



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BUSINESS STATISTICS

BUSI - 2305 - 87

M. BOYCE WILSON

NOTE: This is an 11-week Summer course.

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Course Description:

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

Semester Hours: 3 (3 lecture)

Prerequisites and/or Corequisites:

MATH 1314 – College Algebra or MATH 1324 – Mathematics for Business & Social Sciences or equivalents

BCIS 1305 or 1405 – Business Computer Applications or equivalents

Course Notes and Instructor Recommendations:

Welcome to our business statistics course! Not only are statistics a vital component of quantitative research, as will be demonstrated, but statistics also serve a vital role within the business environment. I utilize current technology in all my courses, so all my presentations will involve computer technology in one form or another to include an extensive use of Microsoft Excel.

Important Disclaimer: you need to realize that this is an online course and as such, you need to have all of the technology available to you to complete this course. You will need consistent access to a desktop or laptop computer with Microsoft Office installed as an application (not the online version).

This course offers you the opportunity to begin working toward your internationally recognized Google Data Analytics industry certification at no additional cost to you. We will utilize Coursera to complete some of the Google Data Analytics coursework during our time together. You will continue to have access to Coursera once the course ends until one year passes. At the conclusion of one year, you will no longer be able to complete the certification.

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The Brightspace online learning environment plays an integral role throughout this course. All graded coursework will be submitted in Brightspace. The course syllabus, instructor information, and general gradebook will be provided in Brightspace. Individual activities are directly linked in Brightspace as well so that the course follows a linear approach. Data sets are provided in Brightspace as well.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors' course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

Instructor Information:

Instructor Name:	Michael "Boyce" Wilson
MCC E-mail:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8688
Instructor Cell Number:	(254) 749-8118
Office Location:	BT 209
Office/Teacher Conference Hours:	W 1:00 PM – 2:00 PM (online only; by appointment)
Zoom Webconference Information:	Meeting ID: 254-299-8688 Must be scheduled in advance with instructor

Correspondence Policy:

Email is the preferred method of communication. Emails are returned within 24 hours of receipt except when receiver over the weekend or during holidays. Emails received during weekends or holidays will be returned the first business day that the College is open. Students are to include the course and section number (see instructor note below) in the subject of their emails. Failure to include the course and section number will result in a delay in response.

*****INSTRUCTOR NOTE:*****

Brightspace offers the ability to send an "instant message" to me from within the course. Please do not use this feature if you need to contact us and receive a response quickly. The instant message (IM) feature does not alert my cell phone or email, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching other

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courses and unable to respond. Email is the preferred method of communication, text message, then telephone call. Zoom meetings are available upon request.

When contacting me by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work) – professionalism matters.
2. Always begin your subject line with BUSI 2305.87 (the class' email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter and will likely not be seen.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (see note in the Required Software section). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary. Work will not be accepted by email unless I specifically authorize you to email your work to me.

Failure to do any of the above may result in me not seeing or reading your email. I read my e-mail at least twice a day during the week; however, if you send an e-mail at 11 PM with a question you need answered before tomorrow, I likely will not read it before you need a response. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me. Instructors are not 24/7 call centers, and many students need assistance, therefore you must plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with BUSI 2305.87. If you respond to my e-mail, hit reply, and make sure BUSI 2305.87 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule both here in the syllabus and in Brightspace which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

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Required Text & Materials:

Title: Business Statistics: Communicating with Numbers (e-book)
Author: Jaggia, S. & Kelly, A.
Edition: 4th
Publisher: McGraw-Hill
ISBN: 9781266737862

*****INSTRUCTOR NOTE:*****

This course is an inclusive access course. This means that the cost of your digital textbook and access to the McGraw-Hill Connect platform has been included in your tuition. You will receive Orientation Video instructions on how to access your textbook and other materials in the Course Orientation & Week 1 content topics. Please follow these instructions closely to access your materials.

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

Required Software:

Microsoft Excel – available at no cost to students. Download for free at <https://www.mclennan.edu/tech-support/software.html>. Please note that the online version of Excel WILL NOT WORK for this course as you will not have access to the Analysis ToolPak or Solver plugins.

Microsoft Data Analysis ToolPak – included with Microsoft Excel. Instructions to enable the ToolPak are included in the course.

*****INSTRUCTOR NOTE:*****

While the Google Data Analytics Certification content in Coursera allows you to utilize Google Sheets to complete activities, only Microsoft Excel files will be accepted for assignment submission in Brightspace. Be aware that Google Sheets is **not** capable of running the Data Analytics ToolPak and its statistical calculations are substantially limited in comparison to Excel.

Required Hardware:

While no specific hardware is required for the course, student must utilize a desktop or laptop computer that meets the minimum system requirements as defined by McLennan Community College. You may review these system requirements here: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html>

While some activities can be completed on a mobile device, such as a cell phone or tablet, you will not be able to complete the Weekly Challenges within Coursera or utilize the advanced statistical features of Excel on these devices.

