

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

PUBLIC SPEAKING

SPCH 1315 - 012

DR. JENNA HOEFER

NOTE: This is a Face-to-Face course.

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Course Description:

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities.

Prerequisites and/or Corequisites:

There are no official course prerequisites at this time. The student should, however, be able to speak, listen, and write in English, employing at least a high school level vocabulary and correct grammar. Writing skills are necessary for completing assignments; reading skills are necessary for reading a college text and responding to test questions; and speaking is necessary to demonstrate the skills studied. The student will be expected to apply critical thinking skills including comparison and contrast, analysis, and synthesis. To improve inadequate skills for the level of this course, the student may take advantage of the college's reading and developmental English courses. Adequate English oral usage is expected for success in the course.

Course Notes and Instructor Recommendations:

This course explores the dynamics of public speaking. Public speaking is the study of sharing your ideas through communication with others. In this course, we will cover the basic principles of public speaking. The goal of this course is to provide you with the tools and knowledge needed to be an effective communicator.

If you are taking an online class, you need to have access to a computer on a regular basis so you will be able to complete all of the course work. The units available at the Computer Lab in the LTC – Learning Technology Center on the MCC campus are fully equipped with all of the specifications. D2L/Brightspace will be utilized in this course for all announcements and instructions, assignments, exams, and a means of determining attendance.

Instructor Information:

Instructor Name: Dr. Jenna Hoefer

MCC E-mail: jhoefer@mclennan.edu

Office Phone Number: 254-299-8929

Office Location: Faculty Office Building 117

Office/Teacher Conference Hours: Office/Teacher Conference Hours: TBA

Other Instruction Information: If you need to visit with me, setting up an appointment (even during office hours) is the most professional approach. Having an appointment ensures that I will be available to focus my attention on you exclusively. I am available at many times, so email or call for an appointment. Office hours and individual meetings will be held through Zoom. If you need to visit with me, please let me know and we'll work something out! Please email me from your MCC student email address – this assures that I will receive the email and confirm that it is really you emailing me. I will not respond to messages sent to/through BrightSpace.

Communication response time: In most cases, I check my email regularly between 8 am and 2 pm on weekdays (M-F). However, please give me up to 24 hours to respond to your messages on weekdays. I will respond to messages sent on the weekends as quickly as possible, but messages sent after 2 pm on Friday may not be answered until the next Monday morning. This also applies to holidays.

Required Text & Materials:

NO BOOK PURCHASE NECESSARY!

Exploring Public Speaking, 3rd Edition- provided by OER Commons (a link is provided below to the book). The book does not need to be purchased.

Please use the link provided below to access the book:

<https://www.oercommons.org/courses/exploring-public-speaking/view>

Additional Materials: Access to recording equipment- computer or other device with quality camera and microphone.

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

Online Student Technology Requirements:

The online student should have knowledge of using a web browser, computer, a MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), the ability to record and upload videos using Youtube and other online platforms, and the basic use of internet and search skills. The course uses the Brightspace Learning platform, YouTube, and Zoom, and the student is required to become

proficient in these skills through the course orientation. The student should also have a general understanding of online technologies and appropriate online behavior.

Hardware requirements:

1. You need an Internet connection (at least 56k, but High Speed connection is recommended).
2. Brightspace recommends using a monitor that supports resolution of 1024x768 or higher.
3. **Students are expected to maintain regular & reliable access to a computer with a stable broadband Internet connection.** If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.
4. Brightspace is working on a mobile app suitable to this new learning platform. However, please note that you very likely will NOT be able to complete an online course using only a mobile device. A laptop or desktop computer is almost always required. If you only have a mobile device, and you cannot come to MCC campus to use a lab computer, contact me immediately to discuss your situation.

