

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**EARTH SCIENCE I – GEOL 1401.87**

**DR. ELAINE K. FAGNER, P.G.**

**NOTE: This is a Summer 1 course (online).**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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**Course Description:**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Semester Hours 4 (3 lec/3 lab)

**Prerequisites and/or Corequisites:**

None required.

**Instructor Information:**

Instructor Name: Dr. Elaine K. Fagner, P.G.



Photo shown above is of Dr. Fagner.

**Office Location:** Science Building, 222

**Office Phone:** 254.299.8442 (this number is forwarded to my cell phone)

**Cell Phone:** 254.853.0097

**Instructor's College Email:** [efagner@mclennan.edu](mailto:efagner@mclennan.edu)

**Virtual Office Hours Zoom Link:** Please click this URL to start or join Dr. Fagner's virtual office hours. <https://mclennan.zoom.us/j/2542998442> or, go visit the MCC homepage and select Zoom or <https://mclennan.zoom.us/join> and enter meeting ID: 254 299 8442.

To insure the safety of students and the instructor, office hours will be provided via Zoom in a virtual format unless there is a need for an urgent face-to-face meeting. Dedicated office hours during the summer semester will be conducted by appointment.

- Students can expect their instructor to be on Zoom for office hours on Tuesday and Wednesday for the semester from 4:00 pm to 5:00 pm CST. If the instructor needs to adjust these hours, an announcement will be posted in Brightspace with updated virtual office hours.
- Students can show up unannounced to the virtual office hours but should check the course announcements/Brightspace emails in case the day and/or time has been changed.
- If you desire a Zoom meeting outside of my virtual office hours, please email me a day in advance so I can send you a Zoom meeting invitation and confirm a time with you.

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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**Preferred Means of Email Contact:** The instructor's preferred means of email contact is to my school email at efagner@mclennan.edu or by text at 254.853.0097. In either case, students are required to include the following information:

- their first and last name as listed in Brightspace;
- their class name (Earth Science);
- their cell phone number where the instructor can reach you to discuss the inquiry;
- details specific about the nature of their question and what action or resolution they want to accomplish; and
- attach documentation such as a screenshot or other information that will help the instructor assist them in a more productive manner.

I may or may not respond to email or text messages between Friday and Sunday, as that is when I take my weekend break from work. I may not response to email, phone, or text messages received at 9:00 pm CST on a regular class day. Generally, I try to check my messages, at least, once per day Monday – Thursday; but the weekend responses are sporadic. Emails sent by students after 9:00 pm on Monday – Thursday will typically be responded to on the next class day.

Send all email correspondence for the course using your McLennan issued email – this is a policy for MCC so please adhere to it. This can be done using the email function located on the menu bar within Brightspace or directly from your McLennan email account. The College has an email policy that restricts conversations regarding grades and course work to your McLennan email account. **If a student sends the instructor an email from a personal account, the instructor will reply to their student account provided she received their email. Please note that any grade related questions must be addressed via email, not text.**

**Course Notes and Instructor Recommendations:**

1. Students are required to access PDF files and YouTube videos on a daily basis and have the software capability to save their assignments as a Word or PDF document, and the Respondus LockDown browser software. Please note that the College provides free access to software (Microsoft Office 365) for students at the following website: <https://www.mclennan.edu/tech-support/software.html>
2. Students are required to meet the minimum system requirements for their hardware, software, and internet connection as noted in the instructor plan. Each student is required to have a working webcam (video) to take exams and have Zoom meetings with the instructor. If a student does not meet these minimum requirements, they should utilize the computers with webcam capabilities in the MCC Library.
3. Every student is required to activate their College email account with McLennan and set their Brightspace notifications to receive the instructor's emails. If you are not receiving emails from the instructor, that means they have gone to Spam/Quarantine. Contact the MCC Help

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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Desk for assistance in resolving this issue at 254.299.8077 or at <https://www.mclennan.edu/tech-support/index.html>

4. This course requires that students view lecture, laboratory, and other videos and have a reliable Internet connection. Brightspace is the electronic learning management system (LMS) platform used for this course. Students are required to access it routinely throughout each class day and participate in the course.
5. **If a due date/time in Brightspace does not match the syllabus, the date in the instructor plan/syllabus prevails.** Always ask for clarification if something like this occurs.
6. MCC uses Brightspace and their Learning Management System. This course has all of the lecture and lab content (not included within the book or rock kit) within Brightspace. The Brightspace shell is organized as follows:

**Course Information & Instructor Plan:** The official instructor plan, instructor information, grading information, and the course drop form are include “**Course Info & Syllabus Folder**” Brightspace content menu folder.

