you! In the words of Dr. Seuss, "Oh the Places You'll Go!" (hopefully you are never too old for a little Dr. Seuss wisdom!)

#### Instructor Recommendations:

An online course takes self-discipline to achieve success. This class is broken out week by week with specific assignments and activities that must be completed. My recommendation is to always log into the course every Monday, the start of every week, to assess what your week looks like with respect to assignments and deadlines. You may have a chapter quiz and test on that chapter in the same week so it is better to plan ahead.

Make sure to go into this class with a back up plan in case your computer crashes and your internet goes down. Know what you will do if one of those scenarios happens. These situations cannot be used as reasons for assignments not getting completed by the deadlines. Know that there are many computer labs available on campus. The library probably offers the greatest availability. Do your research and investigate into these labs so you are better prepared.

Take the orientation seriously so you gain an understanding of the course format and structure on Brightspace.

The textbook is an integral part of the course and chapter reading will be required every week.

Since the responsibility of learning falls on your own personal efforts, make sure to reach out to me if you are confused about something. Before placing the call however, please make sure you check all resources including the syllabus and your classmates to find a solution; my experience has been that answers to most questions can be found there. I do my best to respond to your inquiries as quickly as possible but for planning purposes, anticipate at least a 24-hour turnaround.

Reading and comprehension are key to being successful in an online environment. If you have reached this point in the syllabus, please email me with the subject line, "I have really read the syllabus" for an added bonus.

Weekly content will open up every Monday at 12:01am.



**Student Behavioral Expectations or Conduct Policy:**

I am a "hotellie" at heart and just love the philosophy of Ritz Carlton Hotels, a luxury brand. To borrow from their motto, *"We are Ladies and Gentlemen serving Ladies and Gentlemen"*. Even though this class is in an online format, we will treat each other with mutual respect. If you are frustrated with something and do not understand, please talk to me. I am here for support and to help you succeed. I am not out to get you or make things difficult. But let's face it, sometimes in college you have to do things you don't like doing...that is why a degree offers so much value to employers- it proves you can go the distance! Remember, your behavior and character are the only things that you have complete control of in your life. Make the most of it!

**Instructor/Class Academic Integrity Statement:**

In the business world, if you are caught stealing, you will immediately lose your job. That same premise will be applied to our class. Cheating on exams or plagiarizing (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) may result in a failing grade and you will be reported to Student Discipline. Keep in mind with online classes, using the internet to copy/paste answers for tests and assignments is considered cheating. Test answers come from our chapter reading; if your answer for a test question is pulled from an online source, you may receive a 0 for the exam.

**TurnItIn**

Brightspace has a feature called TurnItIn...it allows me or you to run your assignment through a reader to reveal the percentage of the paper that has been plagiarized. As long as you are within a 0-25% margin, you will be fine; anything higher is a sign of plagiarism. You will be using this feature for a specific assignment this semester. I will notify you if this feature has been turned on for an assignment.

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](http://www.mclennan.edu/disability)

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

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

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto: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/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

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

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [success@mclennan.edu](mailto: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](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](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

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

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

**Forwarding Emails:**

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

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

**Disclaimer:**

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