Software requirements:

1. You need a web browser to access Brightspace. We recommend an up-to-date version of Mozilla Firefox. I strongly recommend Brightspace students use the latest version of [Mozilla Firefox](#) for Windows and Mac because it is the browser that Brightspace supports.
2. The word processing software of MS Office is required. If you don't own a copy of MS Word, as a matriculated MCC student you can use Office 365 for free which will give you the most used tools.
 - a. To view a video tutorial for signing up for and installing Office 365 [Click here.](#)
 - b. To sign up and get started now [Click here.](#)
 - c. Please do not hesitate to contact the MCC Help Desk by calling [254-299-8077](tel:254-299-8077) or emailing helpdesk@mclennan.edu if you require further assistance.
3. Many Brightspace functions require Java Run Time Environment. Java technology allows you to work and play in a secure computing environment. Upgrading to the latest Java version improves the security of your system, as older versions do not include the latest security updates. Java may be downloaded using the link found at <http://java.com/en/download/>.
4. [Here are some additional helpful links for the new Brightspace Learning Platform:](#)
 - a. D2L System Check <https://community.desire2learn.com/d2l/systemCheck>

- b. Browser Support for desktop, tablet, and mobile devices
<https://documentation.brightspace.com/EN/brightspace/requirements/all/browser-support.htm>
- c. Brightspace Technical Assistance at MCC
<http://www.mclennan.edu/brightspace-students/>

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through 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.

Methods of Teaching and Learning:

This online course consists of many different types of assessments provided on Brightspace. You are responsible for reading your assigned chapters, completing each assignment, completing all quizzes and discussion boards, and any additional work assigned.

Course Objectives and/or Competencies:

The Texas Higher Education Coordinating Board requires that all courses in the Foundational Component area of Communication teach these four Core Objectives:

- **Critical Thinking Skills (CT):** "to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information."
- **Communication Skills (COMM):** "to include effective development, interpretation and expression of ideas through written, oral and visual communication."
- **Teamwork (TW):** "to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal."
- **Personal Responsibility (PR):** "to include the ability to connect choices, actions and consequences to ethical decision-making."

Learning Outcomes:

- Demonstrate an understanding of the foundational models of communication. (CT, COM)
- Apply elements of audience analysis. (CT)
- Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic. (CT, COM)
- Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques. (CT, COM, PR)
- Demonstrate effective usage of technology when researching and/or presenting speeches. (CT, COM)

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- Identify how culture, ethnicity and gender influence communication. (CT, COM, PR)
- Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive). (COM, TW, PR)

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 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 or who misses 25% or more of assigned work for an online course 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.

If a student misses eight or more classes, within the 60% mark of the course, the student has meet the 25% mark to be withdrawn from the course.

Course Outline or Schedule:

The schedule is tentative and may change! Changes will be posted on BrightSpace!

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Week 1: 1/9		Introduction to Course/ Communication Competence
Week 2: 1/16		Speech Anxiety Discuss Introduction Speech Delivery
Week 3: 1/23		Due: Tuesday, 1/23- Introduction Speech Due at beginning of class Informative Speaking Unit Starts & Picking a Topic
Week 4: 1/30		Outlining and Organizing Due: Tuesday. 1/30, Topic Worksheet Due by end of class Using Support & Research
Week 5: 2/6		Audience Analysis & Effectively Listening Oral Citations
Week 6: 2/13		Work on Informative Speeches in Class Due: Tuesday: 2/13- Outlines Due submit on BrightSpace as a text submission by midnight Due: Thursday: 2/15- Informative Speech

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Week 7: 2/20		Due: Tuesday: 2/20- Informative Speech Due: Thursday: 2/22- Informative Speech *Speech Reviews due on day assigned
Week 8: 2/27		Start Persuasive Unit Pick a Topic & Organizing the Persuasive Unit Due: Thursday, 2/29, Topic Worksheet by end of class
Week 9: 3/5		Spring Break
Week 10: 3/12		Work on Persuasive Speech Outlining & Sources Due: Midterm, Thursday, 3/14, by end of class
Week 11: 3/19		Persuasive Speech Outline Check Due: Tuesday, 3/19, Outlines, submit on BrightSpace as a text submission by midnight Due: Thursday, 3/21- Persuasive Speech *Speech Reviews due day assigned
Week 12: 3/26		Due: Tuesday, 3/26, Persuasive Speeches Due: Thursday, 3/28- Persuasive Speeches

