

Updated 08/19/2024



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP**

**BUSG 2309.O080**

**Becky Parker**

**NOTE: This is a 16-week online course.**

AN EQUAL OPPORTUNITY INSTITUTION

FALL 2024

**Disclaimer:**

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice. Proper notice is defined as an announcement in Brightspace or email to student email accounts at least 24 hours in advance of the change.

**Course Description:**

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

**Prerequisites:**

Students must have completed BUSI 1301 Business Principles with a grade of “C” or higher - OR- have the approval of the program director

**Course Notes and Instructor Recommendations:**

This course is designed to be a practical exploration into the lifecycle of a business. Business is ever-changing: markets shift, disruptive technologies emerge, and economies change. This means that the business must adapt to these changes. The ability of the business to change is dependent upon the entrepreneur. You must commit to being a lifelong learner, never ceasing to be curious and learn new things. This course utilizes a skills-based approach to the various management challenges affecting today’s small business owner.

The textbook and Brightspace online learning environment play an integral role throughout this course. All lectures, assignments, and exams will be completed in Brightspace. Some assignments are directly linked to your course textbook – these links are provided within the course content to ensure a seamless educational experience. 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 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 is defined within the course syllabus.

**Instructor Information:**

Instructor Name: Beckky Parker  
MCC Email: bparker@mclennan.edu  
Office Phone Number: (254) 299-8651  
Office Location: BT207 and Online  
Office/Teacher Conference Hours:

- Monday – 7:00 - 9:00 pm ONLINE ONLY
- Tuesday – 11:00 am – 1:30 pm
- Wednesday – 1:00 pm – 2:00 pm ONLINE ONLY
- Thursday – 11:00 am – 1:30 pm

\*Also, by appointment. Please email to schedule a time.\*

**Correspondence Policy:**

Email is the preferred method of communication. There is an expectation that during regular hours, emails (from students and staff) will be returned within 24 hours of receipt. Messages, calls, and emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Emails received during weekends or holidays will be returned the first business day that the College is open. Students are to include the course and section number in the subject of their emails. Failure to include the course and section number in the email's subject line will result in a delay in response.

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

McLennan Community College's Official E-Mail Communication Policy (E-XXXI-b) requires that "all students, staff, and faculty will use their official college e-mail addresses when conducting college business." Emails from personal email addresses pertaining to the course will not be answered.

Policy E-XXXI-b can be reviewed here: <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>

**Required Text & Materials:**

Title: Entrepreneurial Small Business  
Author: Katz, J. A., & Green, R. P.  
Edition: 7th  
Publisher: McGraw-Hill  
ISBN: 9781265756086

**\*\*\*IMPORTANT\*\*\***

This course is an inclusive access course. This means that the cost of your digital textbook and access to the McGraw-Hill Connect platform has been included in your tuition. You will receive Orientation Video instructions on how to access your textbook and other materials in the Course Orientation & Week 1 content topics as well as your syllabus. Please follow these instructions closely to access your materials. Your course text utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.

If you would like to rent or purchase a printed copy of the textbook for use in the class, you can do so within McGraw-Hill Connect by clicking the “Connect Access” link within Brightspace. The number of textbooks available for rent are limited, so act quickly if you desire to rent a copy!

**PLEASE WATCH THIS VIDEO BEFORE REGISTERING FOR CONNECT!**

Student Connect Registration Instructions:

<https://video.mhhe.com/watch/dgiVkJpNwz63U77eeq6MhqT>

**McGraw-Hill Customer Experience (Technical Support):**

Phone: 1-800-331-5094

Live chat/email: <https://mhedu.force.com/CXG/s/ContactUs>

Mon-Thu: 24 Hours, Fri: 12AM-9PM, Sat: 10AM-8PM, Sun: 12PM-12AM (All Times Eastern USA)

**\*\*\*IMPORTANT\*\*\***

Should you encounter issues with McGraw-Hill's Connect platform, your first contact should be to McGraw-Hill's Customer Experience division. They are instrumental in resolving any issues that you face!

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

**Required Software:**

Microsoft Office – available at no cost to students. Download for free at <https://www.mclennan.edu/tech-support/software.html>.

Adobe PDF Reader – available at no cost to students. Download for free at <https://get.adobe.com/reader/>

**Acceptable File Types for Email and Assignment Submission:**

Microsoft Office file formats: \*.docx, \*.xlsx, \*.pptx

Portable Document Format: \*.pdf

Photographs/Images: \*.jpg, \*.jpeg, \*.png, \*.bmp

Audio files: \*.mp3

Video files: \*.mp4

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

Do not submit work in any format not listed above unless you have discussed the format with the instructor. If you submit a file that cannot be opened by the instructor, you will be given a zero (0) for your submission.

