WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

PHYSICAL GEOLOGY – GEOL 1403.87 (LECTURE & LAB)

DR. ELAINE K. FAGNER, P.G.

NOTE: This is a 6-week summer course (online class format).

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

Course Description:

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Semester Hours 4 (3 lec/3 lab)

Prerequisites and/or Corequisites:

None required.

Instructor Information:

Instructor Name: Dr. Elaine Fagner, P.G.

Pronouns: she/her

MCC Email: efagner@mclennan.edu

Office Phone: 254.299.8442

Cell Phone: 254.853.0097 (you may text this number for assistance)

Office Location: Science Building, Room 222

Office/Conference Hours (Virtual via Zoom): The instructor will be available by phone, text, email, and/or Zoom on **Monday – Thursday from 8:00 am – 8:30 am** or by individual appointment. If the instructor needs to adjust her designated office hours for a specific day, an announcement will be posted in Brightspace with this change.

- If you join the instructor's Zoom ID, please text and call me at 254.853.0097 so I know to join you there. If she does not join you in 5 minutes, please call her. When the instructor does not immediately join you on Zoom, I am typically assisting another student and will place you in a waiting room.
- If you desire a Zoom meeting outside of my virtual office hours, please email me a day in advance so I can send you a Zoom meeting invitation and confirm a time with you.

Virtual Office Hours Zoom Link: Please click this URL to start or join Dr. Fagner's virtual office hours. https://mclennan.zoom.us/j/2542998442

Course Email Correspondence with the Instructor:

Send all email correspondence using your McLennan issued email. This procedure is required by MCC's email policy; so, please adhere to it. This can be done using the email function located on the menu bar within Brightspace or directly from your McLennan email account. The College has a specific email policy that restricts conversations regarding grades and course work to your McLennan email account. **If a student sends the instructor an email from a personal account, the instructor will reply to their student account provided the student's email was received.**

Methods for Contacting the Instructor

The instructor's preferred means of email contact is **efagner@mclennan.edu** or by **text at 254.853.0097**. Failure to follow the following correspondence requirements, may result in your professor not seeing or receiving your important inquiry. Students should check the spelling of the

instructor's email for accuracy.

All correspondence must include the following information:

1. Make sure you include your class name (**Physical Geology**) in the subject line of the email;
2. Write your using formal English only (as if to the president of the company where you work).
3. Send all emails **using your MCC student email address** – external email addresses may be caught by the spam filter.
4. Include your cell phone number where the instructor can reach you to discuss the inquiry.
5. Include details specific about the nature of their question and what action or resolution they want to accomplish.
6. Attach documentation such as a screenshot or other information that will help the instructor assist them in a more productive manner. If documents are attached, use a PDF format or Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx). Work will not be accepted by email unless specifically requested by the professor.
7. **Follow up with a voice message, text, and second email within 48-hours if a response is not received. Be proactive in getting answers to your questions or concerns.**

My goal is to be available to you to address any of your needs and questions pertaining to this course. I may not respond to email or text messages between Friday and Sunday, because this is when I take my weekend break from work. I may not response to email, phone, or text messages received at 9:00 pm CST on a regular class day.

Generally, I try to check my messages, at least,once per day during the week; but the weekend responses are sporadic. Emails sent by students after 9:00 pm on Monday - Thursday may be responded to on the next class day. Allow for 24-hour turnaround for a reply to your email during week days, and 48-hrs on weekends.

Required Text & Materials

The course textbook and rock kit are part of the Inclusive Access Program, which means a course fee was paid by the student that included the cost of these materials. Both items are required to be picked up by students (or shipped to their house by contacting the MCC Bookstore) by the end of Week 2 (1/21/2023). It is the sole responsibility of each student to get their course materials.

- **Textbook:** *Practical Geology 2nd edition*, 2021, Bluedoor LLC, ISBN: 9781643869001.
- **Summer 2023 Rock Kit**: Custom rock Kit containing minerals, igneous rocks, sedimentary rocks, metamorphic rocks,and fossils.

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

Course Notes and Instructor Recommendations

1. Students are required to meet the minimum system requirements for their hardware, software, and internet connection as noted in the instructor plan. Each student is required tohave a working webcam to take major exams and potentially have a Zoom meeting with the instructor. If a student does not meet these minimum requirements, they should utilize the computers with webcam capabilities in the MCC Library.