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Week 13: 4/2		Start Small Group Unit
Week 14: 4/9		Small Group Communication Due: Thursday, 4/11, Group Topic Worksheet, submit on BrightSpace - all students must submit
Week 15: 4/16		Due: Tuesday, 4/16- Individual Group Assignment due submit on BrightSpace as a text submission Thursday- Small Group Communication- Presentation Rehearsal
Week 16: 4/23		Due: Tuesday, 4/23 - Group Presentations & Group Evals Due in Class Course Overview
Week 17: 4/30		*Final Exam Week For 9:35 Class- Due: Tuesday, April 30 th 9:35-11:35 AM For 11:10 Class- Due: Thursday, May 2 nd 11:10-1:10 PM

Assignments

***Specific due dates will be determined and discussed in class! Due dates on schedule are tentative.**

Assignment Details

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Assignment	Point Value
Welcome Quote Speech	30
Informative Topic Worksheet	5
Informative Outline	25
Informative Speech	100
Informative Speech Reviews	10
Persuasive Speaking Topic Worksheet	5
Persuasive Outline	25
Persuasive Speech	100
Persuasive Speech Reviews	10
Midterm	60
Small Group Topic Worksheet	5
Individual Assignment for Group Project	10

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Small Group Presentation	45
Small Group Evaluations & Self-Evaluation	10
Final Exam	60

Rubrics/gradesheets are provided on BrightSpace for assignments.

A	500-450
B	449-400
C	399-350
D	349-300
F	299-0

Assignments

***Specific due dates will be determined and discussed in class! Due dates on schedule are tentative.**

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Assignment Details

Assignment	Point Value
Welcome Quote Speech	30
Informative Topic Worksheet	5
Quiz 1	5
Informative Outline	25
Informative Speech	100
Informative Speech Reviews	10
Persuasive Speaking Topic Worksheet	5
Quiz 2	5
Persuasive Outline	25
Persuasive Speech	100
Persuasive Speech Reviews	10

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Quiz 3	5
Small Group Topic Worksheet	5
Individual Assignment for Group Project	10
Small Group Presentation	45
Small Group Evaluations & Self-Evaluation	10
Final Exam	105

Course Grading Information:

Rubrics/gradesheets are provided on BrightSpace for assignments.

A	500-450
B	449-400
C	399-350
D	349-300
F	299-0

Late Work and Make Up Work Policies:

Attendance. Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course (face to face, hybrid, and online). Students are responsible for all material presented or assigned for this course and will be held accountable for such materials in the determination of course grades.

Face-to-face classes will also use attendance to determine if student needs to be dropped/withdrawn. If within the 60% mark of class, students will be dropped after missing 8 classes. Please see the MCC attendance policy regarding being dropped/withdrawn from the course based on attendance.

For online courses, attendance will be taken weekly by participation with quizzes, discussion boards, in-class meetings, exams, and assignments. If you miss five items (4.5 is 25 % of assignments) which can include quizzes, discussion boards, exams, all and any assignments, etc. you will be withdrawn from the course for a 16 week course.

Being dropped/withdrawn is based on the MCC attendance policy and dates set for census date and 60% of class (as set by MCC). The professor may/or may not contact the student regarding the drop. The professor may/or may not drop/withdraw the student based on contact with the student. The professor will likely automatically drop/withdraw the student if the student does not immediately contact the professor regarding the policy. However, this may not always be the case. You will need to log in each week and complete work that is assigned to you for verification of your participation in this class. Further instructions will follow on D2L/Brightspace.

<http://www.mclennan.edu/publications/policies/html/b/docs/B-II.DOC>).

If you have an excused absence, you must contact me within the week that the excused absence is provided to be able to make up work. Work may not allowed to be made up if the student contacts me more than a week after missing the assignment. Student must submit completed “excused assignments” within a week of excused absence.

Assessments

All assignments are due on the assigned due date by the time provided given on Brightspace. Central Standard Time. Assignments must be typed, double-spaced, Times New Roman 12-point font, and follow APA format. Assignments should be stylistically and grammatically appropriate

for each assignment. Please express your ideas in a professional and educated manner. Be sure that you have (and save until after the semester is over) hard copies of your work as technology can fail! Please read directions carefully. Points will be deducted for not following directions. Late work is not accepted in this course. You have enough notice to complete all assignments. If you are aware that you will not be available to complete an assignment when it is due, please submit your work early. Not all assignments are due on the same day. Please check Brightspace carefully for exact due dates.