**Required Hardware:**

While no specific hardware is required for the course, students must utilize a desktop or laptop computer or tablet that meets the minimum system requirements as defined by McLennan Community College. You may review these system requirements here:

<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html>

**Minimum Technical Skills:**

Students should possess the ability to:

- Create, save, recall, and email (as an attachment) documents; and,
- Perform basic formatting of documents, spreadsheets, and presentations.
- Utilize the Internet, including online databases and search engines, to conduct research, determine the validity, relevance, and timeliness of materials, and collect information from a variety of sources.
- Navigate through webpages using hyperlinks.

**Methods of Teaching and Learning:**

1. This is an online course and will require a lot of self-discipline! You are expected to log into Brightspace each day to check the course and to check your student email every day as well. Since there are no formal classroom meetings, the instructor 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. The instructor is 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 be accountable for their actions in this course.
2. This course utilizes textbook reading, online quizzes and assignments, written exercises, and exams to teach toward the course objectives. This online course represents the same course content and rigor as a face-to-face class. As such, you should expect to devote a comparable amount of time each week to reading, self-study, research, and homework assignments. You should also understand that this is a tough course, especially for those with limited exposure to business management. Reading the textbook is not optional. You will likely need to read the text several times 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. 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. You do not want to fall behind!

**Course Objectives and/or Competencies:**

Upon successful completion of this course, students will:

1. Identify management skills for a small business;
2. Outline issues related to choosing a business and obtaining a return on investment; and,
3. Create a business plan.

This course approaches the business plan at an awareness level – students will create a business plan for their own business in BMGT 1391.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance per the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster before certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

**Definitions**

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Faculty/Instructors process instructor-led class drops and withdrawals for their classes. Students who desire to be reinstated into a course must contact the course instructor to determine whether the student is eligible for reinstatement. The decision of the course instructor regarding whether or not a student will be reinstated is final.

**Online & Hyflex Course Attendance Policy (Business Division)**

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are

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considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

**Course Outline or Schedule:**

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

Week	Lecture/Assignment Details	Due Date
1	[READ] Syllabus [DISCUSS] Welcome & Introductions [DEMONSTRATE] ABA Orientation Video [QUIZ] Orientation Quiz [READ] Chapter 1: Small Business: Varieties & Impacts [DEMONSTRATE] Chapter 1 Assessment [ASSESS] BRIE Self-Assessment [QUIZ] Chapter 1 Quiz	9/1/2024 11:59 PM
2	[READ] Chapter 2: Small Business Entrepreneurs [ASSESS] Entrepreneurial Competency Self-Assessment [QUIZ] Chapter 2 Quiz [READ] Chapter 3: Small Business Environment [QUIZ] Chapter 3 Quiz	9/8/2024 11:59 PM
3	[READ] Chapter 4: Small Business Ideas [ABA] Scoring Ideas on an IDEO Screen [QUIZ] Chapter 4 Quiz [EXAM] Part I Exam (Chapters 1-4)	9/15/2024 11:59 PM
4	[READ] Chapter 5: Small Business Entry: Part-Time Entrepreneurship [ABA] Maximizing Success on eBay [QUIZ] Chapter 5 Quiz [READ] Chapter 6: Small Business Entry: Full-Time Entrepreneurship	9/22/2024 11:59 PM

