



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COURSE NAME**

**Practicum-Psychiatric/Mental Health Services Technician  
PMHS 1267.01**

Catie Capp-Hays, LCSW

**Note: This is an 11-week Summer Course**

**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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

**PMHS 1267 Practicum-Psychiatric/Mental Health Service Technician –**

An experience external to the college for advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics or learning outcomes vary. Semester Hours 2 (1 lec/15 lab).

**Prerequisites and/or Corequisites:**

Completion, with a grade of “C” or better, of PMHS 1291 Special Topics-Psychiatric/Mental Health Services Technician.

**Course Notes and Instructor Recommendations:**

This is a face to face course. To do well in this class, you must come to class, read The Effective Counselor handout, review the power points, be prepared for presentations, complete assignments timely, and successfully complete a minimum of 220 hours at a designated field placement site. ZOOMing into class is not longer allowed unless under special circumstances. If you need help, please reach out to me earlier- not later!

It is expected that the papers you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

If you are retaking this course, you must submit a NEW ELTP, Journals, Process Recordings, Resumes, and Self-Evaluation Paper. Do not resubmit the papers that you submitted the first time that you took this course. If you resubmit an old paper, you will earn ZERO points for the paper.

**Instructor Information:**

Instructor Name:	Catie Capp-Hays, LCSW
MCC E-mail:	<a href="mailto:ccapp-hays@mclennan.edu">ccapp-hays@mclennan.edu</a>
Office Phone Number:	(254) 299-8772
Office Cell Phone Number:	(254) 300-9733
ZOOM Link:	<a href="https://mclennan.zoom.us/j/3564780936">https://mclennan.zoom.us/j/3564780936</a>
Office Location:	CSC 129 E
Office/Teacher Conference Hours:	Wednesdays from 10:00am to 11:00am OR as requested (via ZOOM)

**Required Text & Materials:**

No Text is required. Course materials will be distributed in class for assignments.

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

**Methods of Teaching and Learning:**

The instructor will use lectures, group discussions, and role play to present the material. Students will also make presentations in class. All sessions will occur in the classroom, face to face.

Reference sources will be provided as needed.

**Course Objectives and/or Competencies:**

Learning Objectives: As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and team work skills, communicating in the applicable language of the occupation and the business or industry.

**Course Competencies**

The student at the end of the semester will be able to:

1. **Successfully complete a minimum of 220 hours at a designated field placement site.**
2. Turn in a professional looking resume at the assigned time.
3. Show personal growth in displaying responsibility by:
  - a. Turning in all assignments on time.
  - b. Having an excellent attendance both in seminar and at field placement site.
  - c. Arrive promptly and stay until the end of schedule times.
  - d. Participate appropriately at both seminar and field placement site.
  - e. Notify instructor prior to any absences or, in the event of an accident, immediately thereafter.
4. Develop “good judgment” by handling potentially awkward situations appropriately as they arise at field placement sites. This may be achieved by discussing alternatives during seminar and utilizing feedback given as part of the problem-solving process.
5. Gain an overall understanding of the Mental Health field in general, in Waco and the surrounding areas as he/she listens and learn from other students at various agencies.
6. Incorporate knowledge of the personality temperaments by developing an understanding of other’s needs as well as their own strengths and weaknesses. This will be at the field placement site in their working relationships, as well as at a personal level.

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**Course Outline and Schedule:** During each session, there will be some time spent processing events that occur during your practicum.