**Lecture Content:** All lecture content quizzes are located in the Table of Contents Days 1 - 20 Brightspace tabs. Weekly lecture content is included in the “**Daily Lecture Folder**”. There are no power-points for the video presentations. All of the content for the course in the book and the lectures supplement the book.

**Lab Content:** All the course laboratory content is located under the “**Lab Folder**” Brightspace menu tab. Most laboratory assignments are designed to be taken using the corresponding Assessment Tool, several do not have an assessment. Here is some important information about lab forms. **Required items for lab forms include:**

- Each lab form is required to have your first and last name written in ink in the center, top section of each lab page to be accepted for a grade.
- The instructor will **not** accept Google documents or “pages” so students need to be proactive and convert them into a PDF format.
- Students are required to use the lab forms provided by the instructor and write or type their answers in the appropriate blanks.
- The instructor will not accept lab forms, which have the questions removed meaning the student only provided their answers.
- Students will make a PDF scan or photograph of each lab page (when requested for specific lands) and submit it to the Lab Forms Assignment Tool, which is the first item in the Lab Folder within Brightspace. The only accepted document formats for this course are: .jpeg; .jpg; word; or PDF. **The preferred method for submitted your assignments is via a scanned PDF that has the lab pages for that assignment combined into one document.**

7. **Exam Videos and Exam Reviews:** Exam portals, lecture videos but no power-point presentations, and exam review sheets are located under the “**Exams Folder**” Brightspace menu tab. To earn bonus points for your exams, go to the “Aluminum Can Bonus Folder” which is included in the Baby Yoda Folder.

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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8. **Required Software for Exams:** Each student is required to utilize the proctoring service that MCC is utilizing for both major exams. The information about proctoring can be found in Day 10 folder where the Midterm Exam portal exists and in the Day 20 folder where the Final Exam portal is provided. All exams are administered using the Respondus Monitor (LockDown browser), which is free for students to download within Brightspace. This software requires the use of a functioning webcam (camera).
- Students are required to take the “**Technology Check**” assessment found in the Exams Folder at least 48-hours before each exam, to make sure their technology works with the software. If a student discovers their computer, laptop, or tablet is not compatible with the LockDown browser, they are required to contact the instructor at least 24-hours prior to an exam due date to confirm their attendance for the set Zoom exam time.
  - Students who work need to confirm their device works with the LockDown browser with ample time to ask off from their employer or to get childcare.
  - The College has student computers throughout the library that have this software and some have webcams. If a student needs to use this option, it is highly recommended to be waiting in line when the library opens on exam day. Here is a link to the Library for details on their services and hours of operation: <https://www.mclennan.edu/library/>

**Other Important Guidance from the Instructor:**

1. When students request that the instructor reset an assessment like a lecture content quiz or a lab assessment, it is typically because of a computer error or loss on internet connection. Because of this fact, the instructor wants to be transparent with students about a few things:
  - If a student’s computer freezes on their first quiz attempt, they need to change computers before beginning your second attempt. The instructor understands that technology does not always work properly. However, MCC has a minimum technology requirement for online students. Thus, students are required to have the technology and the technological know-how to produce competent results in this non-traditional environment; as well as, a proven back-up plan for when/if that technology fails.
  - A broken or incompatible computer with Brightspace or the LockDown browser is not considered a valid reason for poor performance or defaulting on an assignment.
  - Student have two attempts for each lecture quiz and lab assignment, and their highest grade prevails. Students have a single attempt for both major exams. Please note that lecture content quizzes are timed for 30 minutes. If a student opens a lecture quiz and do not submit it, this may block their access to the second attempt. Students should save their answers as they take the assessment and remember to submit it.
  - The lecture and lab videos are uploaded and streamed in high definition from YouTube. Any students using mobile hotspot connections may experience issues with available data. If you live in a remote area or have trouble streaming the videos because of your bandwidth access, consider going to the Exams folder and downloading all of the links to the videos. You can watch them in a location with high-speed internet. Students who do have limited internet access are still responsible for watching the lecture videos and

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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completing their assignments and/or assessments by the due date/time.

