



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

LEGAL RESEARCH AND WRITING

LGLA - 1301 – O080

KRISTY TURNER

NOTE: This is a 16-week course.

NOTE: This is an Online course.

LEGAL RESEARCH AND WRITING

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Course Description:

Presents the fundamentals of legal research and writing emphasizing the paralegal's role, including resources and processes used in legal research and writing. Topics include: locating primary and secondary legal authority, implement researching strategies using standard and electronic research tools, drafting legal documents, and analyzing the ethical considerations of the paralegal relating to legal research and writing.

Prerequisites and/or Corequisites:

Passing score on the TSI Assessment or concurrent enrollment in INRW 0402.

Course Notes and Instructor Recommendations:

This is a college-level course requiring one to three or more hours of study time outside of the classroom. The Tentative Schedule contains the reading and work assignments for the semester with stated due dates.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mclennan.edu

Phone Number: 254-299-8261

Office Location: Classroom – BTB 220

Office Hours: Mondays & Wednesdays 11:00 a.m. to 2:00 p.m.

Tuesdays 10:00 a.m. to 11:00 a.m. and Zoom 5:30 p.m. to 6:30 p.m.

Or by appointment for meetings outside of these times.

Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Required Text & Materials:

Title: Legal Research, Analysis, & Writing

Author: William H. Putman & Jennifer R. Albright

Edition: 5th

Publisher: Cengage

ISBN: 13: 978-0-357-61944-5

Ebook available through Cengage:

Cengage Unlimited:

- 4-month access / 9780357700006
- 12-month access / 9780357700013
- 24-month access / 9780357700020

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

Methods of Teaching and Learning:

Lecture, discussion boards, projects, written reports/papers, exams and quizzes.

Course Objectives and/or Competencies:

The student will demonstrate mastery of the course information by being able to understand and demonstrate knowledge of the following:

Week 1

A. A. The Legal Research Process

1. Identify the origins of American law.
2. Understand the importance of the doctrine of Precedent and the doctrine of Stare Decisis.
3. Differentiate between primary and secondary sources and finding tools.
4. Identify the main types of primary authority.
5. Describe the four basic steps for effective legal research.

Week 2

B. B. Analyzing Facts and Identifying Legal Issues

1. Review facts from preliminary investigation of potential evidence.
2. Establish fact pattern for comparison with legal authorities.

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- 3.Determine nature of legal issue involved.
- 4.Review applicable law relating to the legal issue.
- 5.Determine research goals.

Week 3

C.C. Federal and State Case Law and the Court Reporter Systems

- 1.Identify the elements or segments of a typical court case as reported in a court reporter.
- 2.Distinguish between official and unofficial court reporters.
- 3.Describe the typical features found in a bound volume of a court reporter.
- 4.Discuss the various ways court reporters are organized.
- 5.Describe the method of publication for court reporters.
- 6.Identify the three main U.S. Supreme Court reporters and describe their similarities and differences.
- 7.List ways to locate Supreme Court decisions not found in the main reporters.
- 8.Identify the main reporters for federal courts below the Supreme Court level.
- 9.Describe the organizational structure of the National Reporter System.
- 10.Explain what a parallel citation is and how to locate a parallel citation for a given case.

Week 4

D. The Case Brief

Identify and draft:

- 1.the citation
- 2.procedural history
- 3.issues
- 4.holding
- 5.facts
- 6.rationale, and
- 7.a clear and concise brief of a case

Week 5

E. E. Basic Legal Writing Tools

- 1.Develop an outline to organize the writing process
- 2.Develop a method for providing clear definitions and descriptions of objects & concepts
- 3.Develop a method for explaining legal processes in a clear, concise manner
- 4.Describe the different law dictionaries available and when each is useful.
- 5.Describe the different law directories available and when each is useful.
- 6.Explain how to locate items in a form book and how to use them appropriately.

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Week 6

F. F. The Legal Memorandum

1. Organize a memorandum of law
2. Learn the steps to drafting a memorandum
3. Draft the questions presented
4. Draft brief answers and conclusions
5. Organize the facts statement
6. Draft the facts statement
7. Utilize the IRAC method for the discussion section
8. Synthesize cases and authorities
9. Outlining and organizing the memo

Week 7

G. G. Legal Correspondence

1. General Format
2. Components
3. Informative Letters
4. Confirmation Letters
5. Opinion Letters
6. Demand Letters

Week 8

H. H. Digests for Court Reports

1. Define what a digest is used for.
2. Explain why West's key number system is important in legal research.
3. Explain the organization of the American Digest System and when it will be useful in legal research.
4. Describe the Descriptive Word Method and the Topic Method as they apply to the use of digests.
5. Describe how to "update" digests results.
6. Explain the limitations of the digests.
7. Describe West's organization for the digests that are not a part of the American Digest System.
8. Identify the various books available for use with a particular digest.