Week/Date	Class Discussions/Assignments Due
1 6/1	Orientation, Syllabus, Forms, Assignment Due Dates, Discuss practicum sites, Effective Counselor handout, Create Presentation Teams
2 6/8	Objective/Subjective Documentation and Progress Notes: Review PPT What is a Process Recording? Review Handout and Process Recording Template Effective Counselor: The Helping Process- Review PPT
3 6/15	<i>Professor- Check on practicum sites #1</i> Resume Writing: Review PPT <ul style="list-style-type: none"><li>• ELTP DUE today. <u>Your practicum supervisor must e-mail it to me.</u></li><li>• Journal 1 DUE via Brightspace by 5p</li><li>• Process Recording 1 DUE via Brightspace by 5p</li></ul>
4 6/22	Effective Counselor: Empathy- Review PPT <ul style="list-style-type: none"><li>• Journal 2 DUE via Brightspace by 5p</li></ul>
5 6/29	Boundaries/Professionalism/Ethics: Review PPT. Role play workplace scenarios with students <ul style="list-style-type: none"><li>• Rough Draft of Resume to be presented to class for critique</li><li>• Journal 3 DUE via Brightspace by 5p</li></ul>
6 7/6	<i>Professor- Check on practicum sites #2 (student present)</i> Effective Counselor: Respect, Warmth, and Genuineness - Review PPT and Role Play ( <b>student-team led</b> ) <ul style="list-style-type: none"><li>• Journal 4 DUE via Brightspace by 5p</li><li>• Process Recording 2 DUE via Brightspace by 5p</li></ul>
7 7/13	Effective Counselor: Concreteness and Confrontation - Review PPT and Role Play ( <b>student-team led</b> ) <ul style="list-style-type: none"><li>• Final Resume DUE via Brightspace by 5p</li><li>• Journal 5 DUE via Brightspace by 5p</li></ul>
8 7/20	<i>Professor- Check on practicum sites</i> Effective Counselor: Self Disclosure- Review PPT and Role Play ( <b>student-team led</b> ) <ul style="list-style-type: none"><li>• Journal 6 DUE via Brightspace by 5p</li></ul>
9 7/27	<i>Professor: Check on practicum sites #3</i> Effective Counselor: Immediacy and Potency and - Review PPT and Role Play ( <b>student-team led</b> ) <ul style="list-style-type: none"><li>• Journal 7 DUE via Brightspace by 5p</li><li>• Process Recording 3 DUE via Brightspace by 5p</li><li>• Practicum Evaluation Form DUE. <u>Your practicum supervisor must e-mail it to me.</u></li></ul>

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<b>10</b>	<b>8/3</b>	What is Termination? Review PPT (professor led) <ul style="list-style-type: none"><li>• Self-Evaluation Paper DUE via Brightspace by 5p</li><li>• Agency Thank You Note</li></ul>
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**Course Grading Information:**

**In addition to a “C” or better in the course, students MUST complete 220 approved hours at their assigned Practicum site to pass this class. You can earn a “C,” not complete your hours, and get an “F.” You must complete 220 hours to get credit for this course.**

**EVALUATION/GRADING**

<b>Assignment</b>	<b>Grade Percentage</b>
Journals (7 @ 4% each)	28%
Resume	7%
ELTP	5%
Student Presentations	10%
Process Recordings (3 @ 5% each)	15%
Self-Evaluation Paper	10%
Agency Evaluation and Thank You Note	25%

**The agency evaluation also includes your work log**

**W WITHDREW** - this grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, Summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work).

**I INCOMPLETE** - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, the "I" will be changed to and "F" and the course must be repeated if credit is to be given.

**Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc.** There is no extra credit in this course. In order to earn a C or above, students must stay current with readings and assignments and exhibit strong class performance. A minimum final grade of C is required in all Mental Health/Social Work classes for graduation.

**Attendance/Participation:** In this course, the student will not receive a grade for attendance and participation. However, attendance and participation are rewarded when it comes to calculating the student's final grade.

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

No late work will be accepted in this class. All work not turned in by the due date will receive a "0."

Regular attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. 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.

Students who are absent from 25% of scheduled class meetings will be withdrawn with a grade of W unless the professor has reason to believe the student will complete the course. However, if a student who is not passing reaches the 25% point after the official drop date, the student will receive an F.

As stated in [the Highlander Guide](#), "students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day." All other reasons for late work will be considered at my discretion and will likely require documentation. It is your responsibility to inform me of any absences and their reasons in a timely manner. For this course, that means **you will be dropped on the 3<sup>rd</sup> absence**.

**Student Absence on Religious Holidays**

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

**Student Behavioral Expectations or Conduct Policy:**

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

Learning should be fun and not torture. However, there are expected guidelines for each class.

**Courtesy and Respect**

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

**[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. Your instructor may have additional guidelines specific to this course.

