

WACO, TEXAS

# AND INSTRUCTOR PLAN

BRITISH LITERATURE ENGL 2321.M2

DR. YOLANDA J. GONZALEZ

**NOTE:** This is an Online course.

**NOTE:** This is a Minimester course.

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#### **Course Description:**

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

## **Prerequisites and/or Corequisites:**

ENGL 1301 (Composition I)

## **Course Notes and Instructor Recommendations:**

## **Technical Requirements**

- Students enrolled in this online course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer). Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.
- All students must download the Respondus LockDown Browser to take tests and quizzes for this course. The software can be downloaded via Brightspace the first time you access a quiz for this course. You will not be asked to come to MCC's campus to take any test or quiz.
- Students must have access to a digital video recording device, such as a web cam or smartphone, to complete a required presentation. Also, students must be able to upload these digital files to the Internet to complete a required presentation.

#### **Recommended Programs**

- <u>Microsoft Office 365</u> (FREE for all students) please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.
- Adobe Reader
- Java
- <u>PowerPoint Viewer</u> (Does not need to be downloaded separately if you already use Office 365)

## **Using Brightspace:**

All course materials are posted on Brightspace, and all assignments must be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at <a href="mailto:brightspace.mclennan.edu">brightspace.mclennan.edu</a>.

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#### **Turnitin**

In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by <u>Turnitin</u> (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the student's work will be investigated and the student is subject to discipline according to policy.

#### **Instructor Information:**

Instructor Name: Dr. Yolanda J. Gonzalez MCC E-mail: ygonzalez@mclennan.edu

Office Phone Number: (254) 299-8904 (please leave a voicemail message during office hours,

listed below)

Office Location: FOB 112

Office/Teacher Conference Hours: I can be reached via email or Instant Messages on Brightspace Monday-Thursday from 9 am to 3 pm. MCC holidays will be observed, and office hours will not be held on those days.

Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment. My Zoom URL is <a href="https://mclennan.zoom.us/j/2394045861">https://mclennan.zoom.us/j/2394045861</a>.

#### **Required Text & Materials:**

This course uses a combination of Open Educational Resources, zero cost resources, and free resources. You are not required to purchase any textbooks or materials for this class.

MCC Bookstore Website: <a href="http://www.mclennan.edu/bookstore/">http://www.mclennan.edu/bookstore/</a>

#### **Methods of Teaching and Learning:**

Lectures, assigned readings, class discussion, objective exams, assigned papers, and assigned presentations.

- At least two tests, two short essays (2+ pages), and one presentation, assigned and assessed as more than 10%, each, of the final grade.
  - o A significant part of the tests must consist of essay questions.
  - Presentations may be individual or group projects based on course materials, using technology available at MCC.

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**Basic Paper and/or Presentation Rubric** 

