



WACO, TEXAS

---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

---

**Interpersonal Communication  
SPCH 1318.O081  
Professor Leslie A. Henderson**

---

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

## Interpersonal Communication

SPCH 1318.O081

### 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/or Co-requisites:

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 instructors 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.

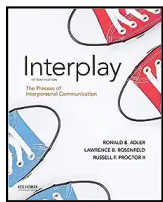
### Instructor Information:

**Instructor:** Professor Leslie A. Henderson  
**MCC E-mail:** [lahenderson@mclennan.edu](mailto:lahenderson@mclennan.edu)  
**Office Phone #:** (254) 299-8936  
**Office Location:** FB 102  
**Conference Hours:** Online or by appointment

### Required Text & Materials

**Your textbook is an eBook that 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: 15<sup>th</sup> edition  
Publisher: Oxford University Press                      **eBook ISBN 9780197501344**



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

### Sending your instructor emails:

How you email me your questions is very important. I welcome your emails and questions - I do not mind! I would rather you ask than guess at something and have that affect your grade. 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's section number and 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 do not respond to emails sent after 8:00 p.m. until the next day.

### Methods of Teaching and Learning:

This online course will use chapter readings from the text, supplemented with online readings and/or videos. Students will participate in weekly discussion boards and worksheets centered on their readings, as well as chapter quizzes. This course also has a group activity project, two reflection papers, and four-unit exams. You can do it!

### Course Objectives and/or 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 under 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.

- **Failure to complete six consecutive assignments is evidence that you do not intend to complete this course and will result in a drop from the course.**
- The last day for student-initiated drops is **Thursday, March 21, 2024.**

### Online Student Technology Requirements:

The online student should have knowledge of using a web browser, an MCC student email account, the ability to create, copy, and save documents, the ability to send and receive electronic documents (attachments), the basic use of Internet and search skills, and downloading and installing software. Microsoft Word skills and software are required. You can download a free version at <https://www.microsoft.com/en-us/education/products/office>. The course uses the Brightspace Learning platform 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 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.**
4. 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.

### 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](#) or emailing [helpdesk@mclennan.edu](mailto: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/](#).
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 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 at the top right corner of the screen. A popup screen will appear and then click the copy link at the bottom left-hand corner of the popup.
  - b. 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.
  - c. Click [here](#) for the PDF of instructions.

### Other Technology Requirements:

1. Microsoft Office 365 or 2013
2. Adobe Reader DC
3. Mozilla Firefox browser

## Interpersonal Communication

SPCH 1318.O081

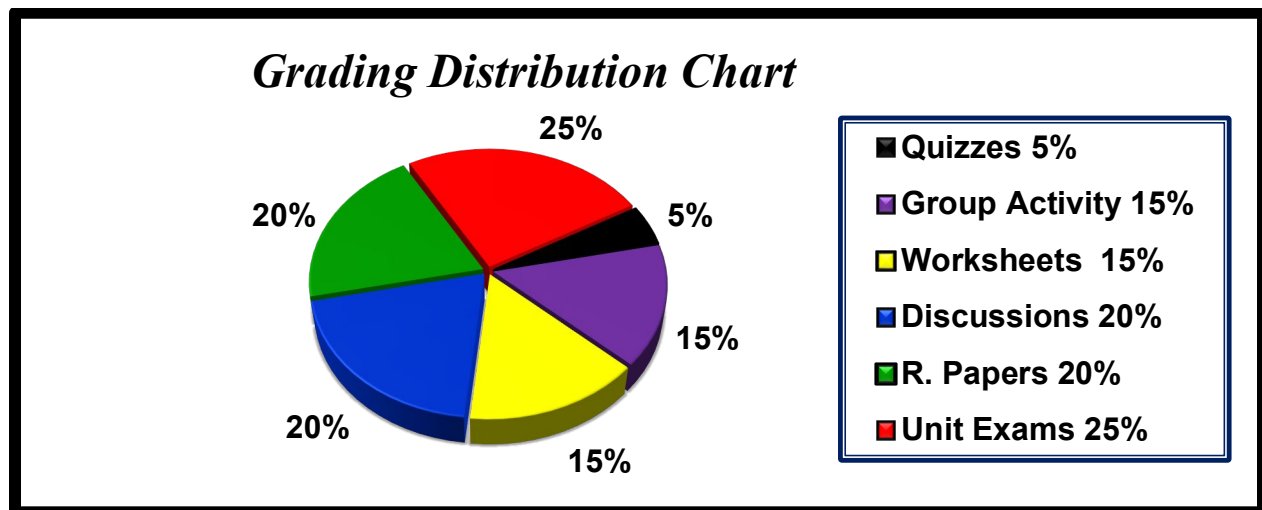
### Back-up Plan if Technology Fails:

