

WACO, TEXAS

# AND INSTRUCTOR PLAN

WORLD LITERATURE
ENGL 2331.87

DR. YOLANDA J. GONZALEZ

# **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 <a href="https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html">https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html</a> on any changes to these guidelines.

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# **Course Description:**

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

# **Prerequisites and/or Corequisites:**

ENGL 1301 or ENGL 2311. Semester hours 3 (3 lec)

# **Course Notes and Instructor Recommendations:**

# **Technical Requirements**

- Students enrolled in this online course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer). Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.
- All students must download the Respondus LockDown Browser to take tests and quizzes for this course. The software can be downloaded via Brightspace the first time you access a quiz for this course. You will not be asked to come to MCC's campus to take any test or quiz.
- Students must have access to a digital video recording device, such as a web cam or smartphone, or a digital audio recording device, such as a computer microphone, to complete a required presentation. Also, students must be able to upload these digital files to the Internet to complete a required presentation.

# **Recommended Programs**

- <u>Microsoft Office 365</u> (FREE for all students) please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.
- Adobe Reader
- Java
- <u>PowerPoint Viewer</u> (Does not need to be downloaded separately if you already use Office 365)

# **Using Brightspace:**

All course materials are posted on Brightspace, and all assignments must be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at <a href="mailto:brightspace.mclennan.edu">brightspace.mclennan.edu</a>.

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#### **Turnitin**

In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by <u>Turnitin</u> (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service.

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 student's work will be investigated and the student is subject to discipline according to policy.

# **Instructor Information:**

Instructor Name: Dr. Yolanda J. Gonzalez MCC E-mail: ygonzalez@mclennan.edu

Office Phone Number: (254) 299-8904 (please leave a voicemail message during office hours,

listed below)

Office Location: FOB 112

Office/Teacher Conference Hours: I can be reached via email or Instant Messages on Brightspace Monday-Thursday from 12 noon to 4 pm. MCC holidays will be observed, and office hours will not be held on those days.

Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment. My Zoom URL is <a href="https://mclennan.zoom.us/j/2394045861">https://mclennan.zoom.us/j/2394045861</a>.

# **Required Text & Materials:**

Title: The Norton Anthology of Wold Literature, 2 volume set

Author: Ed. Martin Puchner Edition: Shorter 4<sup>th</sup> edition Publisher: W.W. Norton ISBN: 978-0-393-65602-2

OR

Title: The Norton Anthology of World Literature eBook

Author: Ed. Martin Puchner Edition: Shorter 4<sup>th</sup> edition Publisher: W.W. Norton ISBN: 978-0-393-54402-2

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(You only need to use ONE version of the text; choose the format you prefer. If you are short on time, I recommend that you use the eBook).

MCC Bookstore Website: <a href="http://www.mclennan.edu/bookstore/">http://www.mclennan.edu/bookstore/</a>

# **Methods of Teaching and Learning:**

Lectures, assigned readings, class discussion, objective exams, assigned papers, and assigned presentations.

- At least two tests, two short essays (2+ pages), and one presentation, assigned and assessed as more than 10%, each, of the final grade.
  - o A significant part of the tests must consist of essay questions.
  - Presentations may be individual or group projects based on course materials, using technology available at MCC.