| Criteria      | Outstanding                        | Proficient                       | Basic                            | Below Expectations          |
|---------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|
| Critical      | -Shows originality                 | -Shows less                      | -Understands                     | -Fails to comprehend        |
| Thinking      | of thought and                     | originality and may              | readings but limits              | basic and other course      |
| Tilliking     | logical                            | have minor flaws                 | focus to ideas                   | concepts.                   |
|               | connections.                       | in logic.                        | discussed in class.              | -Unable to describe,        |
|               | -Demonstrates                      | -Demonstrates                    | -Demonstrates                    | analyze, interpret,         |
|               | excellent ability to               | good ability to                  | inconsistent ability to          | evaluate, or engage in      |
|               | describe, analyze,                 | describe, analyze,               | describe, analyze,               | intellectual inquiry with   |
|               | interpret, evaluate,               | interpret, evaluate,             | interpret, evaluate,             | regard to course materials. |
|               | _                                  | and engage in                    | and engage in                    | regard to course materials. |
|               | and engage in intellectual inquiry | intellectual inquiry             | intellectual inquiry             |                             |
|               | l                                  | <u> </u>                         | 1                                |                             |
|               | with regard to course materials.   | with regard to course materials. | with regard to course materials. |                             |
| Communication | -Clear main idea                   | -Shows a clear                   |                                  | Fails to above basis        |
| Communication |                                    |                                  | -Shows competence                | -Fails to show basic        |
|               | with supporting                    | main idea but                    | but has weaker or unfocused main | competence in               |
|               | organization and                   | might have minor                 |                                  | developing, organizing,     |
|               | developed                          | lapses in                        | ideas, organization,             | and/or presenting ideas     |
|               | examples and                       | organization, less               | and few developed                | and supporting content.     |
|               | explanation.                       | developed                        | examples and                     | -Fails to adapt language,   |
|               | -Communication                     | examples and                     | explanation.                     | content, and structures to  |
|               | shows excellent                    | explanation.                     | -Communication                   | match rhetorical            |
|               | awareness of                       | -Communication                   | shows awareness of               | situations.                 |
|               | communication                      | shows good                       | rhetorical situation             |                             |
|               | situation, including               | awareness of                     | but does not fully               |                             |
|               | the audience, topic,               | rhetorical situation             | meet needs.                      |                             |
|               | and position as                    | and matches the                  |                                  |                             |
| N/C . I       | speaker/writer.                    | work to that need.               | C1 1 '                           |                             |
| Mechanics     | -Demonstrates                      | -Shows competent                 | -Shows basic                     | -Fails to show basic        |
|               | thorough                           | command of                       | competence with                  | competence with format      |
|               | command of                         | format and                       | format and language              | and language, exhibiting    |
|               | format and                         | language, with few               | but may have                     | many grammar, spelling,     |
|               | language, with few                 | and generally                    | frequent minor or                | and diction errors.         |
|               | or no grammar,                     | minor grammar,                   | occasional major                 |                             |
|               | spelling, and                      | spelling, and                    | grammar, spelling,               |                             |
|               | diction errors.                    | diction errors.                  | and diction errors.              |                             |

| Social         | -Consistently      | -Frequently        | -Acknowledges and     | -Fails to recognize or     |
|----------------|--------------------|--------------------|-----------------------|----------------------------|
| Responsibility | recognizes and     | recognizes and     | understands           | acknowledge connections    |
|                | connects choices,  | connects choices,  | connections between   | between choices, actions,  |
|                | actions, and       | actions, and       | choices, actions, and | and consequences to        |
|                | consequences to    | consequences to    | consequences to       | outcomes affecting others. |
|                | outcomes affecting | outcomes affecting | outcomes affecting    |                            |
|                | others.            | others.            | others.               |                            |
| Personal       | -Completes all     | -Completes almost  | -Makes most           | -Fails to connect choices, |
| Responsibility | assigned tasks by  | all assigned tasks | deadlines with        | actions, and consequences  |
|                | deadlines; work is | by deadlines; work | occasional major or   | with ethical               |
|                | thorough,          | is generally       | frequent minor lapses | responsibilities; work is  |
|                | insightful, and    | thorough but may   | in responsibility;    | often late and/or of poor  |
|                | comprehensive.     | show minor         | work meets            | quality.                   |
|                |                    | shortcomings or    | minimum               |                            |
|                |                    | gaps.              | requirements.         |                            |
|                |                    |                    |                       |                            |

## **Course Objectives and/or Competencies:**

This course offers a broad survey overview and a foundational basis for general education within the liberal arts. It also prepares students for further study within the academic area of literature.

- Critical Thinking (CT): Requires creative innovation in interpretation, inquiry, and analyses of a wide variety of texts and a synthesis of texts with secondary sources.
- Communication Skills (COM): Require effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Social Responsibility (SR): Requires consideration of other cultures and other time periods, which in turn leads to knowledge of civic responsibility in regional, national and global communities. This knowledge prepares students for an understanding of the effects of good social responsibility, as well as the consequences of the lack thereof in communities, nations, and the world.
- **Personal Responsibility (PR):** Includes skills in connecting choices, actions, and consequences to ethical decision-making, as demonstrated in the wide variety of texts covered in these classes.

