

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

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**BUSINESS LAW**

**BUSI 2301.87**

**M. BOYCE WILSON**

**NOTE: This is a 6-week online 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.

AN EQUAL OPPORTUNITY INSTITUTION

SUMMER II 2022

## BUSINESS LAW

BUSI 2301.87

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### **Course Description:**

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Semester Hours: 3 (3 lecture)

Course Mode: Online

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

TSI Compliance or completed READ 0302: This course is reading intensive.

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

The textbook, Cengage MindTap, and Brightspace online learning environment play an integral role throughout this course. All lectures, assignments and exams will be completed in Cengage MindTap. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructor's 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.

You will need to read your textbook for this class. You will need to rely on the cases presented in the text and the supporting notes contained within the appendices in order to gain a thorough understanding of the law. You may also need to read each chapter more than once or do some additional research on the cases presented. Don't sell yourself short by not putting in adequate effort to earn your grade.

**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. This is also a very demanding and difficult course. Read your textbook, complete the course activities in the order they are presented, and you'll find success so long as you remain committed and manage your time well.

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### **Instructor Information:**

Instructor Name:	Michael “Boyce” Wilson
MCC E-mail:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8688
Office Location:	BT 209
Office/Teacher Conference Hours:	T 1:00 PM – 4:00 PM (online only; by appointment)
Zoom Webconference Information:	Meeting ID: 254-299-8688
	Must be scheduled in advance with instructor

### **\*\*\*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 fairly 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 courses and unable to respond. Email is the preferred method of communication, followed by Zoom meeting, text message, then telephone call.

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).
2. Always begin your subject line with BUSI 2301.87 (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 your professor through OneDrive, Google Drive, or Dropbox unless absolutely necessary. Work will not be accepted by email.

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.

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When you send an e-mail, ALWAYS begin the subject line with BUSI 2301.87. If you respond to my e-mail, hit reply, and make sure BUSI 2301.87 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.

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

**Title:** Miller – Bundle: Business Law Today, The Essentials: Text and Summarized Cases, Loose-Leaf Version, 12th + MindTap, 1 term Printed Access Card  
**Author:** Miller, Roger  
**Edition:** 12th  
**Publisher:** © 2019 Cengage Learning  
**ISBN:** 978-0-357-20939-4

### **\*\*\*INSTRUCTOR NOTE:\*\*\***

This is an inclusive access course. The textbook and MindTap access have already been included in the cost of your tuition. As such, all you need to do is use the “Start Strong” link located in the course content within Brightspace.

### **Required Software:**

No specialized software is required for this course.

### **Required Hardware:**

No special hardware is required for this course.

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

### **Minimum Technical Skills:**

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

### **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, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a 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 in order to gain an understanding of the material. This class 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:**

Course objectives are listed on the first page of each chapter in the required text. Additionally, the following course objectives will be met during the course:

- Describe the origins and structure of the U.S. legal system;
- Describe the relationship of ethics and law in business;
- Define relevant legal terms in business;
- Explain basic principles of law that apply to business and business transactions;
- Describe business law in the global context; and,
- Describe current law, rules, and regulations related to settling business disputes.

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### **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.

<b>Week</b>	<b>Due Date</b>	<b>Assigned Reading</b>	<b>Assignments Due</b>
<b>1</b>	7/17	Course Syllabus Chapters 1-2	3 Orientation Video Assignments Chapter Worksheets (2-3 per chapter) Chapter Brief Hypotheticals (1 per chapter) Chapter Case Problems (1 per chapter)
<b>2</b>	7/24	Chapters 3-7	Chapter Worksheets (2-3 per chapter) Chapter Brief Hypotheticals (1 per chapter) Chapter Case Problems (1 per chapter)
<b>3</b>	7/31	Chapters 8-12	Chapter Worksheets (2-3 per chapter) Chapter Brief Hypotheticals (1 per chapter) Chapter Case Problems (1 per chapter) Chapter 10 Master Business Case Chapter 11 Master Business Case
<b>4</b>	8/7	Chapters 13-17	Chapter Worksheets (2-3 per chapter) Chapter Brief Hypotheticals (1 per chapter) Chapter Case Problems (1 per chapter) Chapter 16 Master Business Case Chapter 17 Master Business Case
<b>5</b>	8/14	Chapters 18-22	Chapter Worksheets (2-3 per chapter) Chapter Brief Hypotheticals (1 per chapter) Chapter Case Problems (1 per chapter)
<b>6</b>	8/17		Final Exam (Chapters 1-22)

