



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

PHYSICAL GEOLOGY – GEOL 1403.87

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.

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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

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.

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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 (Physical Geology);
- 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. The course materials are part of the Inclusive Access (IA) program at MCC. This program allows students to pay a course fee for these materials when they register for the course, which allows them to have access to their course materials by the first day of class. To get your book and rock kit, contact the Bookstore at 254-299-8456 no later than the 1st day of class. Every student must have the required course materials starting the 3rd class day of the semester, including the rock kit.
2. 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>
3. 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.

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If a student does not meet these minimum requirements, they should utilize the computers with webcam capabilities in the MCC Library.

4. 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 Desk for assistance in resolving this issue at 254.299.8077 or at <https://www.mclennan.edu/tech-support/index.html>
5. 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.
6. **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.
7. 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:

- **Students are required to upload their completed lab form the same day it is due.** All lab forms will be submitted to the same assignment tool entitled, **Lab Forms**. This is the first item a student will see in the Lab Folder within Brightspace. Students are required to label their uploaded lab entries by the specific Lab name (Section 1, 2, etc.).
- **Required items for lab forms:**
 - Each lab form is required to have your first and last name written in ink in the appropriate name block on each lab page.
 - 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 within the textbook and write their answers in the appropriate blanks. The instructor will not accept typed assignments with the questions from the book **unless** the student has approved accommodations through the Accommodations.

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- Students will make a PDF scan or photograph of each lab 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.**
 - **Submission of late lab forms or failure to submit lab forms:**
 - Students who submit their lab forms after the deadline of 11:55 pm CST on the due date should expect to receive a 10 point accountability deduction from their lab assessment score.
 - Students who do not submit a lab form and take the lab assessment, should expect a grade of “0” for their assignment. The instructor must see your lab forms to confirm you have completed the work.
 - The instructor will make lab grade adjustments for late forms or lab forms not submitted for an assignment no later than the last class day of the semester before the Final Exam.
8. **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.
9. **Required Software for Exams:** Each student is required to utilize the proctoring service that MCC is utilizing for both major exams. 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). The exam portals and LockDown browser link are located in the Exams Folder.
- 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 48-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:

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- 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 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
 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):

Textbook: Fagner & Turner. *Practical Geology 1st edition*, 2019; Bluedoor, Inc., ISBN-13: 978-1-64386-008-4

Rock Kit: Rock Kit containing minerals, igneous rocks, sedimentary rocks, metamorphic rocks, and fossils. This kit can only be purchased from the MCC Bookstore.

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

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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:

| Lecture | Lab |
|---|---|
| Describe how the scientific method has led to our current understanding of Earth's structure and processes. | Classify rocks and minerals based on chemical composition, physical properties, and origin. |
| Interpret the origin and distribution of minerals, rocks and geologic resources. | Apply knowledge of topographic maps to quantify geometrical aspects of topography |
| Describe the theory of plate tectonics and its relationship to the formation and distribution of Earth's crustal features. | Identify landforms on maps, diagrams, and/or photographs and explain the processes that created them. |
| Quantify the rates of physical and chemical processes acting on Earth and how these processes fit into the context of geologic time. | Differentiate the types of plate boundaries and their associated features on maps and profiles and explain the processes that occur at each type of boundary. |
| Communicate how surface processes are driven by interactions among Earth's systems (e.g., the geosphere, hydrosphere, biosphere, and atmosphere). | Identify basic structural features on maps, block diagrams and cross sections and infer how they were created. |
| Identify and describe the internal structure and dynamics of Earth. | Demonstrate the collection, analysis, and reporting of data. |
| Describe the interaction of humans with Earth (e.g., resource development or hazard assessment). | |

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

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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.