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Week 9

I.I. Shepard's Citations and Other Citator Services

- 1.Explain what type of source Shepards is and how to use it to update another source.
- 2.Identify the types of sources Shepards can be used to update.
- 3.Explain the abbreviations used in Shepards.
- 4.Explain how Shepards can be used as a finding tool.
- 5.Form a proper citation for any given source, legal or non-legal, by referring to the BlueBook or Texas Rules of Form.

Week 10

J. J. Computer-Assisted Legal Research

- 1.Explain how to navigate the Internet for legal research purposes
- 2.Strategize to plan and conduct Internet research
- 3.Finding people and investigating companies using Internet search tools and databases
- 4.Identifying reliable legal resources available on the Internet

Week 11

K. K. Constitutions, Statutes and Administrative Law

- 6.Identify how and where federal and state agency regulations are published.
- 7.Demonstrate how to locate a relevant agency rule, regulation, or decision.
- 8.Explain how to update agency rules, regulations, and decisions.
- 9.Identify how and where to find Presidential Documents.
- 10.Explain how to locate copies of the US Constitution and state constitutions.
- 11.Explain how to locate court interpretations of constitutions.
- 12.Explain how to locate scholarly and historical interpretations of constitutions.

Week 12

L.L. Federal and State Legislation and Legislative History

- 1.Describe the legislative process a bill goes through to become law (federal and state).
- 2.Identify documents that are generated at each step of the legislative process (federal and state), and explain how each could be helpful in legal research.
- 3.Explain how a new law is published (federal and state).
- 4.Identify sources containing federal statutes and explain how the sources differ.
- 5.Explain how to locate relevant statutes within the sources.
- 6.Identify sources containing state statutes.
- 7.Explain how the statutory sources are kept current.
- 8.Demonstrate how to use various finding tools when compiling legislative history.
- 9.Explain how to locate legislative materials on the Internet.

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Week 13

M.M. Persuasive Writing to the Court

1. Identify advocacy position
2. Analyze strengths and weaknesses of your position
3. Analyze strengths and weaknesses of opponent's position
4. Components of brief to the Court
5. Locate and apply applicable Court rules
6. Draft brief

Week 14

N. N. Secondary Sources

1. Explain what ALRs are and how they differ from the National Reporter System.
2. Describe the organizational structure of the ALR series.
3. Explain how to find an ALR annotation and how to update it.
4. Explain what a treatise is and how it is used in legal research.
5. Explain how to locate a treatise.
6. Explain the history of the Restatements and their usefulness for legal research.
7. Describe the features of the Restatements.
8. Explain how to locate a Restatement section and how to update it.
9. Describe what type of matters are covered by court rules.
10. Explain how to locate court rules as well as interpretations of the rules.
11. List several sources where court rules can be found and discuss how these sources differ.
12. Define the purpose of periodicals.
13. List the various types of periodicals available and describe the features of each.
14. Explain how to locate a periodical and how to update it.
15. List other Indices available for locating periodical literature.
16. Describe the two main general encyclopedias.
17. List what other types of encyclopedias are available to use in legal research.

This schedule is subject to change and students will be notified about any changes by announcement in class.

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. A student's financial aid will be

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re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending class BEFORE the census date, a student must complete and submit at least ONE assignments by the due date. An email to the instructor does NOT count as completing and submitting an assignment. Logging into Brightspace and accessing content does NOT count as completing and submitting an assignment. Any student who fails to complete and submit at least one assignments by the due date prior to the census date will be dropped from the course.

After the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Course Outline or Schedule:

This schedule is subject to change. Changes will be announced in the classroom.

Week 1 1/8	Ch. 1 Introduction to Legal Principles and Authorities Identify the main sources and types of law Describe the basic structures of the state and federal court systems Arrange the various sources of law according to the hierarchy of laws Identify types of legal authority Assess when and how legal authority applies Ch. 1 Exercises Due Ch. 1 Quiz Due	Due 1/14
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Week 2 1/15	Ch. 2 Introduction to Legal Research and Analysis Define legal analysis Explain legal research and the elements of legal analysis Apply the elements of legal analysis in specific situations Identify the importance of focus and intellectual honesty Assess when and how legal authority applies Ch. 2 Exercises Due Ch. 2 Quiz Due	Due 1/21
Week 3 1/22	Ch. 9 Legal Analysis – Key Facts Define key facts Explain what background and irrelevant facts are Explain the role and importance of key facts Identify key facts in a client’s case Identify key facts in a court opinion Ch. 9 Exercises Due Ch. 9 Quiz Due	Due 1/28
Week 4 1/29	Ch. 4 Case Law – Research and Briefing Explain the role and importance of court opinions Identify elements of a court opinion Demonstrate how to find court opinions Describe the role and importance of a case brief Identify elements of a case brief Demonstrate how to brief a case Ch. 4 Exercises Due Ch. 4 Quiz Due	Due 2/4
Week 5 2/5	Ch. 10 Legal Analysis: Issue Identification-Spotting the Issue Define what a legal issue is and the various types of issues Identify elements of an issue Identify (spot) the issue in a client’s case Identify the issue in a court case Ch. 10 Exercises Due Ch. 10 Quiz Due	Due 2/11