**Basic Paper and/or Presentation Rubric** 

Criteria		Proficient Proficient	Basic	Polovy Expostations
	Outstanding		5000 5	Below Expectations
Critical	-Shows originality of	-Shows less originality	-Understands readings	-Fails to comprehend basic and
Thinking	thought and logical	and may have minor	but limits focus to ideas	other course concepts.
8	connections.	flaws in logic.	discussed in class.	-Unable to describe, analyze,
	-Demonstrates	-Demonstrates good	-Demonstrates	interpret, evaluate, or engage in
	excellent ability to	ability to describe,	inconsistent ability to	intellectual inquiry with regard
	describe, analyze,	analyze, interpret,	describe, analyze,	to course materials.
	interpret, evaluate, and	evaluate, and engage in	interpret, evaluate, and	
	engage in intellectual	intellectual inquiry	engage in intellectual	
	inquiry with regard to	with regard to course	inquiry with regard to	
	course materials.	materials.	course materials.	
Communication	-Clear main idea with	-Shows a clear main	-Shows competence but	-Fails to show basic
	supporting	idea but might have	has weaker or unfocused	competence in developing,
	organization and	minor lapses in	main ideas, organization,	organizing, and/or presenting
	developed examples	organization, less	and few developed	ideas and supporting content.
	and explanation.	developed examples	examples and	-Fails to adapt language,
	-Communication	and explanation.	explanation.	content, and structures to match
	shows excellent	-Communication	-Communication shows	rhetorical situations.
	awareness of	shows good awareness	awareness of rhetorical	
	communication	of rhetorical situation	situation but does not	
	situation, including the	and matches the work	fully meet needs.	
	audience, topic, and	to that need.		
	position as			
	speaker/writer.			
Mechanics	-Demonstrates	-Shows competent	-Shows basic competence	-Fails to show basic
TVICCIAIICS	thorough command of	command of format	with format and language	competence with format and
	format and language,	and language, with few	but may have frequent	language, exhibiting many
	with few or no	and generally minor	minor or occasional	grammar, spelling, and diction
	grammar, spelling, and	grammar, spelling, and	major grammar, spelling,	errors.
	diction errors.	diction errors.	and diction errors.	
Social	-Consistently	-Frequently recognizes	-Acknowledges and	-Fails to recognize or
	recognizes and	and connects choices,	understands connections	acknowledge connections
Responsibility	connects choices,	actions, and	between choices, actions,	between choices, actions, and

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	actions, and consequences to outcomes affecting others.	consequences to outcomes affecting others.	and consequences to outcomes affecting others.	consequences to outcomes affecting others.
Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough, insightful, and comprehensive.	-Completes almost all assigned tasks by deadlines; work is generally thorough but may show minor shortcomings or gaps.	-Makes most deadlines with occasional major or frequent minor lapses in responsibility; work meets minimum requirements.	-Fails to connect choices, actions, and consequences with ethical responsibilities; work is often late and/or of poor quality.

# **Course Objectives and/or Competencies:**

This course offers a broad survey overview and a foundational basis for general education within the liberal arts. It also prepares students for further study within the academic area of literature.

- Critical Thinking (CT): Requires creative innovation in interpretation, inquiry, and analyses of a wide variety of texts and a synthesis of texts with secondary sources.
- **Communication Skills (COM):** Require effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Social Responsibility (SR): Requires consideration of other cultures and other time periods, which in turn leads to knowledge of civic responsibility in regional, national and global communities. This knowledge prepares students for an understanding of the effects of good social responsibility, as well as the consequences of the lack thereof in communities, nations, and the world.
- Personal Responsibility (PR): Includes skills in connecting choices, actions, and
  consequences to ethical decision-making, as demonstrated in the wide variety of texts
  covered in these classes.

# **Learning Outcomes:**

While successfully completing literature courses, students will:

- 1. Identify key themes, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
- 2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
- 3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
- 4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
- **5.** Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

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# **Course Outline or Schedule:**

Subject to change. Please check Brightspace for updates.

This course has weekly deadlines. These deadlines can be found below and on the Course Schedule available in Brightspace. Assignments become available once you have met specified grade criteria or submitted assignments. Please refer to the "Content" → "Lessons" section of Brightspace for more information.

# **Course Orientation** (due 7/13/2022)

- SmarterMeasure assessment
- Course orientation quiz
- Discussion board

# Unit 1: Ancient Mediterranean and Near Eastern Literature (due 7/16/2022)

- Period Introduction
- Introduction to The Epic of Gilgamesh, pgs 18-22; The Epic of Gilgamesh, pgs. 22-74
- Video: The Gilgamesh Epic
- Reading quiz
- Discussion board

# Unit 2: Ancient India / Early Chinese Literature and Thought / Japan's Classical Age (due 7/23/2022)

- Period Introductions
- Introduction to the Bhagavad-gita, pgs. 669-672; The Bhagavad-gita, pgs. 672-687
- Introduction to Confucius, pgs. 708-712; *Analects*, pgs. 712-721
- Murasaki Shikibu, pgs. 1231-1236; The Tale of the Genji, Chapters I and II, pgs. 1237-1265
- Videos: The Bhagavad Gita, Confucius, & the Tale of Genji
- Reading Quiz
- Journal entry

