



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Interpersonal Communication

SPCH 1318.004

Professor Leslie A. Henderson

NOTE: This is a 16-week Face-to-Face course

Course Description:

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

Prerequisites and Corequisites:

There are no official course prerequisites at this time. However, you will need college-level writing skills for completing assignments, and college-level reading skills for reading a college text and responding to tests and discussion questions. The student will apply critical thinking skills including comparison and contrast, analysis, and synthesis.

Course Notes and Instructor Recommendations:

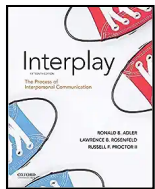
All students will need to check their MCC email, Brightspace announcements, and Brightspace assignments daily. All communication between students and instructor will use the MCC email system. No outside emails are accepted. Each student will need to have a USB drive (or equivalent) that must be used to save all classwork submitted.

Instructor Information:

Instructor: Professor Leslie A. Henderson
MCC E-mail: lahenderson@mclennan.edu
Office Phone #: (254) 299-8936
Office Location: FB 102
Conference Hours: T 12:30 pm -1:30 pm & TH 8:30 am – 9:30 am

Required Text & Materials: Your textbook is an eBook you have already paid for with your course tuition.

Title: Interplay: The Process of Interpersonal Communication
Author: Ronald B. Adler, Lawrence B. Rosenfeld, & Russell F. Proctor II
Edition: 15th edition
Publisher: Oxford University Press eBook ISBN 9780197501344



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

Sending your instructor emails:

How you email me is very important. I do welcome your emails and questions! I would rather you ask than guess at something that negatively affects your grade(s). Following these simple rules will help me respond to you more quickly and effectively. It is a win-win situation!

1. **Always send emails through your MCC student email account.** MCC has a strong filter that often throws outside emails into the junk folder. MCC student emails do, however, get in.
2. **In the subject heading always put your class, your section number, and your full name.** For example, if you were in section XXX you would put **SPCH_1318_XXX_John Doe** in the subject heading. This is necessary to be able to respond to you promptly.
3. If I do not acknowledge your email within 24 hours, resend it. I usually do not respond to emails sent after 8:00 p.m. until the next day.

Methods of Teaching and Learning:

This course will have lectures supplemented with chapter readings from the text, online readings, videos, and classroom activities. It will also have exams, discussion boards, two reflection papers, and a group report.

Course Objectives and Competencies:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- **Communications Skill (COM)** -- 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.

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 before 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.

- The last day for student-initiated drops is **Thursday, March 21, 2024**.

Student Technology Requirements:

This course is supplemented with online technology. Students should have knowledge of using a web browser, computer, an MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), and the basic use of Internet and search skills. The course uses the Brightspace Learning platform and the student is required to become proficient in these skills. 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 a High-Speed connection is recommended).
2. Brightspace recommends using a monitor that supports a resolution of 1024x768 or higher.
3. Students are to maintain regular & reliable access to a computer with a stable broadband Internet connection.

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.
2. The word processing software of MS Office is required. If you do not own a copy of MS Word, as a matriculated MCC student you can use Office 365 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. Download Java using the link found at [Free Java Download at http://java.com/en/download/](http://java.com/en/download/).
4. Here are some additional helpful links for the new Brightspace Learning Platform:
 - a. D2L System Check [D2L System Check at https://community.desire2learn.com/d2l/systemCheck](https://community.desire2learn.com/d2l/systemCheck)
 - b. Browser Support for desktop, tablet, and mobile devices [Browser](#)
 - c. Brightspace Technical Assistance at MCC [MCC Technical Assistance at http://www.mclennan.edu/brightspace-students/](http://www.mclennan.edu/brightspace-students/)
5. **Chromebook Users Beware**
 - Every written assignment to be downloaded is in an RTF format (Rich Text File).
 - You will need to download/save the RTF file, rather than just double-click to open it. You should then be able to open it (using a TXT app) or can open it using Google Drive.
 - If you are using Google Drive then you will need to go to File, Download as Microsoft Word (.docx) or Rich Text File (.rtf).
 - Do not submit it in Google Docs.
6. **Instructions for MacBook Pro**
 - a. After completing the assignment click the blue share button in the top right corner of the screen.
 - b. A popup screen will appear and then click the copy link at the bottom left-hand corner of the popup.
 - c. Another popup will appear and from there just click the blue copy button. From there you can just copy and paste it into Brightspace and click submit.
 - d. Click [here](#) for the PDF of instructions.