2. If the instructor may ask you to meet with her via Zoom, please realize that this request is important. She understands you may work and have family commitments and will only ask if this is truly needed.
3. If you are having trouble accessing the lectures or with Brightspace in general, call the MCC Help Desk at 254-299-8077 or email them at [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu)
4. Lab Assignments, lecture quizzes, and exam due date/times are enforced in Central Standard Time (CST). If a student does not live in this time zone, it is the student's sole responsibility to plan ahead to meet the due date/time for all assignments and exams.
5. The instructor has the discretion to provide additional assignments for assessing a student's knowledge, skills, and abilities, as pertaining to the course and course material, on a case-by-case basis (both individually or collectively). The instructor has the option to adjust testing locations and questions, as she deems fit.

**Required Text & Materials (both items are required for this course):**

There are no required textbooks or materials to purchase for this course. Online reading assignments are provided each day.

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

**Methods of Teaching and Learning:**

Teaching methods include, lectures, assessments (exams and quizzes), class discussions, lab exercises, projects, student self-guided or instructor-led field trips, student performances/presentations, written reports/papers, simulations, and/or scientific software.

**Course Objectives and/or Competencies**

<b>Lecture</b>	<b>Lab</b>
Explain the current theories concerning the origins of the Universe and the Solar System.	Classify rocks and minerals based on chemical composition, physical properties, and origin.
Explain the place of Earth in the Solar System and its relationships with other objects in the Solar System.	Apply knowledge of topographic maps, diagrams, and/or photographs to identify landforms and explain the processes that created them.
Relate the origin and evolution of Earth's internal structure to its resulting geologic systems, including Earth materials and plate tectonics activities.	Differentiate the types of plate boundaries, explain the processes that occur at each and identify associated structural features on maps, block diagrams, and cross sections.

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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Explain the operation of Earth's geologic systems and interactions among the atmosphere, the geosphere, and the hydrosphere including meteorology and oceanography.	Apply relative and numerical age-dating techniques to construct geologic histories.
Explain the history of the Earth including the evolution of earth system and life forms.	Measure atmospheric processes that affect weather and climate.
	Describe the composition and motion of ocean water and analyze factors controlling both.
	Compare properties and motions of objects in the solar system.
	Demonstrate the collection, analysis, and reporting of data.

**Other specific Student Learning Outcomes and Core Objectives include:**

- **Critical thinking assignments** that focus on scientific knowledge related to problems involving energy and the environment and/or;
- **Assessing communication skills** through quizzes and assignments that are largely written, while lectures gravitate toward visual components, and class discussions guarantee students' oral interactions when introducing the physical sciences at a collegiate level; and
- **Empirical/quantitative assessments** through lectures that allow students to see examples of specific case studies, research, and current events that pertain to data collection, analysis, and the scientific method as they pertain to energy problems and solutions; among other geologic topics like groundwater and surface resources, natural disasters, plate tectonics, glacial events and climate change, and mass wasting impacts to the environment and human health.

**Course Outline or Schedule:**

The weekly schedule for this course starts on Monday and ends on Thursday unless otherwise noted below. It is the responsibility of a student to be familiar with the course schedule, due dates for assignments and exams. Here are the key due dates/times for assignments:

- Lecture quizzes are due by **9:00 pm CST** on or before the day they are assigned;
- Lab assessments/assignments are due by **11:55 pm CST** on or before the day they are assigned; and
- **Both major exams are due no later than 3:00 pm CST.** Both exams open at least 48-hours prior to the due date to help provide flexibility for students. Students who work or need to arrange for child care, should be proactive and make necessary arrangements to take the exam early in the semester.

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

It is recommended that students download the schedule and print it out to reference all semester. Please note that the schedule of assignments, quizzes, exams, and/or labs is subject to change at the discretion of the instructor. If this occurs, the instructor will notify the students of the schedule change via Brightspace announcements. The following is the official schedule for the course.