2. Lecture, lab, and guidance video links are provided in Brightspace as YouTube videos. If you need closed captions, select the "cc" option before watching the video. Should a student need different captioning services, please contact the instructor in the first week of class so she can make sure they have the accommodation services they need in the course.

3. **You are required to activate your College email account with McLennan and set your Brightspace notifications to receive the instructor's emails, announcements, and Brightspace notifications for this course**. If you do not regularly check their MCC email for weekly announcements or individual messages from the instructor, are missing key information about the course. For this course, change your settings to receive all correspondence from Dr. Elaine Fagner so they do not go to SPAM/QUARANTINE. Contact the MCC Help Desk for assistance in resolving this issue at 254.299.8077 or at ***https://www.mclennan.edu/tech-support/index.html***

4. You are required to access PDF files and YouTube videos on a daily basis and have thesoftware capability to save their assignments as a Word or PDF document, and the Respondus LockDown browser software. You are also required to have a reliable Internet connection when completing lecture quizzes or submitting assignments for this course. Please note that the College provides students with free access to software (Microsoft Office 365) for students at the following website:

   https://www.mclennan.edu/tech-support/software.html

    Do not submit any file types other than: PDF, DOCS, JPEG, or MOV files. Any other file types cannot be opened by the instructor and will not be accepted.

5. You are required to engage with all lecture, laboratory, and other videos throughout the semester. Students who do not utilize the materials provided by the instructor should not expect grace in terms of grade opportunities.

6. **If a due date/time in Brightspace does not match the Course Instructor Plan, the date in the Course Instructor Plan (Syllabus) prevails**. Always ask for clarification if you discover a due date in Brightspace that does not match the Instructor Plan.

Preferred/Chosen Names and Pronouns for Students

The instructor values the importance of calling students by their preferred/chosen names and pronouns. If students would like to submit this information, students may do so by either completing the form at https://www.mclennan.edu/admissions/docs/Student-Admission-Change-Form-2022.pdf or by going to Self Service https://selfservice.mclennan.edu:8173/Student/Account/Login and selecting User Options, User profile, and Edit Personal Identity.

The instructor strives for accuracy in referring to students by their preferred/chosen name and pronouns in class and requests that notification is provided to the Instructor by email so the instructor is aware of the change and can begin using the preferred/chosen name and pronouns. For changes that occur in the course of the semester, the instructor asks for grace for inadvertently calling a student by the wrong name or pronouns. Should this occur, please respectfully correct the professor.

Organization of Course Brightspace Shell

Students are required to use Brightspace for this course. All of the lecture and lab content within Brightspace. To begin working in the course, select "Content" in the Brightspace Navigation Bar, then select the "Table of Contents". You will see the following folders in the course Brightspace shell. It is important to point out that students will not be able to move forward in the course to Week 1 and so forth, until they have completed all items in the "Essential Course Information" folder. Here is a guide to using the course Brightspace shell.

Essential Course Information Folder	1st Folder	This is the first folder in the Table of Contents and it contains the course overview video, instructor Plan, grading information, the course drop form, and additional important course information.
Daily Lecture & Lab Assignments Folder	2nd Folder	Each folder has a daily rundown and assignment checklist, followed by two sub-folders or modules as follows: Daily Lecture Assignments and Daily Lab Assignments.
Exams Folder	3rd Folder	This folder contains all of the lecture videos, exam portals, exam rules, and review sheets.
Baby Yoda Bonus Folder	4th Folder	This folder contains the bonus/extra credit opportunities provided for the course. Random bonus opportunities may appear without an announcement in this folder.
Important Student Resources Folder	Last Folder	This folder has been added by the College to all course Brightspace shells. Valuable student resources are provided in the folder.

Fulfilling Lab Assignments and Grades

Lab assignments make up 25% of a student's overall course grade in a lab-science course. In addition, the daily contact hours for lab are the same for lecture (2 hours for lecture and 2 hours for lab per day). Therefore, students should expect to spend 4 hours in a lab-science course each day in addition to studying and fulfilling course requirements, such as quizzes or exams.