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.

### Tentative Weekly Agenda

Week	Course Materials
Week 1	Orientation Material
Week 2	Chapter 1: Interpersonal Process
Week 3	Chapter 2: Mediated Communication
Week 4	Chapter 3: Culture and Interpersonal Communication
Week 5	<b>Unit #1 Exam &amp; Chapter 4: Interpersonal Comm</b>
Week 6	Chapter 5: Perceiving Others
Week 7	Chapter 6: Language
Week 8	<b>Unit Exam #2 &amp; Reflection Paper 1: Self Comm. Analysis</b>
Week 9	Chapter 7: Nonverbal Communication
Week 10	<b>Group Activity</b>
Week 11	Chapter 8: Listening: Receiving & Responding
Week 12	Chapter 9: Emotions
Week 13	<b>Unit Exam #3 &amp; Chapter 10: Dynamics of Relationships</b>
Week 14	Chapter 11: Relational Communication
Week 15	<b>Chapter 12: Managing Conflict &amp; Reflection Paper 2: Relational Analysis</b>
Week 16	<b>Unit Exam #4</b>

### Course Grading Information:



## Interpersonal Communication

SPCH 1318.O081

### Chapter Quizzes: 5% of Grade

- Chapter quizzes are due at the end of every chapter. These quizzes will use Respondus Lockdown Browser and serve as a preview/pretest to the unit exams.
- The quizzes are 30 minutes each. Each quiz has 20 questions each. The answers to all quizzes will not be available until after the deadline for each quiz

### Group Activity: 15% of Grade

- The group activity accounts for the teamwork requirement for this class.
- Students participate in assigned to create a group PowerPoint or Google slide presentation on the topic of Nonverbal Communication Channels.
- **See Appendix A4 for the Discussion Board Grading Rubric.**

### Worksheets: 15% of Grade

- Worksheet provides the student with a more hands-on approach to the topics.
- All documents must be submitted in a **Rich Text Format or Microsoft Word**.
- Worksheets must be formatted correctly (according to the worksheet format video) to be accepted.
- Twenty Points are allotted to formatting your worksheet correctly, so please do!
- **See Appendix A2 for the Worksheet Grading Rubric.**

### Discussions: 20% of Grade

- Participation in discussion board activities is worth a maximum of 100 points.
- **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 A3 & A5 for the Reflection Paper Grading Rubrics.**

Most chapters include either a Worksheet or a DB except for the Orientation module. There are 3 projects for the course – a Group Activity and two Response Papers.