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Week 6 2/12	Ch. 11 Legal Analysis: Stating the Issue Recognize the elements of a well-crafted issue Explain the value and importance of phrasing the issue narrowly and comprehensively Demonstrate the best way to assemble the elements to effectively communicate the issue Explain the importance of stating the issue objectively Ch. 11 Exercises Due Ch. 11 Quiz Due	Due 2/18
Week 7 2/19	Ch. 12 Case Law Analysis-Is a Case on Point? Explain what <i>on point</i> means in relation to case law Describe the role and importance of a case being on point in legal analysis Demonstrate how to determine if a case is on point Ch. 12 Exercises Due Ch. 12 Quiz Due	Due 2/25
Week 8 2/26	Ch. 13 Counteranalysis Explain what counteranalysis is Give examples of why counteranalysis is important Demonstrate techniques of counteranalysis Illustrate where to place counteranalysis in an interoffice research memorandum or a court brief Ch. 13 Exercises Due Ch. 13 Quiz Due Final Exam Project – Draft of Brief 1 DUE	Due 3/3
3/4 – 3/8	Spring Break	Spring Break
Week 9 3/11	Ch. 14 Fundamentals of Writing Identify how to construct effective sentences and paragraphs Demonstrate strong word selection and usage skills Use grammar and punctuation properly Apply formal writing conventions Ch. 14 Exercises Due Ch. 14 Quiz Due Final Exam Project – Draft of Brief 2 DUE	Due 3/17

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Week 10 3/18	<p>Ch. 15 The Writing Process for Effective Legal Writing</p> <p>Explain the importance of writing skills</p> <p>Describe what a legal writing process is and its importance in legal writing</p> <p>Engage in the three stages of the legal writing process</p> <p>Demonstrate the importance and use of an expanded outline in the legal writing process</p> <p>Ch. 15 Exercises Due</p> <p>Ch. 15 Quiz Due</p> <p>Final Exam Project – Draft of Brief 3 DUE</p>	Due 3/24
Week 11 3/25	<p>Ch. 3 Constitutions, Statutes, Administrative Law, and Court Rules- Research and Analysis</p> <p>Define what statutory law is</p> <p>Identify components of a statute</p> <p>Demonstrate how to find constitutional, statutory, and administrative law and court rules</p> <p>Analyze a statute and apply it to specific legal issues</p> <p>Identify and apply the role of legislative history and canons of construction</p> <p>Ch. 3 Exercises Due</p> <p>Ch. 3 Quiz Due</p> <p>Final Exam Project – Draft of Brief 4 DUE</p>	Due 3/31 Easter Sunday – Plan Ahead!
Week 12 4/1	<p>Ch. 5 Secondary Authority and Other Research Sources</p> <p>Describe the purposes of secondary authority</p> <p>Identify the role of encyclopedias, treatises, annotated law reports, digests, and citators in research</p> <p>Explain how to use encyclopedias, treatises, annotated law reports, digests, and citators in conducting research</p> <p>Conduct research using encyclopedias, treatises, annotated law reports, digests, <i>Shepard's</i>, and <i>KeyCite</i></p> <p>Ch. 5 Exercises Due</p> <p>Ch. 5 Quiz Due</p> <p>Final Exam Project – Draft of Brief 5 DUE</p>	Due 4/7