Other Technology Requirements:

1. Microsoft Office 365 or 2016
2. Adobe Reader DC
3. Mozilla Firefox browser

Back-up Plan if Technology Fails:

Students are responsible for turning in work on time. If you have a computer or internet failure it is your responsibility to find a place to turn in your work. There are many computers on the MCC campus and local libraries. There are also many free hotspots around town i.e. Starbucks, Panera Bread, etc. Students are also able to check out laptops, hotspots, and/or web cameras from MCC based on need. All you need to do is let me know.

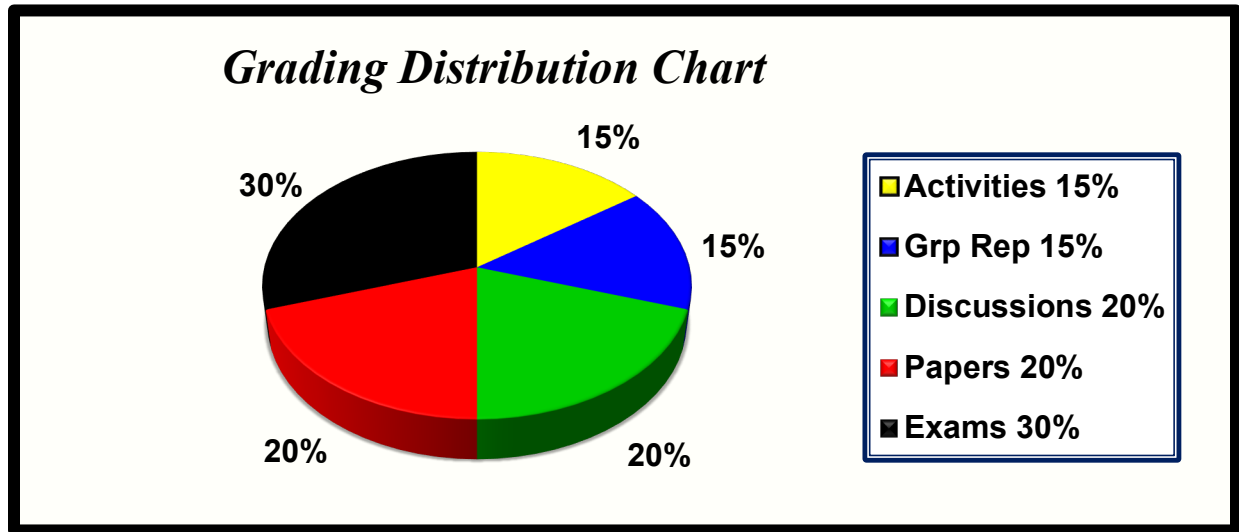
Course Outline or Schedule:

Tentative Weekly Agenda for SP 2024

| Week | Materials Covered |
|---------|---|
| Week 1 | Orientation Materials |
| Week 2 | Chapter 1: Interpersonal Process |
| Week 3 | Chapter 2: Mediated Communication Chapter 3: Culture & Interpersonal Comm. |
| Week 4 | Unit #1 Exam |
| Week 5 | Chapter 4: Interpersonal Communication & the Self |
| Week 6 | Chapter 5: Perceiving Others |
| Week 7 | Chapter 6: Language & Reflection Paper 1: Self-Comm. Analysis |
| Week 8 | Unit #2 Exam & Chapter 7: Nonverbal Communication |
| Week 9 | Chapter 8: Listening: Receiving & Responding |
| Week 10 | Chapter 9: Emotions |
| Week 11 | Unit #3 Exam & Discuss Group Reports |
| Week 12 | Chapter 10: Dynamics of Relationships |
| Week 13 | Chapter 11: Relational Comm. & Reflection Paper 2: Relationship Analysis |
| Week 14 | Chapter 12: Managing Conflict |
| Week 15 | Group Reports |
| Week 16 | Unit Exam #4 |

**I reserve the right to change the schedule at any time.*

Course Grading Information:



Class Activities: 15% of Grade

- Your participation grade will include course attendance, especially on days when there are in-class activities: Social Media, Self-Esteem, I-Messages, Listening, Emotions, Discussion Reports, and Conflict Management.
- To receive full credit for the participation grade, you must have 3 or fewer class absences during the semester and be present for all in-class activities listed on your class schedule.