---

**Interpersonal Communication Online: Worksheet - Discussions - Projects**

---

Chapter	Worksheet	Discussion	Projects
Orientation	Syllabus Quiz	-----	
Ch 1: IPC Process	NCA	-----	-----
Ch 2: Mediated IPC	Mediated Comm.	-----	
Ch 3: Culture	-----	Ethnocentrism	
Ch 4: Self		-----	Reflection Paper 1: Self Comm. Analysis
Ch 5: Perceiving Others		Empathy	
Ch 6: Language	I-Messages	-----	
Ch 7: NV	-----	Fake It Until – Become It	Group Activity: NV PowerPoint
Ch 8: Listening	-----	Active Listening	
Ch 9: Emotions	Emotion Comm.	-----	
Ch 10: Dynamics of Rel.	-----	Emotional Bank Account	Reflection Paper 2: Relational Analysis
Ch 11: Close Rel.	-----	Blended Families	
Ch 12: Conflict	-----	4 Horsemen	

**Exams: 30% of Grade**

- There are four-unit exams. You will have one opportunity to take each of the four exams.
- Each unit exam will have 50 questions (multiple-choice and true/false). You will have 2 hours to complete the exam.
  - *I will reset for technical reasons one time only during the semester.*
  - *No make-up exams without a documented excuse.*

---

**The Percentage Breakdown of the Final Grade is as follows:**

- **Quizzes (5%)**
- **Group Activity (15%)**
- **Worksheets (15%)**
- **Discussions (20%)**
- **R. Papers (20%)**
- **Unit Exams (25%)**

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

---



**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 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, the Group Activity, or your Research Paper.
  - Remember, I do not have to offer students this. It is my grace to you knowing that everyone has extenuating circumstances called life.

## Interpersonal Communication

SPCH 1318.O081

- Please read the [College Attendance Policy](#).
  - **Failure to complete six consecutive assignments is evidence that you do not intend to complete this course and will result in a drop from the course.**
- 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.

[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)
<b>Quality of Answers</b>	Answers all of the questions with original thought and analysis and applies their answer to previous 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.
<b>Supportive Evidence</b>	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 to support their answers but lacked outside source citations.	Lacks support for all questions with no examples or cited sources.	Plagiarizes classmates or online sources.
<b>Timeliness of Original Post</b>	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.
<b>Quality of Responses to Classmate's Posts</b>	Very detailed feedback that directly addresses their classmate's posts.	Some feedback that addresses their classmates' posts.	Little feedback and uncreative responses such as <i>"I agree with ..."</i> <b>statement.</b>	Respond to one classmate's post only.	Do not respond to any classmate's posts.
<b>Word Count &amp; Mechanics</b>	Word Count was 300 or above and free of all spelling and grammar errors.	Word count was between 300-250 and/or free of most spelling and grammar errors.	The word count was between 250 and 200 and had spelling and grammar errors.	Word count was below 200-150, and has spelling and grammar errors.	Word count is way below 150 and has spelling and grammar errors

## A2 - Worksheet 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)
<b>Format &amp; Appearance</b>	All 4 formatting requirements are met.	3 of the 4 requirements are met.	2 of the 4 requirements are met.	1 of the 4 requirements are met.	None of the requirements were met.
<b>Knowledge of Topic</b>	Shows in-depth understanding of the material.	Shows a good understanding of the material.	Shows a fair understanding of the material.	Shows little understanding of the material.	Shows no understanding of the material.
<b>Answers to Questions</b>	Answers all questions with detailed answers.	Answers most questions with detailed answers.	Some answers lack detail.	Not all questions were answered.	Most questions were not detailed nor answered correctly.
<b>Supportive Evidence</b>	Supports all answers with examples and relates them to the course materials.	Supports most answers with examples and relates some of them to the course materials.	Supports all answers with examples but does not relate them to the course materials.	Lacks support for most answers.	Does not support answers with evidence.
<b>Writing Mechanics</b>	No spelling or grammar mistakes are evident	At least 5 spelling or grammar mistakes are evident.	At least 5-10 spelling or grammar mistakes are evident.	Has numerous spelling and grammar errors.	Too many mistakes are evident.