The lab folder has specific guidance on how a student will get a grade for their respective assignment. Some labs require that students submit a lab form to Brightspace and others are done by using the student's completed lab form to take a corresponding assessment.:

- When a lab assignment needs to be scanned, students will make a PDF scan or upload a Word document to the specified lab assignment tool.
- The instructor will **not** accept Google documents, "HEIC", "pages" and other formats that cannot be read by Brightspace; therefore, students need to be proactive and convert any assignment submissions into a PDF format. Students who submit assignments in different formats may not receive a grade for non-PDF assignments.
- The instructor requires all lab forms to be submitted in Brightspace and does not typically accept emailed assignments for a grade.

Required Software for Exams

All exams are administered using the Respondus Monitor (LockDown browser), which is free for students to download within Brightspace. This software requires the use of a functioning webcam (computer video camera). The exam portals and the Respondus LockDown browser link are located in the Exams Folder.

Dual credit students are responsible for having their school load this software onto their computer before the due date of the first lecture quiz and both exams.

- All students are required to take the "**Technology Check**" assessment found in the Exams Folder at least 72-hours before each exam, to make sure their technology works with the software. If a student discovers their computer, laptop, or tablet is not compatible with the LockDown browser, they are required to contact the instructor at least 72-hours prior to an exam due date to confirm their attendance for the set Zoom exam time.
- Students who work need to confirm their device works with the LockDown browser with ample time to ask off from their employer or to arrange for childcare.
- The College has student computers throughout the library that have this software and some have webcams. If a student needs to use this option, it is highly recommended to be waitingin line when the library opens on exam day. Here is a link to the Library for details on their services and hours of operation: https://www.mclennan.edu/library/

Methods of Teaching and Learning

Teaching methods include, lectures, assessments (exams and quizzes), class discussions, lab exercises, projects, student self-guided or instructor-led field trips, student performances/presentations, written reports/papers, simulations, and/or scientific software.

Course Objectives and/or Competencies

Lecture	Lab
1. Describe how the scientific method has led to our current understanding of Earth's structure and processes.	1. Classify rocks and minerals based on chemical composition, physical properties, and origin.
2. Interpret the origin and distribution of minerals,rocks and geologic resources.	2. Apply knowledge of topographic maps to quantify geometrical aspects of topography
3. Describe the theory of plate tectonics and its relationship to the formation and distribution of Earth's crustal features.	3. Identify landforms on maps, diagrams, and/or photographs and explain the processes that created them.
4. Quantify the rates of physical and chemical processes acting on Earth and how these processes fit into the context of geologic time.	4. Differentiate the types of plate boundaries and their associated features on maps and profiles and explain the processes that occur at each type of boundary.
5. Communicate how surface processes are driven by interactions among Earth's systems (e.g., the geosphere, hydrosphere, biosphere, and atmosphere).	5. Identify basic structural features on maps, block diagrams and cross sections and infer how they were created.
6. Identify and describe the internal structure and dynamics of Earth.	6. Demonstrate the collection, analysis, and reporting of data.
7. Describe the interaction of humans with Earth (e.g., resource development or hazard assessment).	

Other Specific Student Learning Outcomes and Core Objectives

Critical thinking assignments	These assignments focus on scientific knowledge related to problems involving energy and the environment.
Empirical/quantitative assessments	This is assessed through lectures that allow students to see examples of specific case studies, research, and current events that pertain to data-collection, analysis, and the scientific method as they pertain to energy problems/solutions; among other geologic topics like groundwater/surface water resources, natural disasters, plate tectonics, glacial events and climate change, and mass wasting impactsto the environment and human health.
Assessing Communication Skills	This is assessed through quizzes and assignments that are largely written, while lectures gravitate towards visual components, and class discussions that guarantee students' oral interactions when introducing the physical sciences at a collegiate level.

Course Assignment Due Dates/Times

The weekly schedule for this course starts on Monday and ends on Saturday unless otherwise noted in the Instructor Plan schedule. It is the responsibility of a student to be familiar with, respect, and adhere the course schedule and due dates. These due dates are predictable and are not subject to negotiation due to scheduling, childcare, or work commitments:

- **Lecture quizzes are due each day they are assigned by 8:00 pm** Central Standard Time (CST**)** of each day unless noted in the schedule within this document. Students are required to read the daily rundown plus watch any assigned lecture videos in order for the lecture quiz to be released in Brightspace. If a student does not complete these two tasks, the quiz will not show up in Brightspace.
- **Lab assessments/assignments are due each day they are assigned by 11:55 pm** Central Standard Time (CST**)** of each day unless noted in the schedule within this document. Lab forms need to be converted to a PDF prior to submitting them on Brightspace if they are required to be submitted.
- **Both major exams are due no later than NOON (12:00 pm) CST** on or before the specific date noted in the schedule within this document. Both exams open at least one week prior to the due date to help provide flexibility for students.