If you miss an assignment (including in-class assignments, presentations and quizzes), exam, speech or class period, you must provide documentation of your absence. The following types of documentable reasons are excusable: death in the family, university sponsored events, severe personal illness, etc. You are responsible for providing documentation and confirming your absence through email or face-to-face. If you are going to be absent and you have documentation of the absence, you need to notify me before the missed class meeting. Any work that is going to be missed (with documentation of absence) needs to be submitted before the due date. You cannot make up an exam, assignment, speech, attendance points or in-class activity if you have an unexcused absence. Additional points can be deducted for any late work upon my discretion.

Discussion Boards

You will have to submit discussion board posts on Brightspace on a regular basis. Please read directions carefully in Brightspace to ensure that you are submitting correctly. There are different means of submitting your ideas on Brightspace including Video Notes, writing out your post, and embedding your post.

When writing out your post (the following could apply to Video Note posts and embedded recordings): keep discussion boards brief and concise. Please use complete sentences. Please keep language appropriate, respectful, and practice utilizing effective communication skills. You DO NOT have to respond to posts. However, you may want to read the posts to receive clarification of ideas and concepts. Please use standard font (what populates when you type) in the discussion board posts. All posts must be respectful and kind. Anything less will be deleted and given a zero.

Quizzes

In regards to quizzes that are worth ten points or less: You will have three attempts to take the quiz. The highest attempt will be recorded. You will only see questions you missed after taking the first attempt.

In regards to major exams (listed as quiz): Please be sure your technology is secure. Once you start a quiz, you will NOT be able to restart the quiz. You have one shot to take quizzes. I will not reset quizzes. Please ensure you have solid internet service for the quiz. Once you start quizzes you can't stop taking the quiz and return back to the quiz. The quizzes are sensitive to multiple browsers. If you try to open a new browser while taking quizzes (like searching for the answers), you will be kicked off the quiz. While this quiz is online and open book/notes, I would encourage you to prepare for the exam!

*I will reset for technical reasons one time only during the semester.
No make-up quizzes without a documented excuse.*

Student Behavioral Expectations or Conduct Policy:

- Students are to engage in appropriate online behavior according to Online [Rules of Netiquette.pdf](#).
- Students are responsible not only for their work and due dates, but for their technology as well. In taking an online class, it is your responsibility to have all of the hardware and software listed above. Always have a backup plan.
- Please provide your full name and class section number in emails. Please email me from your MCC email address. I will not respond to emails after 2:00 p.m. Please be aware that emails sent after 2:00 p.m. will be responded to the following day.
- Check BrightSpace regularly for any announcements or reminders.
- Late work is late- it will not be accepted!
- Cheating- if you are caught cheating, you will receive an "F" for the course.
- If you need help, ask me for help! I'm here to help you succeed!

Class Expectations. It is expected that students will adhere to the policies described in this syllabus. Since this is a college course, I have high expectations about appropriateness of behavior, level of discourse, the creation of collaborative and supportive climate, punctuality and attendance, and respect for persons. I expect that excellent work will be turned in at all times. Superior work will earn a superior grade, while minimal effort will earn a minimal grade. I encourage you to address concerns about class procedures and/or assignments so our learning experience together can be enhanced. I want you to succeed in this course. Please feel free to approach me with any questions, for clarification, or with any concerns.

Professionalism: To create an environment of enlightenment and equality, we must all conduct ourselves in a professional manner. Professionalism includes: completing assignments on time, taking initiative in your own learning, exhibiting a positive attitude, asking for help when needed, and working effectively with others.

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

(www.mclennan.edu/academic-integrity)

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

Students who cheat or plagiarize in class may be given a zero for the assignment or fail the course. I have the right to determine the course of action depending on the circumstances involving any issues related to academic integrity

[Click Here for the MCC Attendance/Absences Policy](#)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

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

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.