### Format & Appearance Requirements

- Correct Heading (name and title)
- Name & Section #
- Spaces between Questions & Answers
- Margins Aligned/ Professional Appearance

## A3 – 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
<b>Organization</b>	Excellent intro., conclusion (with main points), and transitions. Follows the suggested outline.	Great intro., conclusion (with main points), and transitions. Mostly follows the suggested outline.	Good intro., conclusion (main points unclear), and transitions. Partially follows the suggested outline.	Poor intro., conclusion (main points unclear), and no transitions. Poorly follows the suggested outline.	Unclear intro., conclusion, points, and transitions. Does not follow the suggested outline.
<b>Knowledge/ Content</b>	Identifies and provides examples for comm. strengths and weaknesses.	Identifies and somewhat clearly provides examples for comm. strengths and weaknesses.	Identifies some, but not all 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.
<b>SMART GOALS</b>	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.
<b>Meets Paper Requirements</b>	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.
<b>Writing Mechanics</b>	Excellent writing style, no spelling, grammar, or paragraph mistakes.	Good writing style with few spelling, grammar, or paragraph mistakes.	The writing style needs work and has some spelling, grammar, or paragraph mistakes.	Poor writing style, excessive spelling, grammar, and paragraph mistakes.	No paper was submitted.

## A4 - Group Activity Grading Rubric

Criteria	Outstanding (20 points)	Good (15 points)	Satisfactory (10 points)	Unsatisfactory (5 point)	Not Present (0 points)
<b>Organization/ Development of Ideas</b>	-Exceptional outline format: clear and logical, with no missing components.	-Clear and logical outline order with no missing components.	-Somewhat clear and logical outline with few missing components.	-Paper lacks clear, logical development of ideas and does not follow the outline.	-No organization or development of ideas.
<b>Presentation &amp;  Slide Commentary</b>	-Consistent theme that follows all of the guidelines given.  -Commentary was present and excellent on every slide.	-Mostly consistent theme that follows most, guidelines given.  -Commentary was present and good on most all slides.	Inconsistent theme and does not follow most guidelines.  -Commentary on some slides.	Sloppy slide show that has no consistent theme, and does not follow guidelines.  -Commentary inconsistent among group members.	-Incomplete presentation.  -Commentary was missing from slides.
<b>Quality Graphics</b>	-Every slide reveals quality graphics that aid understanding.	-Most slides reveal a quality graphic that aids in understanding	-Uses a mix of clip art and cartoonish art throughout the presentation.	-Uses clip art or cartoonish art throughout the presentation.	- No graphics were in the presentation.
<b>MCC Database Source Citation</b>	-Exceptional in-slideshow citation.	-Mostly, correct in slideshow citation.	-Some incorrect citations.	-No credible citation in the slideshow.	-No source cited.
<b>Reference Page</b>	Correct APA format	-Mostly correct APA format	-Some errors in APA format	-Lack of proper format and limited details with many sources missing or incomplete.	-Reference page not submitted.

## A5 – 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
<b>Organization</b>	Excellent intro., conclusion (with main points), and transitions. Follows the suggested outline.	Great intro., conclusion (with main points), and transitions. Mostly follows the suggested outline.	Good intro., conclusion (main points unclear), and transitions. Partially follows the suggested outline.	Poor intro., conclusion (main points unclear), and no transitions. Poorly follows the suggested outline.	Unclear intro., conclusion, points, and transitions. Does not follow the suggested outline.
<b>Relational Stages</b>	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.
<b>Relational Theory Applied</b>	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 theory in the paper.
<b>Relational Maintenance Theory</b>	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.
<b>Writing Mechanics</b>	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.	Excessive spelling, grammar, and paragraph mistakes. Less	No paper was submitted.

Interpersonal Communication

SPCH 1318.O081

			Less than three pages.	than two pages.	
--	--	--	---------------------------	--------------------	--



10/09/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability)

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

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

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

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

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an

emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)

**MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

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

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

**Email on Mobile Devices:**

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

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

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

**Forwarding Emails:**

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

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

**Disclaimer:**

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