Minimum Technical Skills:

Students should have a basic understanding of how to navigate webpages and utilize hyperlinks within website content.

Students should have a basic understanding of the use of Microsoft Excel, including data entry, sorting data, and the creation of basic Excel formulas.

Methods of Teaching and Learning:

1. This is an online course and will require a lot of self-discipline from students! **You are expected to log into Brightspace each day to check the course, and to check your student email (MCC) everyday as well.** Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes e-book reading, online quizzes and assignments, written exercises, online research, practical exercises, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a standard 16-week face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the book is not optional. You will likely need to read the e-book several times to gain an understanding of the material. This class

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requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!

3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

- Describe the random processes underlying statistical studies.
- Calculate and use probability in solving business problems.
- Compute descriptive statistics, construct graphs for data analysis, and interpret outcomes.
- Compute and interpret measures of central tendency and dispersion.
- Calculate expected values to evaluate multiple outcomes of a decision.
- Describe, interpret, and apply discrete and continuous probability distributions.
- Construct and interpret confidence intervals for means and proportions.
- Formulate, perform, and interpret hypotheses tests (one and two population parameters).
- Calculate, evaluate, and interpret simple linear correlation/regression.
- Use statistical software to graph, compute, and analyze statistical data.

Course Outline or Schedule:

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

Week	Due Date	Assigned Reading	Lecture Topic	Assignments Due
1	6/4	Syllabus	What is Business Statistics/Data Analytics?	Orientation Quiz Course Pre-Survey
2	6/11	Chapter 1: Sampling & Data	Defining the Problem and Collecting Data	Survey Creation

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3	6/18		Organizing Data / Formulas, Functions, & Operators	Formulas Lab
4	6/25		Limitations of Data, Sampling, and Sampling Error	Mitigating Sampling Bias Lab
5	7/2	Chapter 2: Descriptive Statistics	Exploring Data with Descriptive Statistics	Exploring Data Lab (Project Milestone 1)
6	7/9	Chapter 3: Probability Topics Chapter 6: The Normal Distribution	Simple, Joint, & Conditional Probability / Normal Distribution	Foundations (Coursera Course) Certificate of Completion
7	7/16	Chapter 8: Confidence Intervals	Confidence Intervals / Writing with Statistics / Data Visualization	Data Visualization Lab (Project Milestone 2) Ask Questions (Coursera Course) Certificate of Completion
8	7/23	Chapter 9: One-Sample Hypothesis Testing Chapter 10: Two-Sample Hypothesis Testing	Scientific Method & Hypothesis Testing / One-Sample Testing / Two-Sample Testing	One-Sample Testing Lab Two-Sample Testing Lab
9	7/30	Chapter 11: Chi-Square Distribution Chapter 12: ANOVA	Testing for Fit, Homogeneity, & Normality / One-Way & Two-Way ANOVA, ANCOVA, MANOVA, and MANCOVA	Chi-Square Lab ANOVA Lab Prepare Data (Coursera Course) Certificate of Completion

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10	8/6	Chapter 13: Linear Regression	Correlation, Regression, & SEM	Linear Regression Lab Final Course Project
11	8/8			Reflective Final Exam Post-Course Survey

Course Grading Information:

Assignment/Activity	Point Value
Orientation Quiz	100
Pre-Course Survey	50
Survey Creation Lab	100
Formulas Lab	100
Mitigating Sampling Bias Lab	100
Exploring Data Lab (Project Milestone 1)	100
Foundations: Data, Data, Everywhere Completion Certificate	300
Data Visualization Lab (Project Milestone 2)	100
Asking Questions to Make Data-Driven Decisions Completion Certificate	300
One-Sample Hypothesis Testing Lab	100
Two Sample Hypotheses Testing Lab	100
Chi-Square Lab	100
ANOVA Lab	100
Prepare Data for Exploration Completion Certificate	300
Linear Regression Lab	100
Final Project	500
Reflective Final Exam	1000
Post-Course Survey	50
Total Possible Points	2,700

Letter Grade Criteria:

Point Range	Letter Grade
Less than 1,620	F
1,620 – 1,889	D
1,890 – 2,159	C
2,160 – 2,429	B
2,430 – 2,700	A

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time (Sundays of the week in which the material was covered)! Late work will not be accepted without substantial written documentation of a significant issue.** If there is something that you believe may hinder the completion of the final exams on time, it is your responsibility to contact the instructor to inform them **well in advance** of the due date. Also, you do not want to procrastinate in this course. The assignments and course activities will require that you spend an appropriate amount of time on them. If you wait until Sunday to complete your coursework, you will find that you do not have enough time and will miss the opportunity to submit some of your coursework.