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 |
|---|---|
| Day 01: Tuesday, 6/1 | <p>Complete Section 01 Lecture Experience including reading the chapter and watching the lecture video at normal speed. Please do this all semester.</p> <p>Complete Section 01 Lecture Quiz by 9:00 pm CST on 6/1, which covers Section 01, the course overview video, Brightspace, and the Instructor Plan.</p> <p>Complete Section 01 Lab Experience by 11:55 pm CST on 6/1. Use the lab video(s) in Brightspace to complete this lab using the forms in your book.</p> |
| Day 02: Wednesday, 6/2 | <p>Complete Section 02 Lecture Experience.</p> <p>Complete Section 02 Lecture Quiz by 11:55 pm CST on 6/2.</p> <p>Complete both parts of Section 02 Lab Experience, which is all in Brightspace, not in the book. Each part of the assignment is worth up to 50 points for a total of 100 points.</p> <ul style="list-style-type: none">• Part 1 is a required Zoom meeting with your instructor at one of the two designated slots (Session 1: 8:00 am to 9:00 am CST; or Session 2: 6:30 pm to 7:30 pm CST). |

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| | <ul style="list-style-type: none"> Part 2 requires you to answer general questions and submit them to the Lab Form Assignment Tool by 11:55 pm CST on Day 2 of the course. |
| Day 03: Thursday, 6/3 | Complete Section 03 Lecture Experience. Complete Section 03 Lecture Quiz by 9:00 pm CST on 6/3. Complete Section 03 Lab Experience by 11:55 pm CST on 6/3. Use the lab video(s) in Brightspace to complete this lab using the forms in your book |
| Day 04: Monday, 6/7 | Complete Section 04 Lecture Experience. Complete Section 04 Lecture Quiz by 9:00 pm CST on 6/7. Complete Section 04 Lab Experience by 11:55 pm CST on 6/4. Use the mineral samples from your rock kit in conjunction with the lab overview video for the lab. |
| Day 05: Tuesday, 6/8 | Complete Section 05 Lecture Experience. Complete Section 05 Lecture Quiz by 9:00 pm CST on 6/8. Complete Section 05 Lab Experience by 11:55 pm CST on 6/8. Use the igneous samples from your rock kit in conjunction with the lab overview video for the lab. |
| Day 06: Wednesday, 6/9 | Complete Section 06 Lecture Experience. Complete Section 06 Lecture Quiz by 9:00 pm CST on 6/9. Complete Section 06 Lab Experience by 11:55 pm CST on 6/9. |
| Day 07: Thursday, 6/10 | Complete Section 07 Lecture Experience. Complete Section 07 Lecture Quiz by 9:00 pm CST on 6/10. Complete Section 07 Lab Experience by 11:55 pm CST on 6/10. Use the sedimentary samples from your rock kit in conjunction with the lab overview video for the lab. |
| Day 08: Monday, 6/14 | Complete Section 08 Lecture Experience. Complete Section 08 Lecture Quiz by 9:00 pm CST on 6/14. Complete Section 08 Lab Experience by 11:55 pm CST on 6/14. Use the metamorphic samples from your rock kit in conjunction with the lab overview video for the lab. |
| Day 09: Tuesday, 6/15 | Complete Section 09 Lecture Experience. Complete Section 09 Lecture Quiz by 9:00 pm CST on 6/15. Complete Section 09 Lab Experience by 11:55 pm CST on 6/15. Use the digital map in Brightspace to complete this assignment. |

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| Day 10: Wednesday, 6/16 | <p>Complete Section 10 Lecture Experience.</p> <p>Complete Section 10 Lecture Quiz by 9:00 pm CST on 6/16.</p> <p>Complete Section 10 Lab Experience by 11:55 pm CST on 6/16. Use the fossil samples from rock kit in conjunction with the lab overview video for the lab.</p> |
| Day 11: Thursday, 6/17 LAB EXAM DUE | <p>Complete the Lab Exam by 3:00 pm CST on 6/17 in Brightspace. The exam is found in the Exams Folder (EXAM PORTALS).</p> <ul style="list-style-type: none"> • This exam is administered using Respondus Monitor and requires a webcam. • 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 1:00 pm CST and students must make a reservation to utilize this option 48 hours in advance. <p>Complete Section 11 Lecture Experience. Content from this section will be on Day 12 lecture quiz. You do NOT have a lecture quiz due tonight, just a lab.</p> <p>Complete Section 11 Lab Experience by 11:55 pm CST on 6/17. Use the lab video(s) in Brightspace to complete this lab using the forms in your book.</p> |
| Day 12: Monday, 6/21 | <p>Complete Section 12 Lecture Experience.</p> <p>Complete Sections 11 and 12 Lecture Quiz is due by 9:00 pm CST on 6/21.</p> <p>Complete Section 12 Lab Experience by 11:55 pm CST on 6/21. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |
| Day 13: Tuesday, 6/22 | <p>Complete Section 13 Lecture Experience.</p> <p>Complete Section 13 Lecture Quiz by 9:00 pm CST on 6/22.</p> <p>Complete Section 13 Lab Experience by 11:55 pm CST on 6/22. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |
| Day 14: Wednesday, 6/23 | <p>Complete Section 14 Lecture Experience.</p> <p>Complete Section 14 Lecture Quiz by 9:00 pm CST on 6/23.</p> <p>Complete Section 14 Lab Experience by 11:55 pm CST on 6/23. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |
| Day 15: Thursday, 6/24 | <p>Complete Section 15 Lecture Experience.</p> <p>Complete Section 15 Lecture Quiz by 9:00 pm CST on 6/24.</p> <p>Complete Section 15 Lab Experience by 11:55 pm CST on 6/24. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |