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<p>Week 13 4/8</p>	<p>Chs. 16 & 17 Office Legal Memorandum: Issues and Facts Describe the importance of an office legal memorandum Explain the purposes and uses of an office legal memorandum Identify and complete the sections of a basic office legal memorandum Discuss elements and format of the analysis, conclusion, and recommendations sections of an office legal research memorandum Demonstrate how to draft the analysis, conclusion, and recommendations sections of an office legal research memorandum Explain general considerations to keep in mind when drafting a legal research memorandum Ch. 18 External Memoranda: Court Briefs Identify similarities and differences between court briefs and office memoranda Describe techniques of persuasive writing Identify elements of trial and appellate court briefs Demonstrate how to draft trial and appellate court briefs Ch. 19 Correspondence Name the basic components of correspondence Describe the types of law office correspondence that communicate the results of legal research and analysis Distinguish the elements of informational, opinion, and demand letters Demonstrate how to draft information, opinion, and demand letters Chs. 16 & 17 Exercises Due Chs. 16 17 Quizzes Due Final Exam Project – Draft of Brief 6 DUE</p>	<p>Due 4/14</p>
<p>Week 14 4/15</p>	<p>Ch. 6 Secondary Authority Explain the role of periodicals, <i>Restatements</i>, uniform laws, dictionaries, legislative history, and miscellaneous secondary sources in legal research Conduct research using periodicals, <i>Restatements</i>, uniform laws, dictionaries, legislative history, and other secondary sources Demonstrate how to compile legislative histories Locate applicable jury instructions Ch. 6 Exercises Due Ch. 6 Quiz Due</p>	<p>Due 4/21</p>

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Week 15 4/22	<p>Ch. 7 Computers and Internet Legal Research</p> <p>Explain the role of computers in legal research</p> <p>Describe the role of free internet sources in legal research</p> <p>Identify different types of free legal websites</p> <p>Conduct basic legal research using free internet sources</p> <p>Discuss the limitations of using free internet law-related websites</p> <p>Ch. 8 Commercial Internet Research</p> <p>Describe the role of computers in legal research</p> <p>Summarize how to conduct legal research using the most frequently used commercial services, Westlaw and Lexis</p> <p>Explain the role and types of other commercial internet legal research sources such as Bloomberg Law, FastCase, Versuslaw, Casemaker, and others</p> <p>Conduct legal research using commercial internet legal research sources</p> <p>Identify what to consider when citing legal sources obtained from commercial internet legal research websites</p> <p>Chs. 7 & 8 Exercises Due</p> <p>Chs. 7 & 8 Quizzes Due</p> <p>Final Exam Project Due</p>	Due 4/28
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Final Exam Project:

This project is due **Tuesday, April 28, 2028** by **11:59 p.m.** **NO LATE WORK WILL BE ACCEPTED!**

Drafts will be submitted on the following schedule:

Draft Brief 1 - March 3, 2024

Draft Brief 2 - March 17, 2024

Draft Brief 3 -March 24, 2024

Draft Brief 4 - March 31, 2024 (Easter weekend, so plan ahead now)

Draft Brief 5 - April 7, 2024

Draft Brief 6 - April 14, 2024

This project will be submitted through Brightspace. I will NOT accept paper or email copies.

Do NOT wait until the last minute to email me your projects as technical difficulties do arise from time to time. Technical difficulties will NOT be used as an excuse for not getting the project in to me on time.

You will locate and brief six cases on Westlaw. Cases will be assigned through Brightspace.

Your briefs should be typed, double spaced in at least 14-point font.

The final assignment is due on or before **11:59 p.m.** on **Tuesday, April 28, 2024.** **NO LATE WORK WILL BE ACCEPTED!**

Course Grading Information:

The system of grading will be based on the following objective standards (no “curve” methods will be used):

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

1. Tests

There will be chapter tests.

No makeup tests are allowed. If you make below a 70 on any of your major tests, you must meet with me to discuss your score; it is your responsibility to schedule a time for that meeting.

Tests will cover information presented as well as any information contained in your required textbook.

2. Quizzes

Reading quizzes will be given covering your reading assignments. These quizzes will be available on Blackboard. No make-ups are allowed on these quizzes and deadlines will not be extended.

3. Assignments

You will have chapter assignments and one major final exam project assignment due during the semester. Assignment details will be distributed separately.

All assignments must be completed on time. **No late work will be accepted! Do NOT ask!**

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor's discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of "incomplete", which over time automatically changes to an "F" if the assignment remains uncompleted.

The activities used to determine the grade will be weighted as follows:

Assignments, Participation & Attendance:	30%
Quizzes:	20%
Final Exam Project:	50%

Penalties for Academic Integrity Violations

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction,

re-doing of assignments, and/or dismissal from the course with a grade of "F". Examples of cheating include but are not limited to:

- copying the work of another
- seeking excused absences/tardies under false pretenses
- plagiarism (claiming as your own the work of another)

All assignments must be completed on time. **No late work will be accepted! DO NOT ASK!**

Late Work, Attendance, and Make Up Work Policies:

WORK NOT COMPLETED ON TIME WILL NOT BE ACCEPTED.

See Course Grading Information for more details.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

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

[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.