Class Day	Lecture Experiences/Lecture Quizzes
<b>Day 01:</b> <b>Tuesday, 6/1</b>	<p>Complete Section 1 Lecture Experience including reading the chapter and watching the lecture video at normal speed. Please do this all semester.</p> <p>Complete Section 1 Lecture Quiz by <b>9:00 pm CST</b> on 6/1, which covers Section 1, the course overview video, Brightspace, and the Instructor Plan.</p> <p>Complete Section 1 Lab Experience as follows on 6/1.</p> <ul style="list-style-type: none"><li>• Part 1 is a required Zoom meeting with your instructor at <b>one</b> of the two designated slots (Session 1: 8:00 am to 9:00 am CST; <u>or</u> Session 2: 6:30 pm to 7:30 pm CST).</li><li>• Part 2 requires you to answer general questions and submit them to the Lab Form Assignment Tool by 11:55 pm CST on Day 1 of the course.</li></ul>
<b>Day 02:</b> <b>Wednesday, 6/2</b>	<p>Complete Section 2 Lecture Experience: Minerals Overview; Rock Cycle Overview</p> <p>Complete Section 2 Lecture Quiz by <b>9:00 pm CST</b> on 6/2.</p> <p>Complete Section 2 Lab Experience by <b>11:55 pm CST</b> on 6/2: <b>Rock Identification</b>.</p>
<b>Day 03:</b> <b>Thursday, 6/3</b>	<p>Complete Section 3 Lecture Experience: Plate Tectonics: Fossil Overview</p> <p>Complete Section 3 Lecture Quiz by <b>9:00 pm CST</b> on 6/3.</p> <p>Complete Section 3 Lab Experience by 11:55 pm CST on 6/3: <b>Fossil Identification</b></p>
<b>Day 04:</b> <b>Monday, 6/7</b>	<p>Complete Section 4 Lecture Experience: Marine Facies; Unconformities</p> <p>Complete Section 4 Lecture Quiz by <b>9:00 pm CST</b> on 6/7.</p> <p>Complete Section 4 Lab Experience by 11:55 pm CST on 6/4: <b>Waco Mammoth Site Virtual Field Trip</b></p>
<b>Day 05:</b> <b>Tuesday, 6/8</b>	<p>Complete Section 5 Lecture Experience: Landforms/Geomorphology; Geologic Hazards</p> <p>Complete Section 5 Lecture Quiz by <b>9:00 pm CST</b> on 6/8.</p> <p>Complete Section 5 Lab Experience by 11:55 pm CST on 6/8: <b>Geologic Landforms</b></p>



**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

<b>Day 06:</b> <b>Wednesday, 6/9</b>	<p>Complete Section 6 Lecture Experience: Astronomy Overview; Overview of the Sun</p> <p>Complete Section 6 Lecture Quiz by <b>9:00 pm CST</b> on 6/9.</p> <p>Complete Section 6 Lab Experience by 11:55 pm CST on 6/9: <b>Planetary Atmospheres</b></p>
<b>Day 07:</b> <b>Thursday, 6/10</b>	<p>Complete Section 7 Lecture Experience. Moon; Meteoroids/Comets; and Big Picture</p> <p>Complete Section 7 Lecture Quiz by <b>9:00 pm CST</b> on 6/10.</p> <p>Complete Section 7 Lab Experience by 11:55 pm CST on 6/10: <b>Size Up Our Solar System</b></p>
<b>Day 08:</b> <b>Monday, 6/14</b>	<p>Complete Section 8 Lecture Experience: The Ocean Floor</p> <p>Complete Section 8 Lecture Quiz by <b>9:00 pm CST</b> on 6/14.</p> <p>Start Section 8/9 Lab Experience by 11:55 pm CST on 6/15: <b>Ocean Salinity</b></p>
<b>Day 09:</b> <b>Tuesday, 6/15</b>	<p>Complete Section 9 Lecture Experience: Tides; Shoreline Features; Coral Reefs</p> <p>Complete Section 9 Lecture Quiz by <b>9:00 pm CST</b> on 6/15.</p> <p>Complete Section 8/9 Lab Experience by 11:55 pm CST on 6/15: <b>Ocean Salinity</b></p>
<b>Day 10:</b> <b>Wednesday, 6/16</b> <b>MIDTERM EXAM DUE</b>	<p><b>Complete Section 10 (Midterm Exam) by 3:00 pm CST</b> on 6/16 in Brightspace. Exam covers Sections 1 – 9.</p> <ul style="list-style-type: none"> <li>• This exam is administered using Respondus Monitor and requires a webcam.</li> <li>• Students with Chromebooks may need to take the Midterm Exam in a live Zoom meeting. There is one Zoom testing event from 12:00 pm to 1:00 pm CST and students must make a reservation to utilize this option 48 hours in advance.</li> </ul> <p>There are no lecture or lab assignments due today.</p>
<b>Day 11:</b> <b>Thursday, 6/17</b>	<p>Complete Section 11 Lecture Experience: The Atmosphere; Air Masses; Air Pressure</p> <p>Complete Section 11 Lecture Quiz by <b>9:00 pm CST</b> on 6/17.</p> <p>Complete Section 11 Lab Experience by 11:55 pm CST on 6/17: <b>Examining Droughts</b></p>
<b>Day 12:</b> <b>Monday, 6/21</b>	<p>Complete Section 12 Lecture Experience: Climate Budget</p> <p>Complete Section 12 Lecture Quiz is due by <b>9:00 pm CST</b> on 6/21.</p> <p>Start Section 12/13 Lab Experience by 11:55 pm CST on 6/22: <b>Energy Budget</b></p>