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|---|---|
| Day 16: Monday, 6/28 | <p>Complete Section 16 Lecture Experience.</p> <p>Complete Section 16 Lecture Quiz by 9:00 pm CST on 6/28.</p> <p>Complete Section 16 Lab Experience by 11:55 pm CST on 6/28. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |
| Day 17: Tuesday, 6/29 | <p>Complete Section 17 and 18 Lecture Experiences.</p> <p>Complete Sections 17 - 18 Lecture Quiz (same quiz) by 9:00 pm CST on 6/29.</p> <p>Complete both Section 17 and 18 Lab Experience by 11:55 pm CST on 6/29. Use the lab video(s) in Brightspace to complete this lab using the forms in your book. Both of these labs are short. Make sure you read the instructions in Brightspace before beginning the Lab 18 assignment.</p> |
| Day 18: Wednesday, 6/30 | <p>Complete Section 19 Lecture Experience.</p> <p>Complete Section 19 Lecture Quiz by 9:00 pm CST on 6/30.</p> <p>Complete Section 19 Lab Experience by 11:55 pm CST on 6/30. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |
| Day 19: Thursday, 7/01 | <p>Complete Section 20 Lecture Experience.</p> <p>Complete Section 20 Lecture Quiz by 9:00 pm CST on 7/01.</p> <p>Complete Section 20 Lab Experience by 11:55 pm CST on 7/1. Use the lab video(s) in Brightspace to complete this lab using the forms in your book</p> |
| HOLIDAY: Monday, 7/05 | <p>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 is comprehensive and covers Sections 1 – 20 in your book. A study guide is found in the Exams Folder.</p> |
| Day 20: Tuesday, 7/06 FINAL EXAM DUE | <p>Complete the Final Exam by 3:00 pm CST on Tuesday, 7/6 in Brightspace found in the Exams Folder (EXAM PORTALS).</p> <ul style="list-style-type: none"> • This exam is administered using Respondus Monitor and requires a webcam. • Students with Chromebooks may need to take the Lab Exam on campus in the library. 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. |

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

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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 |
|-------------------|--|-------------|
| Labs | 20 Lab Assignments (lowest lab grade will be dropped automatically by Brightspace for a total of 19 lab grades for the semester). Brightspace does not "show" your grade dropped, it automatically calculates your score without the lowest lab grade. | 25% |
| Quizzes | 19 lecture quizzes (lowest quiz grade will be dropped automatically by Brightspace for a total of 16 quiz grades for the semester). Brightspace does not "show" your grade dropped, it automatically calculates your score without the lowest quiz grade. | 40% |
| Lab Exam | Lab Exam (overview of rocks, minerals, and identification skills and map skills concepts) | 15% |
| Final Exam | Final Exam (comprehensive - covers content from all semester, Sections 1 – 20 in the book) | 20% |
| Totals | | 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 date of the missed quiz, lab assignment, or exam that meets the MCC's Attendance Policy.

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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.**

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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 Info/Syllabus Folder and email it to the instructor.

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- 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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C O M M U N I T Y

COLLEGE

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. 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.

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 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 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.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. 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/. 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.