# Unit 3: Japan's Classical Age / North Africa / Europe and the New World (due 7/30/2022)

- Period Introductions
- Introduction to Sunjata, pgs. 1422-1424; Sunjata, pgs. 1424-1438
- Miguel de Cervantes, pgs. 1535-1540; *Don Quixote*, pgs. 1540-1545
- Introduction to Popol Vuh, pgs. 1693-1694; Popul Vuh, pgs. 1695-1697
- Videos: Sunjata in Performance; Don Quixote's Prologue; Popol Vuh
- Discussion board

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#### • Midterm Exam

# Unit 4: The Enlightenment in Europe and the Americas / An Age of Revolutions (due 8/6/2022)

- Period Introductions
- Voltaire, pgs. 257-260; *Candide*, pgs. 260-319
- Johann Wolfgang von Goethe, pgs. 353-356; Faust, pgs. 356-374
- Videos: Candide; Johann Wolfgang von Goethe
- Reading Quiz
- Discussion board
- Essay: Critical Review & Outside Source

# Unit 5: Modernity and Modernism, 1900-1945 / Postwar and Postcolonial Literature, 1945-68 (due 8/10/2022)

- Period introduction
- Franz Kafka, pgs. 992-995; The Metamorphosis, pgs. 995-1027
- Doris Lessing, pgs. 1215-1217; "The Old Chief Mshlanga," pgs. 1217-1225
- Video: Franz Kafka & Doris Lessing
- Reading Quiz
- Journal Entry

# **Unit 6: Final Major Assignments** (due 8/11/2022)

• Essay: Close Reading

• Assignment: Presentation

# **Course Grading Information:**

Grades in the course will be based on a sum of the weighted average of the grades the student earns for each course requirement. Please refer to the course requirements for the instructor's expectations of students.

Final grades will correspond to the following scale:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

# Course grades will be based on the following percentages:

Course Requirement	Percentage	Competencies	<b>Learning Outcomes</b>
Reading Quizzes	10%	CT, PR	1, 2, 3
<b>Discussion Board</b>	10%	CT, COM, SR	1, 2, 3, 4
Participation			
<b>Journal Entries</b>	10%	CT, COM, SR	1, 2, 3, 4

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<b>Critical Review</b>	15%	CT, COM, PR	2, 3, 4
<b>Close Reading Essay</b>	20%	CT, COM, SR	1, 2, 3, 4, 5
Midterm	20%	CT, COM, PR	1, 2, 3, 4
Presentation	15%	COM, SR	1, 2, 3, 4

<sup>\*</sup>Note: I reserve the right to adjust these percentages as necessary.

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students take plenty of time to review the grade and determine what question(s) to ask *before* contacting me to discuss the assignment grade.

# **Course Requirements:**

Reading Quizzes: Students can expect quizzes over assigned readings during the term. Each quiz will consist of fill in the blank, multiple choice, or essay questions that will test the student's critical thinking over the reading assignment. Students wishing to earn high marks on these quizzes must complete all assigned readings, actively engage with the material they are reading, and consider the overall meaning of the text within its historical and social context.

Discussion Board Participation: For each unit of coursework with an assigned discussion board, you will be required to make *three posts* on that discussion board. For your first post, you need to respond to <u>one</u> of the questions your instructor will post to get the discussion started. Additionally, you need to provide *two responses* to posts made by different classmates. Your discussion board posts need to be substantive, meaning you need to say more than "That's interesting" or "I agree."

<u>Discussion Board Rubric</u>: All discussion boards are worth 10 points. The following rubric will be used to determine discussion board grades:

- 8-10 points substantive posts that contribute to the class's overall understanding of the text; minimum of three posts.
- 7 points posts that demonstrate a basic level of understanding of the reading; minimum of three posts.
- 6 points posts that demonstrate that you have completed the reading; minimum of three posts.
- 0-5 points two posts or fewer.

*Journal Entries:* In some units, you will also be required to complete a journal entry over assigned readings. Instructions for each journal entry will be posted on Brightspace. Students wishing to earn high marks on this assignment should complete all reading assignments, follow the instructions carefully, and use correct grammar and mechanics in their journal entries.

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Critical Review: Each student must complete a critical review over one of the assigned readings. A critical review is a summary of an academic article over an assigned reading. Academic articles make a claim about the content of a reading; they do not provide simple summaries of readings. To complete the assignment, locate and read an academic article, write a 500 to 750 word summary of the contents of that article and description of how the article has enhanced your understanding of the course text. Then, submit the essay to Brightspace for grading. Students who submit effective, well written summaries that identify the argument of the article, the author's main supporting points, and what they learned from the article will earn the highest marks on this assignment.