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	<b>[DEMONSTRATE] Chater 6 Assessment</b> <b>[QUIZ] Chapter 6 Quiz</b>	
5	[READ] Chapter 7: Small Business Strategies <b>[QUIZ] Chapter 7 Quiz</b>	9/29/2024 11:59 PM
6	[READ] Chapter 8: Business Plans <b>[ABA] A Slice of Business Planning</b> <b>[QUIZ] Chapter 8 Quiz</b> <b>[EXAM] Part II Exam (Chapters 5-8)</b>	10/6/2024 11:59 PM
7	[READ] Chapter 9: Small Business Marketing <b>[ABA] The 4 Ps of Marketing</b> <b>[DEMONSTRATE] Chapter 9 Assessment</b> <b>[QUIZ] Chapter 9 Quiz</b>	10/13/2024 11:59 PM
8	[READ] Chapter 10: Small Business Promotion <b>[QUIZ] Chapter 10 Quiz</b> [READ] Chapter 11: Small Business Pricing, Distribution, and Location <b>[QUIZ] Chapter 11 Quiz</b> <b>[EXAM] Part III Exam (Chapters 9-11)</b>	10/20/2024 11:59 PM
9	[READ] Chapter 12: Small Business Accounting <b>[ABA] Accounting &amp; Financial Ratios</b> <b>[DEMONSTRATE] Chapter 12 Assessment</b> <b>[QUIZ] Chapter 12 Quiz</b>	10/27/2024 11:59 PM
10	[READ] Chapter 13: Cash – Lifeblood of the Business <b>[ABA] Topping Off a Pizzeria with Cash</b> <b>[QUIZ] Chapter 13 Quiz</b>	11/3/2024 11:59 PM
11	[READ] Chapter 14: Small Business Finance <b>[ABA] Finance &amp; Banking</b> <b>[QUIZ] Chapter 14 Quiz</b>	11/10/2024 11:59 PM
12	[READ] Chapter 15: Assets – Inventory and Operations Management <b>[ABA] Operational Decisions</b> <b>[QUIZ] Chapter 15 Quiz</b>	11/17/2024 11:59 PM
13	[READ] Chapter 16: Small Business Protection <b>[QUIZ] Chapter 16 Quiz</b> <b>[EXAM] Part IV Exam (Chapters 12-16)</b>	11/24/2024 11:59 PM
14	[READ] Chapter 17: Legal Issues <b>[ABA] Baking a Sound Legal Structure</b> <b>[QUIZ] Chapter 16 Quiz</b>	12/1/2024 11:59 PM
15	[READ] Chapter 18: Human Resource Management <b>[ABA] Entrepreneurship: What’s Your Bright Idea?</b> <b>[QUIZ] Chapter 18 Quiz</b> <b>[EXAM] Part V Exam (Chapters 17-18)</b>	12/8/2024 11:59 PM
16	<b>[FINAL] Comprehensive Final Exam</b>	12/10/2024 11:59 PM

**Course Grading Information:**

Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment’s due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

Grades will be weighted as follows:

Assess Activities (3)	x	10%	=	_____
Demonstrate Activities (5)	x	10%	=	_____
ABAs (10)	x	15%	=	_____
Chapter Quizzes (18)	x	25%	=	_____
Part Exams (5)	x	25%	=	_____
Comprehensive Final Exam	x	15%	=	_____
<b>Total</b>		<b>100%</b>	=	_____

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

**Assess Activities – 10% of course grade**

Assess Activities are guided activities that serve as a self-assessment into your own entrepreneurial mindset and abilities. These activities are designed to be taken as many times as you would like (the highest grade will be recorded in the gradebook) and identify areas in which you should consider improving as you pursue starting or growing your own business.

**Demonstrate Activities – 10% of course grade**

Demonstrate Activities are video-based activities that require you to practically apply what you have learned in the course to resolve an issue or solve a problem. There is no time limit on these activities and you have 3 attempts (your highest grade will be recorded in the gradebook). You are allowed to use the “Check My Work” feature one time per question.

**Activity-Based Assessments (ABAs) – 15% of course grade**

ABAs are simulation based activities that require you to demonstrate critical thinking skills while applying what you have learned in the course in a practical manner. You have an unlimited number of attempts to successfully complete each ABA (the highest grade will be recorded in the gradebook). There is no time limit on these activities. Your lowest ABA grade will be dropped from the gradebook.

**Chapter Quizzes – 25% of course grade**

You will have 30 minutes to complete a 20-question quiz for each chapter covered. You will have 2 attempts in which the highest grade will be recorded in the gradebook. You will be provided access to both the eBook and the “Check My Work” feature (you may use Check My Work once per question). Stopping and starting is not allowed—if the quiz is interrupted for whatever reason, it will count as an attempt. Your 3 lowest quiz grades will be dropped.

If you have accommodations on file with MCC, those accommodations will be made accordingly.

**Part Exams – 25% of course grade**

You will have 90 minutes to complete a 50-question exam for each part of the textbook (as identified in the table of contents). Only one attempt is allowed. You will be provided access to the “Check My Work” feature (you may use Check My Work once per question). Students cannot stop during this test. Please know that stopping for any reason will count as your attempt. Secondary attempts will not be awarded for computer issues, internet failures, or interruptions. Plan ahead when attempting your part exams and do not wait until the last minute to complete them.

If you have accommodations on file with MCC, those accommodations will be made accordingly.