## **Learning Outcomes:**

While successfully completing literature courses, students will:

- 1. Identify key themes, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
- 2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
- 3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
- 4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.

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**5.** Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

#### **Course Outline or Schedule:**

Subject to change. Please check Brightspace for updates.

Assignment deadlines are listed below. Assignments become available once you have met specified grade criteria or submitted assignments. Please refer to the "Content"  $\rightarrow$  "Assignments" section of Brightspace for more information.

#### Module 1 – Due May 12

• Course Orientation

## Module 2 – Due May 12

- Part 1: The Middle Ages; 1.2 Introduction
- <u>1.5 Beowulf</u> (all subsections)
- Reading Quiz
- Discussion Board

## Module 3 – Due May 16

- <u>1.13 Geoffrey Chaucer</u>; <u>1.13.3 Sections from *The Canterbury Tales*</u> (General Prologue only)
- Reading Quiz
- Journal Entry

#### Module 4 – Due May 16

- Part Two: The Tudor Age (1485-1603)
- <u>2.13 William Shakespeare</u>; <u>2.13.1 Selected Sonnets</u> (18; 106; 138; 144 only); also <u>80</u>, <u>105</u>, <u>116</u>, and <u>147</u>
- Reading Quiz
- Journal Entry
- Critical Review assigned

#### Module 5 – Due May 18

- MIDTERM EXAM
- Submit article for Critical Review

## Module 6 – Due May 18

- Part 3: The Seventeenth Century
- 3.4 John Donne; 3.4.7 "A Valediction: Forbidding Mourning"
- George Herbert; "The Windows"
- 3.7 Robert Herrick; 3.7.9 "To the Virgins, to Make Much of Time"

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- 3.8 Andrew Marvell; 3.8.4 "To His Coy Mistress"
- Reading Quiz
- Discussion Board
- CRITICAL REVIEW DUE

## Module 7 – Due May 22

- Part 4: Neoclassicism and the Eighteenth Century (1603-1688)
- 4.8 Jonathan Swift; 4.8.2 "A Modest Proposal"
- Reading Quiz
- Discussion Board
- Biographical Criticism Essay Assigned

## Module 8<sup>1</sup> - Due May 22

- Part 1: The Romantic Era; 1.1 Romanticism in Literature
- 1.7 William Wordsworth; 1.7.3 "Lines Composed a Few Miles above Tintern Abbey"
- 1.9 Samuel Taylor Coleridge; 1.9.2 "Frost at Midnight"
- 1.11 Percy Bysshe Shelley; 1.11.1 "Mont Blanc"
- 1.13 John Keats; 1.13.8 "To Autumn"
- Reading Quiz
- Journal Entry
- Biographical Criticism Essay Topic Selection

## Module 9 – Due May 24

- Part 2: The Victorian Age
- 2.5 Alfred, Lord Tennyson; 2.5.5 "In Memoriam A. H. H."
- 2.9 Matthew Arnold; 2.9.5 "Dover Beach"
- 2.14 Gerard Manley Hopkins; 2.14.5 "No worst, there is none"
- Reading Quiz
- Discussion Board
- Biographical Criticism Essay Outline & Sources

## Module 10 - Due May 24

- Part 3: The Twentieth Century and Beyond
- 3.9 T. S. Eliot; 3.9.1 "The Love Song of J. Alfred Prufrock"; *Tradition and the Individual Talent*

<sup>&</sup>lt;sup>1</sup> The links to reading content listed in Modules 8-10 are direct links to the full textbook, "British Literature II: Romantic Era to the Twentieth Century and Beyond," *English Open Textbooks*, Ed. Bonnie J. Robinson. Please visit the Table of Contents for internal links to assigned readings.