### **Course Grading Information:**

Orientation Videos/Assignments	x	5%	=	_____
Chapter Worksheets (drop 4)	x	15%	=	_____
Brief Hypotheticals (drop 2)	x	20%	=	_____
Case Problem Analyses (drop 2)	x	25%	=	_____
Master Business Cases (drop 1)	x	25%	=	_____
Comprehensive Final Exam	x	<u>10%</u>	=	_____
<b>Total</b>		<b><u>100%</u></b>	<b>=</b>	<b>_____</b>

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90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

### **Orientation Videos/Assignments—5%**

Each student is required to complete the Orientation Videos/Assignments found in the Week 1 folder accessed by clicking on Content in Brightspace. There are 3 assignments (each worth 1.67 points toward your total course grade) to be completed that will help prepare students for how to get started in the course and how to properly utilize MindTap. **Failure to complete these 3 assignments within the first 2 weeks will result in the student being dropped from the course.**

### **Chapter Worksheets—15%**

For every chapter, students are required to complete 2-3 worksheets that assist the student in recognizing key concepts and terminology. These worksheets also serve as a preparation tool for the course's final exam. Students are allowed 3 untimed attempts for each worksheet and the highest grade is recorded in the gradebook. The four lowest worksheet grades in the gradebook will be dropped. Each worksheet is worth 0.27 points toward your total course grade.

### **Brief Hypotheticals—20%**

Each student will be required to complete a Brief Hypothetical for each chapter. These exercises utilize a multiple choice approach in which students have the opportunity to apply the knowledge and concepts presented in the chapter to practical scenarios. You have two untimed attempts on each hypothetical and I will drop your 2 lowest grades. Each hypothetical is worth 0.9 points toward your total course grade.

### **Case Problem Analyses—25%**

Each student will be required to complete a Case Problem Analysis for each chapter. These exercises utilize a multiple choice approach in which students have the opportunity to apply the knowledge and concepts presented in the chapter to a short case scenario. You have one untimed attempt on each case problem and I will drop your 2 lowest grades. Each case problem is worth 1.11 points toward your total course grade.

### **Master Business Cases—25%**

Each student will be required to complete 4 selected Master Business Cases. These exercises utilize a multiple choice approach in which students have the opportunity to apply the knowledge and concepts presented in the chapter to an extensive case scenario. You have one untimed attempt on each case problem and I will drop your 1 lowest grade. Each master business case is worth 8.33 points toward your total course grade.

### **Comprehensive Final Exam—10%**

The final exam is comprehensive and is required to be taken by all students. It will be given during final exams week as scheduled, thus you will need to take it during our assigned date and time. You will only have 2 attempts. Additionally, you will have 120 minutes to complete your Final Exam and once you start it, you must complete it in 1 sitting. Do NOT stop the exam and attempt to resume it at a later date or time. This exam CANNOT be submitted late and cannot be dropped. It is worth 10 points toward your overall course grade.

### **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!**

**Late work is not accepted!** Students will **NOT** be allowed to make up missed coursework. Ample dropped grades are offered in this course, therefore additional leeway due to personal issues should not be necessary.

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!

### **Attendance**

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 your weekly coursework**. Please know that I will drop you, if you fail to:

- (1) Complete the online orientation activities (there are 3 of them) within the first two weeks;  
or
- (2) Submit, completely and on time, any two weeks of activities.

If you do not complete the four online orientation activities within the first two weeks of the course, 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 fail to uphold the requirements of this policy, you will receive the grade earned at the end of the semester.

### **Computer Problems**

All coursework is required to be submitted within Cengage's MindTap platform, which is accessible through the direct links in Brightspace's Content tool. Due to the vast number of computers we have available on campus, as well as the availability of computers in community areas, and the expectation that a student taking an online course will be prepared by having the



appropriate and reliable technology, 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 in the event that 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 instructor's discretion.

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

The following course policies outline our 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.

#### **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 the instructors 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 you will be 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

submitted late, 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 your instructors 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 persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructors. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructors 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 or within the first several sentences of your message. 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 your instructor 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. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. 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.

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 I 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:

**1<sup>st</sup> 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

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a graded activity will be addressed by written warning from the instructors and a report made to the Conduct Officer.

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

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 us to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE DAY OF THE FINAL. Please ask questions; please let me know how I can help you.

**\*\*\*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 us 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 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.



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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. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**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.

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

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**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](mailto: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.