**Final Exam – 15% of course grade**

You will have 120 minutes to complete a 100-question comprehensive final exam that covers all chapters addressed in the course. You will have 1 attempt. You will be provided access to the “Check My Work” feature (you may use Check My Work once per question). Students cannot stop during this test. Please know that stopping for any reason will count as your attempt. Secondary

attempts will not be awarded for computer issues, internet failures, or interruptions. Plan ahead when attempting your final exam and do not wait until the last minute to complete it.

If you have accommodations on file with MCC, those accommodations will be made accordingly.

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

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time (Sundays of the week in which the material was covered)! Late work will be accepted for up to 1 week (7 calendar days) from the due date at a penalty of 15% per day.** If there is something that you believe may hinder the completion of the final exams on time, it is your responsibility to contact the instructor to inform them **well in advance** of the due date. Also, you do not want to procrastinate in this course. The assignments and course activities will require that you spend an appropriate amount of time on them. If you wait until Sunday to complete your coursework, you will find that you do not have enough time and will miss the opportunity to submit some of your coursework.

**\*\*\*INSTRUCTOR NOTE\*\*\***

I understand that people get sick. I understand that family events occur, work requires attendance, and many other things can temporarily disrupt a student's academic experience. However, less than 20% of students receiving extensions on their work actually complete the work within the extended timeframe.

While an absence in class may be excused in accordance with the policy provided in this syllabus, you have a full week to complete course activities prior to the due date. As such, there are very few justified reasons why coursework will be allowed to be submitted following the due date. The attendance policy requires only that coursework missed during a scheduled class meeting be allowed to be submitted in the event of an excused absence. **As all coursework is approached as homework that is submitted in Brightspace, extensions will not be granted without the occurrence of a significant issue lasting more than 5 days and is reflected in written documentation from a physician, the Title IX office at MCC, or other appropriate source.**

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!

A grade of Incomplete (I) will only be issued for students who need only to take the complete the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

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

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

**Student Behavioral Expectations or Conduct Policy:**

This is a business course in which you are learning the skills necessary to succeed as a professional in today's workforce. As such, you are expected to behave as a professional in all aspects of the course. Use this opportunity to emulate the behaviors expected of a professional.

**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. Yes, "life happens," but it will continue to happen, even when you are at work and you will have to learn to adjust.. 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. .

**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. Essentially, you must assume responsibility for your education. 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 me or

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

**Accountability:**

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

**Effective Communication:**

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

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

**Professionalism:**

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

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

**Integrity:**

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

**Cheating & Plagiarism:**

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

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning, be reported to the Conduct Officer, and will receive a zero on the assignment for the first offense. The instructor reserves 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 found 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 “F” 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, visit <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

**Use of Artificial Intelligence (AI) in the Course**

In this course, students may utilize AI writing aids only to generate ideas, provide feedback on written work, or to assist in refining a near-complete draft of a written assignment. To align with the principles of academic integrity, the use of AI tools must be clearly and explicitly cited in APA 7<sup>th</sup> edition format and the student must include the exact prompts utilized in any interactions with the AI tool. Failure to clearly and explicitly cite the use of AI tools within student submissions will be considered plagiarism and a breach of MCC's academic integrity policy. The use of any form of AI without proper attribution is also considered theft of intellectual property – an issue that entrepreneurs want to avoid.

**Use of Turn-It-In for Ensuring Academic Integrity**

**Turnitin (<https://www.turnitin.com/>):** To help students learn proper composition skills and to promote academic honesty, this class may 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 and the unauthorized or uncited use of AI. 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 a graded activity will be addressed by written warning from the instructor 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 "F" grade given for the course.

**Extenuating Circumstances and Title IX**

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

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances. If your extenuating circumstances involve pregnancy or parenting, please contact MCC's Title IX office at [titleix@mclennan.edu](mailto:titleix@mclennan.edu). Exclusions to the policies defined in this course syllabus may apply in instances involving Title IX protections. Such situations must be addressed by the Title IX office before accommodations in the course can be made.

Please understand that we care for each of our students, especially when it comes to their safety and well-being. If during the course of discussions, an issue arises that the instructor believes warrants a referral for Title IX or to our success coaches, they will not hesitate to make the referral. The instructor will do their 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.

07/02/2024



## 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 Accommodations (Disability Services) 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

### **Title IX:**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) to submit a report.

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 may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

### **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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing [crew@mclennan.edu](mailto:crew@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing [counseling@mclennan.edu](mailto:counseling@mclennan.edu).

### **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/scholarships-and-resources/emergencygrant.html>

### **MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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](http://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](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](#)
- [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](#) 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.