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- Reading Quiz
- Presentation Preview
- Biographical Criticism Essay Draft

#### Module 11 – Due @ 12 noon CT on May 25

- BIOGRAPHICAL CRITICISM ESSAY DUE
- PRESENTATION DUE

## **Course Grading Information:**

Grades in the course will be based on a sum of the weighted average of the grades the student earns for each course requirement. Please refer to the course requirements for the instructor's expectations of students.

Final grades will correspond to the following scale:

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

Course grades will be based on the following percentages:

| Course Requirement             | Percentage |
|--------------------------------|------------|
| Reading Quizzes                | 10%        |
| Discussion Board Participation | 10%        |
| Journal Entries                | 10%        |
| Critical Review                | 15%        |
| Biographical Criticism Essay   | 20%        |
| Midterm                        | 20%        |
| Presentation                   | 15%        |

<sup>\*</sup>Note: I reserve the right to adjust these percentages as necessary.

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students take plenty of time to review the grade and determine what question(s) to ask *before* contacting me to discuss the assignment grade.

## **Course Requirements:**

Reading Quizzes: Students can expect quizzes over assigned readings during the term. Each quiz will consist of fill in the blank, multiple choice, or essay questions that will test the student's critical thinking over the reading assignment. Students wishing to earn high marks on these quizzes must complete all assigned readings, actively engage with the material they are reading, and consider the overall meaning of the text within its historical and social context.

Discussion Board Participation: For each module of coursework with an assigned discussion board, you will be required to make *three posts* on that discussion board. For your first post,

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you need to respond to <u>one</u> of the questions your instructor will post to get the discussion started. Additionally, you need to provide *two responses* to posts made by different classmates. Your discussion board posts need to be substantive, meaning you need to say more than "That's interesting" or "I agree."

<u>Discussion Board Rubric</u>: All discussion boards are worth 10 points. The following rubric will be used to determine discussion board grades:

- 8-10 points substantive posts that contribute to the class's overall understanding of the text; minimum of three posts.
- 7 points posts that demonstrate a basic level of understanding of the reading; minimum of three posts.
- 6 points posts that demonstrate that you have completed the reading; minimum of three posts.
- 0-5 points two posts or fewer.

*Journal Entries:* In some modules, you will also be required to complete a journal entry over assigned readings. Instructions for each journal entry will be posted on Brightspace. Students wishing to earn high marks on this assignment should complete all reading assignments, follow the instructions carefully, and use correct grammar and mechanics in their journal entries.

Critical Review: Each student must complete a critical review over one of the assigned readings. A critical review is a summary of an academic article over an assigned reading. Academic articles make a claim about the content of a reading; they do not provide simple summaries of readings. To complete the assignment, locate and read an academic article, write a 500 to 750 word summary of the contents of that article and description of how the article has enhanced your understanding of the course text. Then, submit the essay to Brightspace for grading. Students who submit effective, well written summaries that identify the argument of the article, the author's main supporting points, and what they learned from the article will earn the highest marks on this assignment.

*Midterm:* The midterm will be available under *Module 5*. It may include any reading that has been reviewed prior to the midterm assignment. Students can expect to encounter questions that ask them to compare and/or contrast texts by two or more authors, along with multiple choice, short answer, true/false, and fill-in-the-blanks questions. Students wishing to earn high marks on their midterm should complete all assigned readings, keep good notes, and participate in discussion boards. Additionally, students should pay close attention to prompts for written responses.