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

<b>Day 13:</b> <b>Tuesday, 6/22</b>	Complete Section 13 Lecture Experience: Weather Disasters; PETM Complete Section 13 Lecture Quiz by <b>9:00 pm CST</b> on 6/22. Complete Section 12/13 Lab Experience by 11:55 pm CST on 6/22: <b>Energy Budget</b>
<b>Day 14:</b> <b>Wednesday, 6/23</b>	Complete Section 14 Lecture Experience: Glacial Environments Complete Section 14 Lecture Quiz by <b>9:00 pm CST</b> on 6/23. Start Section 14/15 Lab Experience by 11:55 pm CST on 6/23: <b>Climate Data</b>
<b>Day 15:</b> <b>Thursday, 6/24</b>	Complete Section 15 Lecture Experience: Groundwater and Karst Environments Complete Section 15 Lecture Quiz by <b>9:00 pm CST</b> on 6/24. Start Section 14/15 Lab Experience by 11:55 pm CST on 6/25: <b>Climate Data</b>
<b>Day 16:</b> <b>Monday, 6/28</b>	Complete Section 16 Lecture Experience: Fluvial and Eolian Environments Complete Section 16 Lecture Quiz by <b>9:00 pm CST</b> on 6/28. Complete Section 16 Lab Experience by 11:55 pm CST on 6/25: <b>Public Lands, Parks, and World Heritage Sites</b>
<b>Day 17:</b> <b>Tuesday, 6/29</b>	Complete Section 17 Lecture Experience: Fossil Fuels and Fracking Complete Sections 17 Lecture Quiz by <b>9:00 pm CST</b> on 6/29. Start Section 17/18 Lab Experience by 11:55 pm CST on 6/29: <b>Casual Collecting/Leave No Trace</b>
<b>Day 18:</b> <b>Wednesday, 6/30</b>	Complete Section 18 Lecture Experience: Public Lands, Civility and Leave No Trace Complete Section 18 Lecture Quiz by <b>9:00 pm CST</b> on 6/30. Complete Section 17/18 Lab Experience by 11:55 pm CST on 6/30 <b>Casual Collecting</b>
<b>Day 19:</b> <b>Thursday, 7/01</b>	Complete Section 19 Lecture Experience: Sustainability Overview; Recycling Complete Section 19 Lecture Quiz by <b>9:00 pm CST</b> on 7/01. Complete Section 19 Lab Experience by 11:55 pm CST on 7/1: <b>Ecological Footprint</b>
<b>HOLIDAY:</b> <b>Monday, 7/05</b>	The Final Exam is available starting 7/02 and must be completed/submitted by 3:00 pm CST on Tuesday, 7/06. Your Final Exam will be taken using Respondus Monitor just like the Lab Exam. The Final covers Sections 11 - 19.

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

<b>Day 20:</b>  <b>Tuesday, 7/06</b>  <b>FINAL EXAM DUE</b>	<b>Complete Section 20 (Final Exam) by 3:00 pm CST</b> on Tuesday, 7/6 in Brightspace found in the Day 20 folder. <ul style="list-style-type: none"><li>• This exam is administered using Respondus Monitor and requires a webcam.</li><li>• Students with Chromebooks may need to take the Lab Exam in a live Zoom meeting. There is one Zoom testing event from 12:00 pm to 2:00 pm CST and students must make a reservation to utilize this option 48 hours in advance.</li></ul>
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At times, students may be allowed to work ahead in the course (if they choose), but the instructor is not required to make future course content available before the scheduled date as noted in the course schedule. A student may always complete available assignments early, but will not be able to receive credit on any assignments submitted past an assignment's specified deadline. Grades are recorded and kept on Brightspace. Students may inquire about their grade status in the class via email or virtual office hours.