Group Report: 15% of Grade

You will be assigned to groups and present a report and slide presentation on a concept from Unit #4.

- Each group member will speak for 3-5 minutes.
- A group slide presentation will accompany the report, with each group member having a minimum of 3 slides on their topic.
- Each group member will have 3 sources: 1 from the MCC database and 2 from a credible source. The group will turn in a report outline, a reference page in APA format, and a copy of the slide presentation.
- **See Appendix A3 for the Discussion Board Grading Rubric.**

Discussions: 20% of Grade

Discussion Board participation is worth a maximum of 100 points. You are responsible for an original thread posting and at least two replies to other student's posts

- **Your original post is always due before the two replies.**
- Your original post must be a minimum of **at least 300 words**.
- **See Appendix A1 for the Discussion Board Grading Rubric.**

Reflection Papers: 20% of Grade

- There will be two Reflection Papers: Self-Communication Analysis and Relational Analysis.
- Each paper will be a minimum of three pages.
- The paper should be typed, double-spaced, using Times New Roman Font, 12-point, and 1-inch margins, and have a title page.
- **See Appendix A2 & A3 for the Reflection Paper Grading Rubrics.**

Exams: 30% of Grade

There are four unit exams. The unit exams will include multiple-choice, true/false, and short-answer essay(s). Make-ups are not given without a documented excuse.

- **You will need to purchase 4 Scantrons form 886-E or the mini-essay bluebooks scantron sheets to take each of your exams.**

The Percentage Breakdown of the Final Grade is as follows:

Activities (15%)
Group Report (15%)
Discussions (20%)
Response Papers (20%)
Unit Exams (30%)

Grading Scale: A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0

Interpersonal Communication F2F: Discussions – Activities – Projects

| Chapter | Discussion | Activity | Project |
|-------------------------|-----------------------------|----------------------|---|
| Orientation | ----- | Orientation Quiz | ----- |
| Ch 1: IPC Process | ----- | ----- | ----- |
| Ch. 2: Mediated IPC | ----- | Social Media | |
| Ch 3: Culture | Ethnocentrism | ----- | |
| Ch 4: Self | Dove Reality Check | Self-Esteem | Self Comm. Analysis Paper |
| Ch 5: Perceiving Others | Empathy | ----- | |
| Ch 6: Language | ----- | I-Messages | |
| Ch 7: Nonverbals | Fake It Until You Become It | ----- | ----- |
| Ch 8: Listening | ----- | Listening Check List | |
| Ch 9: Emotions | ----- | Rational Emotive BT | |
| Ch 10: Dynamics of Rel. | Emotional Bank Account | ----- | Relational Analysis Paper & Group Report |
| Ch 11: Close Rel. | Blended Families | ----- | |
| Ch 12: Conflict | 4 Horsemen of Apocalypse | Conflict Management | |

Academic Integrity: I take academic integrity very seriously. I expect all students to submit their work honestly. I do check for this.

- The term “**cheating**” includes, but is not limited to **(1)** the use of any unauthorized assistance in taking quizzes, tests, or examinations; **(2)** dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or **(3)** the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.
- The term “**plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person *without full and clear acknowledgment*. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- You cannot cut and paste from the Internet to any assignment, discussion board, or paper without citing the source. I check for this. You are expected, without fail to turn in your own work for all assignments. When in doubt, cite the source.
- A first offense will result in a grade of zero and it will be reported to the MCC Academic Integrity office.
- A second offense is an F in the course and it will be reported to the MCC Academic Integrity office.