Students who work or need to arrange for child care, should be proactive and make necessary arrangements to take the exam early in the semester. Each exam will be available 7 days prior to the official due/date and time.

It is recommended that students download the schedule and print it out to reference all semester. Students should not rely on due dates in Brightspace; however, the instructor strives to maintain an accurate set of due dates in the course Brightspace shell. Please note that the schedule of assignments, quizzes, exams, and/or labs is subject to change for just cause by the instructor. If this occurs, the instructor will notify the students of the schedule change via Brightspace announcements. The schedule found in this Instructor Plan is the official schedule for the course.

Flexibility of Working Ahead in this Course

At times, students may be allowed to work ahead in the course but please note that the instructor is not required to make future course content available before the scheduled date as noted in the course schedule. A student may complete available assignments early, but should not expect to receive credit on any assignments submitted past an assignment's specified deadline unless they have a documented excused absence. Grades are recorded and kept on Brightspace. Students may inquire about their grade status in the class via email or virtual office hours.

Physical Geology Course Schedule

The course assignment due dates are consistent throughout the semester. In addition, due dates and times are not "suggested", meaning they are set and definitive. The instructor has set all due dates and times intentionally based on feedback and performance of prior students. If a student has work or childcare responsibilities or goes to a high school as a dual credit student, they need to make prior arrangements to complete their assignments before the due date/time. The following denotes how labs are required to be submitted for a grade:

1. Labs denoted with one asterisk (such as *Lab 3) are required to be submitted as a **single** PDF document to Brightspace to earn a grade for this assignment. In this case, no corresponding assessment is required.
2. Labs denoted with two asterisks (such as **Lab 1) require students to take an assessment using their completed lab form to earn their assignment grade but does not require them to submit their lab form to an assignment tool.
3. Labs with three asterisks (such as ***Lab 2) are done as discussions. To earn discussion-based lab grades, students are required to submit an initial post and a minimum of one response post of educational merit related to the discussion topic to earn their grades.

COURSE SCHEDULE Lecture and Lab objective numbers correspond to the list in the methods of teaching and learning.	**DAILY LECTURE QUIZ** must be submitted by **8:00 PM CST on/before the due date** 1. Each student receives 2 attempts for every lecture quiz and are **NOT ALLOWED** to use any resources to take them. 2. Each student's highest grade prevails provided the quiz attempt was submitted in Brightspace.	**LAB FORMS AND ASSESSMENTS** must be submitted by **11:55 PM CST on/before the due date** 1. Each student is required to follow the submission instructions each week on lab assignments. 2. Each student receives 2 attempts for every lab assessment and **SHOULD USE** their completed lab forms to take them.
Day 1: Monday, 7/10 Lecture Objectives:**1**, 2, 3, 4, 5 Lab Objectives: 1, 6	**Day 1 Lecture Quiz** covers lecture videos, reading, the Instructor Plan, course Brightspace overview, and rock cycle	***Section 1 Lab:** Evaluating Geoscience (discussion and information form for instructor).
Day 2: Tuesday, 7/11 Lecture Objectives: **1**, 2, 3, 4, 5 Lab Objectives: 1, 6	**Day 2 Lecture Quiz** covers geologic principles	***Section 1 Lab**: Evaluating Geoscience (discussion).
Day 3: Wednesday, 7/12 Lecture Objectives: 1, 2, 3, 4, 5 Lab Objectives: 1, 6	**Day 3 Lecture Quiz** covers dynamo earth	***Section 2 Lab**: Smithsonian Experience (Geology in Museums)