*****EXTENUATING CIRCUMSTANCES*****

I understand that people get sick. I understand that family events occur, work requires attendance, and many other things can temporarily disrupt a student's academic experience. However, less than 20% of students receiving extensions on their work actually complete the work within the extended timeframe. As such, **NO EXTENSIONS WILL BE GIVEN REGARDLESS OF CIRCUMSTANCE.**

Rather than give extensions, you will be allowed one "Oops" during the semester. You may use your "Oops" to submit any one course activity that you missed during Week 1 through Week 9 for full credit. Your "Oops" must be used prior to Week 10 of the course.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester. Some of the work in each week may require significant time to complete. Plan ahead for this!

Computer and Internet Problems:

All coursework is required to be submitted via the Content tool within Brightspace. If you are unfamiliar with how to submit work in Brightspace, please review the materials provided in the Brightspace Orientation course, available to all MCC students. Due to the vast number of computers we have available on campus, as well as the availability of computers in community areas, I do not allow late work due to personal computer issues. MCC has created a WiFi hotspot in the parking lot of the Highlander Gym, as well as in all campus buildings, for students to use if their home internet connection fails. Due to the availability of WiFi on campus and at many businesses and community centers, I do not allow late work due to home internet connection issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users), adjustments will be made at the instructors' discretion.

Student Behavioral Expectations or Conduct Policy:

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

[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.

Instructor's Attendance Policy:

It is MCC's policy that all students must be present for 75% or more of the course. For online courses, **attendance is measured by completion of coursework assigned in a given week.**

Please know that I will drop you, if you fail to:

- (1) Complete the online orientation quiz by the end of Week 2; or
- (2) Submit, completely and on time, any two weeks of course activities.

If you do not complete the online orientation quiz by the end of Week 2, you will be dropped from the course as "never attended." You may withdraw from the course and request a grade of "W" by the student-initiated drop date. If you request to drop the course after the student-initiated drop date has passed, your instructor has the discretion to determine whether you will be

dropped or will receive the grade earned in the course. If you fail to uphold the requirements of this policy, you will receive the grade earned at the end of the semester.

At the end of the semester, grades will not fall like manna from the sky! You **earn** your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is **well before the work is due**. Please ask questions; please let me know how I can help you.

General Behavioral Policy:

This is a business course in which you are learning the skills necessary to succeed as a professional in today's workforce. As such, you are expected to behave as a professional in all aspects of the course. Use this opportunity to emulate the behaviors expected of a professional. Yes, you are a college student, but you aspire to be something more – something greater...so start 'walking the talk' today!

Timeliness:

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that "life happens," but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when "life happens," you will be caught off-guard and may not be able to submit work on time.

Responsibility:

Whether you are a high school student, 100 years old, or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don't understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by me or within your textbooks/course resources.

Failure to follow instructions will result in a loss of points on your assignments and course activities.

Accountability:

Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work not submitted, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication:

You will be expected to communicate with me just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all the people associated with this class or college. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact me or one of your peers late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructors or classmates, be sure to include the course number in your email's subject line. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism:

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do

not come to class or an appointment with me (including a Zoom teleconference) wearing pajamas or anything that would be deemed inappropriate in the business world.

Integrity:

Integrity is defined by Merriam-Webster as “a firm adherence to a code of especially moral value.” A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait: we are each born with integrity. Our integrity cannot be taken away by anyone or anything unless we choose to sacrifice it. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Cheating is defined as “acting dishonestly or unfairly in order to gain an advantage.” The use of calculators and software to support decisional processes in the course is **not** considered cheating as such behaviors are reflective of the practices and behaviors utilized within industry. However, any form of plagiarism, the use of anyone else’s work, the completion of someone’s work for them, or the use of artificial intelligence to complete coursework **are** considered cheating for the purposes of this class.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning, be reported to the Conduct Officer, and will receive a zero on the assignment for the first offense. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work we find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “NC” for the course, without the option to drop the course for the grade of a “W,” and will be reported to the Conduct Officer with the possibility of academic suspension. For more information on plagiarism, I recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

Turnitin (<https://www.turnitin.com/>): In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (hereinafter, the “Service”). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

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

*****INSTRUCTOR NOTE:*****

Deviation from any of the aforementioned course policies, will result in the following penalties:

1st Offense: Written warning from the instructors, a zero grade issued for the activity in which the offense occurred, and a report made to the Conduct Officer. Conduct issues not involving a graded activity will be addressed by written warning from the instructor and a report made to the Conduct Officer.

2nd Offense: Report made to Conduct Officer and immediate removal from the course with an “NC” given for the course grade.

Extenuating Circumstances and Title IX:

*****INSTRUCTOR NOTE:*****

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an NC or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances.

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I believe warrants a referral for Title IX or to our success coaches, I will not hesitate to make the

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referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit 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-
2998122

Room 319, Student Services Center

Title IX:

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

Student Support/Resources:

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

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to 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/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

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

Backup Plan for Technology:

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

Email Policy:

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

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

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.

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

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

Forwarding Emails:

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

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

Disclaimer:

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