Late Work, Attendance, and Make-up Work Policies:

- **Late work is generally NOT accepted.** All work is due by midnight on the date listed for each assignment.
 - If you know you will have a conflict meeting a deadline, it is always better to complete it early or discuss this with me ahead of time.
 - Students will be permitted to make up class work and assignments missed due to MCC's policy on absences caused by **(1)** authorized participation in official College functions, **(2)** personal illness, **(3)** an illness or a death in the immediate family or **(4)** 2 of 5 McLennan Community College observance of a religious holy day.
 - **I allow two free passes on work missed.** If you miss a deadline you have 2 free passes you may use without documentation, after that, all work needs an MCC-documented excuse to make up missed work. I do not give free passes on Unit Exams, Response Papers, or Group Presentations.
 - Remember, I do not have to offer students this. It is my grace to you knowing that everyone has extenuating circumstances called life.
- Please read the [College Attendance Policy](#).
- I do not drop students after the last day for student-initiated drops (**Thursday, March 21, 2024**) without a compelling reason. A failing grade in the course is **NOT** a compelling reason.

Student Behavioral Expectations or Conduct Policy:

- Students are responsible for all due dates.
 - I believe in protecting students' grades who turn their work in on time and have already sacrificed time with family/friends/work to reach their due dates.
 - ***Forgetting that an assignment is due is not a documented excuse. Print your calendar and place it where you can see it daily.***
 - **I am a stickler about this!**
- Students will communicate politely and respectfully with both the instructor and classmates at all times.

[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.

Appendix: Grading Rubrics

A1 - Discussion Board Grading Rubric

| Criteria: DB Rubric | Level 4 (20 points) | Level 3 (15 points) | Level 2 (10 points) | Level 1 (5 points) | Level 0 (0 points) |
|--|--|---|---|---|---|
| Quality of Answers | Answers all questions with original thought and analysis and applies their answer to course materials. | Answers most questions with thought and analysis and applies their answer to previous course materials. | Answers some of the questions adequately and does not apply to previous course materials. | Answers some, but not all of the questions, with no application to previous course materials. | Does not answer any of the questions. |
| Supportive Evidence | Uses original examples to support their points and cites outside sources. | Uses examples to support their point and cites outside sources. | Some examples were used but lacked outside sources. | Lacks support for all questions with no examples or cited sources. | Plagiarizes classmates or online sources. |
| Timeliness of Original Post | The original post was made by the specified due date. | The original post was made one day late on the specified due date. | The original post was made two days late on the specified due date. | The original post was made three days late on the specified due date. | No original post. |
| Quality of Responses to Classmate's Posts | Very detailed feedback that directly addresses their classmate's posts. | Some feedback that addresses their classmates' posts. | Little feedback and uncreative responses such as the <i>"I agree with" statement.</i> | Respond to one classmate's post only. | Do not respond to any classmate's posts. |
| Word Count & Mechanics | Word Count was 300 or above and free of all spelling & grammar errors. | Word count was between 300-250 and/or free of most spelling & grammar errors. | Word count was between 250-200 and had spelling & grammar errors. | Word count was below 200-150, and has spelling & grammar errors. | Word count is way below 150 and has spelling & grammar errors |

A2 – Self Comm. Analysis Grading Rubric

| Grading Criteria | Level 4 20 points | Level 3 15 points | Level 2 10 points | Level 1 5 points | Level 0 0 points |
|---------------------------------|--|---|---|--|---|
| Organization | Excellent intro., main points, conclusion, and transitions. Follows the suggested outline. | Great intro., main points, conclusion, and transitions. Mostly follows the suggested outline. | Good intro., main points, conclusion, & transitions. Partially follows the suggested outline. | Poor intro., main points, conclusion, and transitions. Poorly follows the suggested outline. | No organization. Does not follow the suggested outline. |
| Knowledge/ Content | Identifies and provides examples for comm. strengths and weaknesses. | Identifies and provides examples for comm. strengths and weaknesses. | Identifies some, strengths and weaknesses. Some examples are used. | Falls short on identifying both strengths and weaknesses and provides very few examples. | Does not provide both strengths and weaknesses and does not provide examples. |
| SMART GOALS | Three goals were provided clearly following the SMART guidelines. | Three goals were provided that mostly followed the SMART guidelines. | Three goals were provided that poorly followed the SMART guidelines | Only two goals were provided that poorly followed the SMART guidelines | SMART goals were not provided. |
| Meets Paper Requirements | The paper was a minimum of three pages and had a title page. | The paper was a minimum of three pages but did not have a title page. | The paper was short of a minimum of three pages and had a title page. | The paper was short by a minimum of three pages and did not have a title page. | The paper was less than two pages long and had no title page. |
| Writing Mechanics | No spelling, grammar, or paragraph mistakes. Three or more pages. | Few spelling, grammar, or paragraph mistakes. Three pages met. | Has some spelling, grammar, or paragraph mistakes. Less than three pages. | Excessive spelling, grammar, and paragraph mistakes. Less than two pages. | No paper was submitted. |