Day 4: **Thursday, 7/13** Lecture Objectives: 1, 2, 3, 4, 5, 6 Lab Objectives:3, 4, 5, 6	**Day 4 Lecture Quiz** covers plate tectonics	****Section 3 Lab**: Plate Tectonics in Action
Day 5: Monday, 7/17 Lecture Objectives: 1, 2, 5, 7 Lab Objectives: 1, 6	**Day 5 Lecture Quiz** covers minerals	****Section 4 Lab**: Minerals Identification Lab (rock kit is required for this lab)
Day 6: Tuesday, 7/18 Lecture Objectives: 1, 2, 5, 7 Lab Objectives: 1, 6	**Day 6 Lecture Quiz** covers igneous rocks	****Section 5 Lab:** Igneous Rocks Identification Lab (rock kit is required)
Day 7: Wednesday, 7/19 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives: 1, 3, 6	**Day 7 Lecture Quiz** covers depositional environments	****Section 6 Lab**: Map Skills Lab (is listed as Section 9 lab in your book)
Day 8: Thursday, 7/20 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives: 1, 6	**Day 8 Lecture Quiz** covers sedimentary rocks	****Section 7 Lab**: Sedimentary Rock Identification Lab (rock kit is required)
Day 9: Monday, 7/24 Lecture Objectives: 1, 2, 5, 7 Lab Objectives: 1, 6	**Day 9 Lecture Quiz** covers metamorphic rocks	****Section 8 Lab**: Metamorphic Rocks Identification Lab (rock kit is required)
Day 10: Tuesday, 7/25 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives:5, 7	**Day 10 Lecture Quiz** covers fossils	****Section 10 Lab:** Fossils Identification (rock kit is required)
Day 11: Wednesday, 7/26 Lecture Objectives: 1, 2, 3, 4, 5 Lab Objectives: 1, 2, 3, 5, 6	**Day 11 Lecture Quiz** covers unconformities and marine facies (this content will be on the final exam)	***Section 11 Lab**: Marine Facies/Unconformities
Day 12: Thursday, 7/27 Lecture Objectives: 1, 2, 3, 4, 5 Lab Objectives: 1, 2, 3, 4, 5, 6	**Day 12 Lecture Quiz** covers geologic faults and folds	***Section 12 Lab:** Faults and Folds
LAB EXAM IS DUE BY NOON (12:00 pm) on or before SATURDAY, 7/29/2023 via Respondus Monitor covering minerals, igneous rocks, sedimentary rocks, metamorphic rocks, and map skills concepts. The Lab Exam portal and review are located in the Exams Folder. If you have work, childcare, or dual credit responsibilities, identify a time before the due date to take the exam.		
Day 13: **Monday, 7/31** Lecture Objectives: 3, 4, 5 Lab Objectives:1, 3, 4, 7	**Day 13 Lecture Quiz** covers mass wasting and hydrothermal features	****Section 13 and 14 Labs:** Evaluating Mass wasting and Hydrothermal features
Day 14: **Tuesday, 8/1** Lecture Objectives: 1, 2, 3, 5, 6, 7 Lab Objectives: 2, 3, 4, 5, 6	**Day 14 Lecture Quiz** covers volcanoes and volcanic hazards	****Section 15 Lab**: Evaluating Volcanic Eruptions
Day 15: **Wednesday, 8/2** Lecture Objectives: 1, 2, 3, 5, 6, 7 Lab Objectives: 2, 3, 4, 5, 6	**Day 15 Lecture Quiz** covers earthquakes and tsunamis	***Section 16 Lab**: Seismic Interpretation
Day 16: Thursday, 8/3 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives: 1, 3, 6	**Day 16 Lecture Quiz** covers fluvial systems	****Section 17 Lab**: Interpreting fluvial systems
Day 17: Monday, 8/7 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives: 1, 3, 6	**Day 17 Lecture Quiz** covers groundwater and karst systems	****Section 18 Lab**: Permeability vs Porosity
Day 18: Tuesday, 8/8 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives: 1, 3, 6	**Day 18 Lecture Quiz** covers glacial systems	****Section 19 Lab**: Interpreting glacial environments
Day 19: Wednesday, 8/9 Lecture Objectives: 1, 2, 4, 5, 7 Lab Objectives: 1, 3, 6	**Day 19 Lecture Quiz** covers eolian systems	****Section 20 Lab**: Interpreting eolian environments
Day 20: **FINAL EXAM DUE BY NOON on or before THURSDAY, 8/10** Final Exam is due by **NOON (12:00 pm)** on Day 20 via Respondus Monitor covering the content from Days 1 – 19. The Final Exam portal and review are located in the Exams Folder. The exam will be available starting Monday, 8/7. If you have work, childcare, or dual credit responsibilities, identify a time before the due date to take the exam.		