Midterm: The midterm will be available under *Unit 3*. It may include any reading that has been reviewed prior to the midterm assignment. Students can expect to encounter questions that ask them to compare and/or contrast texts by two or more authors, along with multiple choice, short answer, true/false, and fill-in-the-blanks questions. Students wishing to earn high marks on their midterm should complete all assigned readings, keep good notes, and participate in discussion boards. Additionally, students should pay close attention to prompts for short answer and essay questons.

Close Reading Essay: Each student must complete a close reading essay. The goal of this essay is to gain an appreciation of the interrelations of the elements of a literary work. In this essay, students will write about an assigned reading in the course. Students will provide a close reading of the text in the essay, paying attention to elements like form, structure, language, and sound (to name a few). This close reading must advance a thesis – the student's argument about the importance or significance of one or more elements within the literary text. Students need to refer to 2 outside sources, not including the required textbook, in the body of the essay. The essay must be 750-1,500 words in length and conform to MLA format. Students wishing to earn high marks on their essay must offer a clear thesis that is supported via appropriate references to the assigned literature. The Close Reading Essay must be submitted under Unit 6.

*Presentation:* Each student will also be required to submit a short, 2 to 3-minute video presentation. Topics vary from semester to semester. Students wishing to earn high marks on their presentation must follow the directions for the assignment carefully and include all the required information in their presentation. **Presentations are to be submitted under Unit 6.** 

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

**Late work:** Work may only be submitted after the published deadline in the event of an excused absence (i.e. personal illness or illness in the family; death in the family). Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an

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excused absence. An extension on the late work will be granted via email, so students need to look for an instructor response in their MCC email account after informing the instructor about their situation.

**Attendance:** To remain in good standing in this course, all students must submit one graded assignment each week of the semester. Attendance will be recorded at weekly intervals, and students who do not participate regularly by submitting an assignment each week may be contacted by the instructor or a Success Coach.

Students who fail to submit graded assignments for two consecutive weeks will be dropped from the course if the attendance violation occurs before the withdrawal deadline. If the attendance violation occurs after the withdrawal deadline, the student will earn a grade of F at the end of the term. Please check the calendar posted on the McLennan Community College website for withdrawal deadlines.

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

Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates to do the same. To create comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be reported to MCC's Discipline Coordinator and, in extreme cases, dropped from the course.

Additionally, students are asked to carefully consider the content of their communications to their instructor and classmates. Is it clear? Does it communicate its main idea well? Has it been edited and proofread? Make sure you can answer yes to all these questions before you submit your discussion board posts and emails.

# **Course Policy on Academic Dishonesty**

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, copying another's work, and gaining access to quiz and/or test answers prior to taking the quiz/test) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- First Offense: Warning & report to MCC's Discipline Coordinator
- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

# **Click Here for the MCC Attendance/Absences Policy**

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

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Click on the link above for the college policies on attendance and absences. have additional guidelines specific to this course.	Your instructor may



# **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 <a href="https://www.mclennan.edu/disability">www.mclennan.edu/disability</a>.

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

disabilities@mclennan.edu 254-299-8122 Room 319, Student Services Center

# Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at <a href="mailto:titleix@mclennan.edu">titleix@mclennan.edu</a> 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 <a href="http://www.lighthouse-services.com/mclennan/">http://www.lighthouse-services.com/mclennan/</a>.

Go to McLennan's Title IX webpage at <a href="www.mclennan.edu/titleix/">www.mclennan.edu/titleix/</a>. 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 <a href="SuccessCoach@mclennan.edu">SuccessCoach@mclennan.edu</a>. 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 <a href="https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html">https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html</a> to find out more about the emergency grant. The application can be found at <a href="https://www.mclennan.edu/foundation/docs/Emergencygrant">https://www.mclennan.edu/foundation/docs/Emergencygrant</a> Application.pdf.

# **MCC Academic Integrity Statement:**

Go to <u>www.mclennan.edu/academic-integrity</u> for information about academic integrity, dishonesty, and cheating.

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

Go to <a href="https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html">https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html</a> 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 (<a href="http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf">http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf</a>) 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 <a href="https://www.mclennan.edu/student-email">www.mclennan.edu/student-email</a>.

# **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 <a href="mailto:Helpdesk@mclennan.edu">Helpdesk@mclennan.edu</a> 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)
- 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)

# **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.