A3 - Relational Analysis Grading Rubric

| Grading Criteria | Level 4 20 points | Level 3 15 points | Level 2 10 points | Level 1 5 points | Level 0 0 points |
|--------------------------------------|--|---|---|--|--|
| Organization | Excellent intro., main points, conclusion, and transitions. Follows the suggested outline. | Great intro., main points, conclusion, and transitions. Mostly follows the suggested outline. | Good intro., main points, conclusion, & transitions. Partially follows the suggested outline. | Poor intro., main points, conclusion, and transitions. Poorly follows the suggested outline. | No organization. Does not follow the suggested outline. |
| Relational Stages | Expertly applies Knapp's 5 stages to the relationships with strong examples. | Applies Knapp's 5 stages well to the relationships with good examples. | A good application of Knapp's 5 stages of relationships with satisfactory examples. | Poor application of Knapp's 5 stages of relationships and poor examples. | Does not provide any explanation of Knapp's stages of relationships and uses examples. |
| Relational Theory Applied | Excellent explanation and application of theory with strong examples. | Clear explanation & application of theory with good examples. | Satisfactory explanation and application of theory and examples. | Poor explanation and application of theory and examples. | Does not apply relational theory in the paper. |
| Relational Maintenance Theory | Excellent explanation and application of theory with strong examples. | Clear explanation and application of theory with good examples. | Satisfactory explanation and application of theory and examples. | Poor explanation and application of theory and examples. | Does not apply relational maintenance in the paper. |
| Writing Mechanics | No spelling, grammar, or paragraph mistakes. Three or more pages. | Few spelling, grammar, or paragraph mistakes. Three pages met. | Has some spelling, grammar, or paragraph mistakes. Less than three pages. | Excessive spelling, grammar, and paragraph mistakes. Less than two pages. | No paper was submitted. |

A4 - Group Report Grading Rubric

| Grading Criteria | Level 4 20 points | Level 3 15 points | Level 2 10 points | Level 1 5 points | Level 0 0 points |
|--|--|---|--|--|--|
| Group Organization | Introduction, Conclusion, Transitions, are excellent | Introduction, Conclusion, and Transitions are great | Introduction, Conclusion, and Transitions are good | Introduction, Conclusion, Transitions, are poor | Introduction, Conclusion, Transitions, are very poor |
| Group Slide Presentation | All 4 requirements were met | 3 of the 4 requirements were met | 2 of the 4 requirements were met | 1 of the 4 requirements were met | No requirements were met |
| Group Content | -Added excellent information on the topic, using credible evidence | -Added great information on the topic, using mostly credible evidence | -Added some information, but mostly known information using some non-credible evidence | -Added little information to the text/lecture info and short on source citations | -No new information was learned and/or no credible evidence was used |
| Individual Delivery | All 4 requirements were met | 3 of the 4 requirements were met | 2 of the 4 requirements were met | 1 of the 4 requirements were met | No requirements were met |
| Individual Sources Cited & APA List | -2 Excellent Verbal Citations - Excellent APA Reference list | -2 Good Verbal Citations - Great APA Reference list | -2 Partial Verbal Citations - Good APA Reference list | -1 Good Verbal Citation only - Poor APA Reference list | - No Verbal Citations -No APA Reference List |

Visual Aid Key

1. Uncluttered Slides
2. Contrasting Colors/Large Font
3. Quality Graphics
4. Used Correctly

Delivery Key

1. Maintained Eye Contact
2. Natural Gestures Were Used
3. Projected & Inflected Voice
4. Good Posture/No Distractions

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.