Course Grading Information

The instructor uses a percentage system that is weighted in Brightspace. Students are required to access their grade and grade feedback on Monday and Friday of each week. Grades can be accessed by going to the Brightspace Navigation Bar by selecting "Assessments" and then "Grades". There should be a feature next to a student's score to click on grade feedback. A student's overall course grade is calculated based on a percentage of each assignment, quiz, and exam. The grade scale used in this course is listed as follows.

GRADING SCALE: A = 90 – 100; B = 80 - 89.9; C = 70 - 79.9; D = 60 - 69.9; and F = 59.9 or below.

	Grade Description	% of Grade
Lab Assignments	There are 18 Lab Assignments. Your lowest lab grade will be dropped automatically by Brightspace for a total of 17 lab grades for the semester.	25%
Lecture Quizzes	There are 19 lecture quizzes. Your lowest lecture quiz grade will be dropped automatically by Brightspace for a total of 18 quiz grades for the semester).	40%
Midterm Exam	There is one Lab Exam that covers minerals, igneous, sedimentary, and metamorphic rocks, and map skills concepts.	15%
Final Exam	There is one Final Exam that covers content from Days 1-19.	20%
Totals		100%

Overall Course Grade Information:
The instructor will drop the student's lowest lecture quiz grade and lab grade by 10:00 pm CST the day before the Final Exam is due. Once these grades are dropped, you will find a circle with an explanation point in it and that denotes, which specific grade was dropped. Students who earned bonus points for the Final Exam will have their points added into their score after the exam has concluded. All grades in Brightspace will be finalized by 8:00 pm CST on the Final Exam due date, which is before the summer graduation deadline.

Student Grade Concerns/Questions

Grade feedback is provided to each student in the Brightspace gradebook on a daily basis by the instructor; therefore, it is the sole responsibility of each student to check their assignment feedback each week. The instructor should have grade feedback posted for lecture quizzes and lab assignments by Saturday of each course week the assignments are due. To express concern for their course assignment grades, students are required to do the following:

1. Students are required to check their Brightspace grade feedback Monday and Thursday of each day and should submit their questions in writing within 3 class days of when an assignment is due.
2. If a student has questions regarding their grades or feedback, they are required to reach out to their instructor using **BOTH** of the following forms of communication:
    a. Email the instructor (from Brightspace) and copy themselves on the email; **and**
    b. Text the instructor at 254.853.0097.

3. If the student does not receive a response within 48-hours, they are required to do the following to resolve grade concerns or questions rather than rely on email correspondence:
    a. Call the instructor and leave a message at 254.299.8442 and 254.853.0097.
    b. Join the instructor during their virtual office hours to discuss the issue: https://mclennan.zoom.us/j/2542998442

4. Students who take their assignments using limited internet or on their phones are likely to encounter submission issues. Students who experience technical difficulties when submitting their course assignments are required to provide verification by photographs, screenshots, or other means of documentation to support their claim. Students should expect to meet with their instructor by Zoom to discuss these issues and the course analytics the professor utilizes.

Course Attendance Policy

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

Click on the link above for the college policies on attendance and absences. This instructor has guidelines specific to this course (see below). Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Students who miss work due to an excused absence, should contact the instructor by phone, text, and from their MCC email within 1 calendar day that assignments were missed and submit documentation of their excused absence as outlined in MCC's attendance policy. Students should expect to meet with the instructor by Zoom to discuss a plan for making up their work. Students should work ahead and complete the current week's assignments early then request to make up the work they missed.

Students who do not contact the instructor during the time frame listed above, have made a choice that could impact their grade. It is highly recommended to contact the instructor if you will be absent beyond a week for an excused absence and to keep the professor apprised of your status. Students who miss work due to a reason not listed in MCC's Attendance Policy should expect a grade of zero for these assignments.

For example, a student misses a lecture quiz because they had to work an unexpected shift would not be eligible to make up that assignment. Students who have unexcused absences should work ahead and complete the current week's assignments early before reaching out to the instructor. The instructor commits to hearing about the student's situation but cannot guarantee the opportunity to make up assignments missed due to unexcused absences. In this situation, it is the sole responsibility of the student to notify the instructor via MCC email of their request and set a Zoom meeting up with the professor to discuss their missed work.