**Statement of Work Place and Foundation Competencies**

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

**Mental Health Program**

**COMMON WORKPLACE COMPETENCIES**

<b>Manager Resources:</b>	Time / Money / Materials / Space / Staff
<b>Exhibit Interpersonal Skills:</b>	Work on teams / Teach others / Serve Customers / Lead work teams / Negotiate with others
<b>Work with Information:</b>	Acquire & evaluate data / Interpret & communicate data
<b>Apply Systems Knowledge:</b>	Work within social systems / Work within technological systems / work within organizational systems / Monitor & correct system performance / Design & improve system
<b>Use Technology:</b>	Select equipment and tools

**FOUNDATION SKILLS**

<b>Demonstrate Basic Skills:</b>	Arithmetic & Mathematics / Speaking / Listening
<b>Demonstrate Thinking Skills:</b>	Creative thinking / Decision making / Problem solving / Thinking logically
<b>Exhibit Personal Qualities:</b>	Self-esteem / Self management / Integrity



Practicum-Psychiatric/Mental Health Services Technician  
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Course Number: PMHS 1267 Course Name: <u>Practicum-Psychiatric/Mental Health</u> Service Technician	Relevant Competencies (Identify by Competency Number)
<b>SCANS COMPETENCIES</b>	
<b>1. Managing Resources</b> a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. b. c. d. e.
<b>2. Exhibiting Interpersonal Skills</b> a. Work on teams b. Teach others c. Serve Customers d. Lead work teams e. Negotiate with others f. Work with difference culture	a. 4 b. 4 c. 4 d. e. 4 f. 4, 6,
<b>3. Working with Information</b> a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1, 2, 4, 5, 6, 7 b. 1, 2, 4, 5, 6, 7 c. 1, 2, 4, 5 d. 4, 5, 6, 7
<b>4. Applying Systems Knowledge:</b> a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 4, 5, 6, 7 b. c. 4 d. e.
<b>5. Using Technology:</b> a. Select equipment and tools b. Apply technology to specific tasks c. Maintain troubleshoot technologies	a. b. c.
<b>SCANS FOUNDATIONS</b>	
<b>6. Demonstrating Basic Skills</b> a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 5, 6, 7 c. d. 3, 4, 5, 6, 7 e.. 3, 4, 5, 6, 7
<b>7. Demonstrating Thinking Skills:</b> a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 6, 7, c. 4, 5, 7 d. 1, 2, 3, 4, 5, 6, 7 e. 3, 4, 5, 6, 7
<b>8. Exhibiting Personal Qualities:</b> a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 5, 6, 7 c. 1, 2, 3, 4, 5, 6, 7 d. 1, 2, 3, 4, 5, 6, 7 e. 1, 2, 3, 4, 5, 6, 7

## **Summer 2022**

### **Journal Prompts and Guidelines**

As a beginning field placement student, you will be expected to keep a journal. Please follow the guidelines below:

1. Please type each entry. Each Journal will be uploaded on Brightspace by the deadline.
2. Each entry should be at least one page long but no longer than 3 pages long. Font should be Times New Roman, size 12. Please double space your paper.
3. Please remember that a heading must be included, along with the journal # and due date.

**No late work accepted.** All journals must be uploaded to Brightspace by 5:00 PM on the due date. Journals not submitted by this time will receive a 0. Please ensure that you understand how to submit assignments on Brightspace.

**JOURNAL ENTRY 1-** Describe your feelings AND thoughts (include both!) regarding your Practicum site assignment. Your discussion must include, but is not limited to, the following questions:

- Why did you choose this site?
- How are you feeling about starting?
- What are you doing to prepare?
- What feelings do you have toward the client population with whom you will be working?
- What unique skills, attributes, or experiences do you have to offer your Practicum site?
- What do you hope to learn?
- What do you expect to struggle with at your Practicum site this semester?

**JOURNAL ENTRY 2 -** Describe the specific skills and behaviors you have observed in your supervisors and co-workers that enable them to effectively work with clients. Please give specific examples of when you saw these skills demonstrated. (Examples of skills: patience, confidentiality, self-disclosure, empathy, active listening, etc)

**JOURNAL ENTRY 3-** Discuss at least one specific interaction between a worker and client which you have observed first-hand in your Practicum site. Please try to pick an interaction which had some professional significance in teaching you something.

As you describe the situation, you MUST include information in the following areas:

1. Performance-(action-activities performed) → What was happening?
2. Cognitive → Thoughts and perceptions by client, workers, and yourself
3. Affective(feelings) → How did the client and worker feel? How do you know?

**JOURNAL ENTRY 4-** Observe a co-worker or supervisor with client. Respond to the following items specifically:

1. Reason for contact with client
2. Actions of worker
3. The attitude displayed by worker
4. Response of client to help
5. Did worker seem to communicate the messages he/she intended.
6. Your thoughts regarding interactions
7. Your feelings regarding interactions
8. What improvements could be made to be communicate or help the client more effectively in this situation?