**Course Grading Information**

The instructor uses a percentage system that is weighted in Brightspace. A student's grade is calculated based on a percentage of each assignment, quiz, and exam. The grade scale used in this course is listed here: **A = 90 – 100; B = 80 - 89.9; C = 70 - 79.9; D = 60 - 69.9; and F = 59.9 or below.**

Grade Description		% of Grade
<b>Labs</b>	19 Lab Assignments (lowest lab grade will be dropped automatically by Brightspace for a total of 18 lab grades for the semester). <b>Brightspace does not "show" your grade dropped, it automatically calculates your score without the lowest lab grade.</b>	25%
<b>Quizzes</b>	18 lecture quizzes (lowest quiz grade will be dropped automatically by Brightspace for a total of 17 quiz grades for the semester). <b>Brightspace does not "show" your grade dropped, it automatically calculates your score without the lowest quiz grade.</b>	45%
<b>Midterm Exam</b>	Covers Sections 1 - 9	15%
<b>Final Exam</b>	Covers Sections 11 - 19	15%
<b>Totals</b>		100%

Grading in Brightspace for this course is done by a weighted percentage as noted above. Always access grades from the Navigational Bar under Assessments and select "Grades". Right before the Final Exam, the instructor will drop the lowest lecture content quiz and lowest lab grade for the semester.

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

The instructor for this course does not typically accept late work in any online classes, blended, or face- to-face classes unless a student has a verified excused absence for the

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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date of the missed quiz, lab assignment, or exam that meets the MCC's Attendance Policy. For illnesses, the instructor requires verification of the absence(s) to make-up work within 48-hours of the student's absence. Students should strive to complete their work before the due date/time to prevent an unforeseeable issue interfering with their academic success.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum in the online environment that includes respect for other students and the instructor, prompt and regular attendance as noted in the course instructor plan, and an attitude that seeks to take full advantage of the education opportunity. Any student who participates in academic dishonesty such as cheating, plagiarism, or collusion on any problem on an assignment, quiz, test, (etc.) may receive an "F" for her/his semester grade, be reported to the Disciplinary Council, and could even be recommended for suspension from the McLennan Community College District. The weight of the compromised assignment is irrelevant—the punishment of failing semester grade may be the same. **There is a zero tolerance for cheating, collusion, and/or plagiarism for students enrolled in this course for any type of assignment.**

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

Click on the link above for the college policies on attendance and absences. This instructor has guidelines specific to this course (see below). Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. The instructor maintains an attendance roster in Brightspace. Here are the most important attendance information pertaining to this course:

- In an online class, students meet attendance requirements via assignment completion. A student will be issued either a "present" or "absent" in the attendance roster of Brightspace for each day based on the completion/submission of the lecture content quiz each day, except for the two exam days. The completion of exams will count as a student's attendance on those specific days.
- There are a total of 20 class days during a summer session. A student who miss **5 or more days** by the Student Initiated Drop date of the semester will be dropped for "lack of participation in an online course" once they have missed 5 or more days.
- Students who exceed 5 or more missed class meetings once the Student Initiated Drop date has occurred, should expect to stay enrolled in the course and receive the grade they earn.

**Course Drop Requests:**

If a student wishes to drop after the first day of class, they will need to fulfill two specific action items:

- submit a completed Geology Course Drop Form, which is found in the Course

**EARTH SCIENCE - I**  
**GEOL 1401.87 – SUMMER 1, 2021**

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Info/Syllabus Folder and email it to the instructor.

- request a Zoom meeting with the instructor to discuss their reasons for dropping.

The instructor has very specific reasons for requiring this meeting so know that a drop request will not be processed until the Zoom meeting has occurred. When requesting a meeting, students need to provide three times that work for them that would happen before 9:00 pm on a regular class day.

The instructor will not drop a student after Student Initiated Drop date unless the student has endured extreme life circumstances. In that case, the student will be required meet with the instructor via Zoom to discuss their options. The decision to drop a student for these circumstances after the Student Initiated Drop date is at the instructor's discretion.

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## ACADEMIC RESOURCES/POLICIES

### **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/>

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 a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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.

**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.

**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.

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**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. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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 <http://www.lighthouse-services.com/mclennan/>.

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.

**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.