Assessing Student Attendance in Physical Geology

The instructor maintains an attendance roster in Brightspace. Here are the most important attendance information pertaining to this course.

In an online class, students meet attendance requirements via assignment completion. A student will be issued either a "present" or "absent" in the attendance roster of Brightspacefor each week based on the completion and submission of the daily lecture content quiz by the due date and time.

There is a total of 6 weeks of instruction in a summer semester. A student who miss **4 or more lecture quizzes** by the Student Initiated Drop date of the semester will be dropped for "lack of participation in an online course" once they have missed 4 or more days/lecture quizzes. For exam days, attendance will be measured by a student completing the exam by the due date and time.

Students who exceed 25% of class meetings **on or after** the Student Initiated Drop date (**Tuesday, August 1st),** will stay enrolled in the course and receive they grade they earn. The instructor has the discretion to address extenuating circumstances for students provided they meet with to Day 17 of the course.

Late Work and Make-Up Work Policies

The instructor for this course does not typically accept late work unless a student has a verified excused absence for the date of the missed quiz, lab assignment, or exam that meets the definitions of excused absences according to the MCC's Attendance Policy. Students must provide the instructor with verification of an excused absence via email and text to make up work within one calendar week of missing an assignment. For excused absences, the instructor requires verification of the absence(s) to make-up work to be sent by their Brightspace or MCC email. Students should strive to complete their work before the due date/time to prevent an unforeseeable issue interfering with their academic success.

Student Behavioral Expectations or Conduct Policy

Students are expected to maintain classroom decorum in the online environment that includes respect for other students and the instructor, prompt and regular attendance as noted in the course instructor plan, and an attitude that seeks to take full advantage of the education opportunity. Any student who participates in academic dishonesty such as cheating, plagiarism, or collusion on any problem on an assignment, quiz, or exam may receive an "F" for her/his semester grade and may be reported to the Disciplinary Council.

There is a zero tolerance for cheating, collusion, and/or plagiarism for students enrolled in this course for any type of assignment.

Often, in particular on short-answer questions, the instructor understands that students seek outside, scholastic material to locate additional information on various topics. However, be sure that you realize that **you cannot simply copy something and pass it off as your answer**. In addition, students are not permitted to use any resources when taking their lecture quizzes or major exams.

If a student is unsure as to what constitutes cheating/plagiarism, they need to ask for clarification before submitting an assignment. When applicable, it is a student's obligation to verify the authenticity of his/her work through proper citations. Unless expressly stated otherwise in the assignment instructions, all assignments are to be completed independently and should reflect one's own work. Working with other students or other individuals on an assignment without instructor permission is considered collusion and cheating.

On occasion, two students in this course may share a common bond such as sharing a living space or being involved in the same collegiate or other organizational entity enroll in the same course. Students who share a common bond need to be sure their assignment work is clearly their own. It is recommended that students discuss their situation with the instructor at the beginning of the course about this issue and identify that they have a common bond.

INSTUCTOR NOTE ABOUT STUDENT SCHOLASTIC DISHONESTY….

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

1st Offense: Written warning from the instructor, a grade of "0" will be issued for the activity in which the offense occurred, and a report made to Student Discipline/Conduct office.

2nd Offense: Report made to Student Discipline/Conduct office and should expect to receive a failing grade in the course.

Requesting to Drop this Course

If a student wishes to drop during the first few days of a semester, they should be able to drop themselves in WebAdvisor without the instructor's approval. After that point, students will need to fulfill the following two items by contacting the instructor as follows:

1. Email the instructor your completed Geology Course Drop Form, which is the very last item found in the Getting Started with Course Work Folder.
2. Set up a Zoom meeting with the instructor to discuss their reasons for dropping within 24-hours of your drop request.

The instructor will not drop a student after Student Initiated Drop date unless the student has endured extreme life circumstances. In that case, the student will be required meet with the instructor via Zoom to discuss their options. The decision to drop a student for these circumstances after the Student Initiated Drop date is at the instructor's discretion.

Updated 11/04/2022

MCLENNAN COMMUNITY COLLEGE

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.