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Biographical Criticism Essay: Each student must complete a biographical criticism essay over any one of the assigned readings. This essay should be a thesis driven discussion that explains how an author's life experiences inform or shape his/her literary texts. Students should 1) describe an author's experience; 2) identify where in the literature this experience is addressed; and 3) discuss how understanding this life experience shapes the reader's interpretation of the literature. The essay must be 750-1,500 words in length and conform to MLA format. Students need to refer to 2 outside sources when preparing this essay. Appropriate parenthetical references in the text of the essay and a correctly formatted Works Cited page must be included in the document. The best outside sources to use are *The Oxford English Dictionary*, Academic Search Complete, JSTOR, and the MLA Bibliography (all are available through MCC's library web page). Students wishing to earn high marks on their biographical criticism essay must offer a clear thesis that is supported via appropriate references to the text, two outside sources, personal experience, common knowledge, and the like. The Biographical Criticism Essay must be submitted under Module 11.

*Presentation:* Each student will also be required to submit a short, 2 to 3-minute video presentation. Topics vary from semester to semester. Students wishing to earn high marks on their presentation must follow the directions for the assignment carefully and include all the required information in their presentation. **Presentations are to be submitted under Module 11.** 

## Late Work, Attendance, and Make Up Work Policies:

To remain in good standing in this course, all students must submit one graded assignment every weekday that the course is in session. The weekdays that the class meets are May 11-12; 15-19; and 22-25. Attendance will be recorded at daily intervals, and students who do not participate regularly by submitting an assignment each class day will be contacted by the instructor.

Please refer to the Highlander Guide for the complete attendance policy.

Late Work: Due to the condensed nature of this course, late work is not accepted under any circumstances. If you experience an emergency during the term that affects your ability to complete coursework, please contact the instructor as soon as possible to discuss your options at that stage.

## **Student Behavioral Expectations or Conduct Policy:**

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, utilizing AI to create portions or full drafts of

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essays, copying another's work, and gaining illegitimate access to quiz/exam passwords and/or quiz/exam questions or answers prior to taking the assessment) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- First Offense: Warning & failing grade on the assignment.
- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

## **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.

Updated 11/04/2022



# **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 <a href="https://www.mclennan.edu/disability">www.mclennan.edu/disability</a>.

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

disabilities@mclennan.edu 254-2998122 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 acting Title IX Coordinator at <a href="mailto:titleix@mclennan.edu">titleix@mclennan.edu</a> or by calling, Dr. Claudette
Jackson, (Diversity, Equity & Inclusion/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 or employee may report sexual harassment anonymously by visiting <a href="http://www.lighthouse-services.com/mclennan/">http://www.lighthouse-services.com/mclennan/</a>.

Go to McLennan's Title IX webpage at <a href="www.mclennan.edu/titleix/">www.mclennan.edu/titleix/</a>. 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 <a href="http://www.mclennan.edu/campus-resource-guide/">http://www.mclennan.edu/campus-resource-guide/</a>

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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<a href="https://mclennan.zoom.us/j/2542998500">https://mclennan.zoom.us/j/2542998500</a>) or email (<a href="mailto:ast@mclennan.edu">ast@mclennan.edu</a>) during the above mentioned times.

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 <a href="mailto:crew@mclennan.edu">crew@mclennan.edu</a> or a Success Coach by calling (254) 299-8226 or emailing <a href="mailto:SuccessCoach@mclennan.edu">SuccessCoach@mclennan.edu</a>. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <a href="https://mclennan.co1.qualtrics.com/jfe/form/SV\_07byXd7eB8iTqJg">https://mclennan.co1.qualtrics.com/jfe/form/SV\_07byXd7eB8iTqJg</a>. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

## **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:**

Go to <u>www.mclennan.edu/academic-integrity</u> for information about academic integrity, dishonesty, and cheating.

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

Go to <a href="https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/requirements.html">https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/requirements.html</a> 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 (<a href="http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf">http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf</a>) 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 <a href="https://www.mclennan.edu/studentemail">www.mclennan.edu/studentemail</a>.

#### 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 <a href="mailto:Helpdesk@mclennan.edu">Helpdesk@mclennan.edu</a> 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 Cheat Sheet 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.