**JOURNAL ENTRY 5** – At this point in the semester, hopefully your Practicum has helped you learn about your future career. It's time to stop and reflect about your "Fit" for the Human Services Field. In this journal, please describe your thoughts AND feelings about working with individuals within the mental health field. What population would you ultimately like to work with? What are your particular skills with that population? What experiences in your Practicum this semester have helped you learn more about your own skills within the Mental Health Field?

**JOURNAL ENTRY 6** — What has been the most difficult part of your Practicum experience this semester? What has made that part the most difficult? What practical steps have you taken in order to tackle that challenge?

**JOURNAL ENTRY 7-** How have your perceptions of your agency clients, co-workers, supervisor, AND agency as a whole changed this semester? What were your initial thoughts and feelings? What about now? What changed your perceptions this semester?

**Process Recording Template for PMHS: 1267**

**Student Name:**

**Date and Location of Contact:**

**Client's Initials:**

**Goal and/or Purpose of Contact:**

<b>Verbatim Dialogue</b>	<b>Identify Skills Used</b>	<b>Student Feelings/Reactions</b>	<b>Observations &amp; Analysis</b>	<b>Professor Comments</b>

**Skills Used:**

**Summary of the Student's Impressions:**

**Future Plans with Client:**

**Questions for My Professor:**

### **Student Presentation Assignment**

Each student will give 1 to 2 (depending on the class size) team presentations during the semester. A “team” is 2 or more students. Presentation assignments will be made on the first day of class. The purpose of the presentation is to “teach” the class core concepts taken from the article, Traits of the Effective Counselor by Sidney Wolf, Ph. D. This article can be located in Brightspace.

Presentations must include a PPT presentation and a role play demonstration. Each student will role play with the Professor to demonstrate each skill assigned. The Professor will act as a client. Please e-mail the Professor the case scenario prior to class starting. There will be no practice of the role play (between student and Professor) prior to class. Please be prepared!

You need to have enough information/research for a 30-minute presentation (this includes your role play). Make sure to have a reference slide (the last slide). It is acceptable to have one video imbedded into your PPT. The video cannot be long. The longest length should be no longer than 3-5 minutes. It is important to engage your audience so ask your peers if there are any questions, ask questions to your peers, etc.

**The Professor will grade the students on the following:**

1. 30-minute Presentation (including role-play)
2. The PPT was at least 6 slides (this includes the reference slide)
3. The student used at least 3 references and was the reference slide in APA format?
4. If the student imbedded a video, was the video length 3-5 minutes or less?
5. The PPT was clear, concise, and visually appealing.
6. The student engaged the audience by asking questions and asked the audience if they had any questions.
7. Did the student clearly explain the concept(s) to the audience?
8. Did the student e-mail the case scenario to the Professor PRIOR to class?
9. Did the student accurately depict the core concept(s) assigned during the role play?
10. Proper grammar, spelling, and punctuation.

### SELF EVALUATION PAPER

Answer these questions when completing your paper. Please write your paper in a narrative format. In other words, do not just write out the question and give a one statement answer. The paper should be typed, double-spaced, and at **least 3 pages long but no longer than 5 pages**. Please use Times New Roman font, 12 pt., and one inch margins. Additional information may be included, if desired, to complete this report.

**This paper is DUE on 8/3/2022 by 5 pm via Brightspace.**

1. What is the name of your practicum site?
2. What is your work schedule?
3. What were you expecting to learn at your practicum site?
4. What did you learn?
5. What were your chief assignments?
6. What activities did you do that seemed meaningful?
7. In what ways did you use your interpersonal relationship skills, and to what extent?
8. Were you asked to do anything you did not know how to do? If so, what?
9. How did you handle supervision or any criticism you may have received?
10. Did experience any ethical dilemmas? If so, how did you handle it?
11. Relate in detail one experience you had during this practicum.
12. Do you consider this an appropriate practicum site for other Mental Health/Social Work students? Why or why not?
13. How have your attitudes, values, or behaviors been changed as a result of completing a practicum? Be specific.

# McLennan

C O M M U N I T Y

# COLLEGE

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## ACADEMIC RESOURCES/POLICIES

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

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

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

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

**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).

**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.

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

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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



**Email Policy:**

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

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**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.

**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.