

Updated 8/20/25



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BUSINESS PRINCIPLES

BUSI 1301.004 (9:35 AM)

PROFESSOR STEVE GREATHOUSE

NOTE: This is a 16-week, Face-to-Face course

BUSINESS PRINCIPLES

BUSI 1301.004

Course Description:

Fundamental business principles include structure, functions, resources, and operational processes. Additionally, it provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions, organizational considerations, and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in your future career, as well as at your current job. This course will give you basic information of several different areas in the world of business and may help you decide on a major or an area in which you would like to work.

Instructor Information:

Instructor: Steve Greathouse

E-mail: sgreathouse@mclennan.edu

Office Phone: (254) 299-8696

Office Location: Business & Technology Building, Room 211

Office Hours: Tuesdays and Thursdays, 12:30 - 4:00 pm

Required Text & Materials:

Title: Understanding Business: The Core

Author: Nickels

Edition: 3rd

Publisher: McGraw-Hill

ISBN: 978-1-266-13170-7 (*A digital version is included with this course and is accessible via the course page in Brightspace. This ISBN is ONLY being provided in case you would like to find and purchase a hardcopy of our text from an online vendor or through the MCC bookstore.)

Note: The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice. Notice will be provided in class and/or in announcements in Brightspace.

BUSINESS PRINCIPLES

BUSI 1301.004

Methods of Teaching and Learning:

This course is based on reading, lecture, discussion, and independent work.

1. It is imperative that you read each textbook chapter and complete the related Smartbook assignment BEFORE we begin a chapter in class for several reasons: a) Smartbook assignments make up a significant portion of your grade in the course; b) I will only hit the highlights of each chapter in my lectures - there isn't time to cover all of it in class - college lectures and class exercises are merely designed to emphasize chapter content and provide a practical context for the chapter material, thus you need to read/study to get ALL of the content from each chapter; c) reading and studying the material on your own will allow you to identify what you don't understand so that you can ask questions in class for clarification, plus it helps cement to the knowledge in your mind.
2. In addition to the graded Smartbook assignments mentioned above, students will complete a short homework assignment for each chapter that is designed to help students apply learned knowledge to real-world scenarios.
3. During class, I will lecture, leading students through SOME of the material from the textbook chapter that is being covered for a particular class day. I will also provide real-world examples and answer questions from the class. I expect everyone to participate in class, and I will ask questions of students at random.
4. From time to time, I will put you into groups to discuss some aspect of the chapter and/or to participate in a related learning exercise.

Course Objectives and/or Competencies:

- Identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law
- Describe the scope of global business enterprise
- Describe the key elements of the business environment
- Identify the major stakeholders in a business enterprise
- Describe the advantages and disadvantages of the four major forms of business ownership.
- Discuss how securities markets meet the needs of both businesses and investors
- Explain the significance of accounting for the internal and external stakeholders of a company
- Describe the way a firm can finance its operations
- Describe the key elements involved in marketing a company's goods and services
- Explain the role of operations management in producing and distributing a company's goods and services
- Describe the basic functions, behaviors, and expectations of managers and business professionals
- Describe and use basic artificial intelligence (AI) tools for business

BUSINESS PRINCIPLES

BUSI 1301.004

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 prior to 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.

Face-to-Face Course Attendance Policy (Business Division Policy)

Students enrolled in face-to-face courses are expected to attend class. The instructor will take attendance at the beginning of the class period and record student attendance in Brightspace. **If a student is late, it is the student's responsibility to see the instructor after class that day in order to have their absence changed to tardy (I will NOT change it after that day).** Note: if a student misses more than 15 minutes of class, they will be counted absent. In this course, you will either be counted *Present*, *Absent* (-10 pts.), or *Unprofessional* (-5 pts; see page 8 for details.).

- If a student fails to appear for any face-to-face sessions in the period *before* the census date, the instructor will **drop** the student ("Never Attended") for failure to attend, even if they complete assignments in Brightspace. That is, students who haven't attended will be dropped on **9/9**.
- Students who miss more than 25% of class meetings (on their 7th absence) or fail to complete two consecutive weeks of work may be **withdrawn** from the course.

Absences are excused per MCC policy, which includes

- Authorized participation in official College functions (w documentation from faculty or staff)
- Personal illness (w documentation such as a doctor's note or medical payment receipt)
- A serious illness or a death in the immediate family (w documentation)
- Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 (w Title IX Office approval)
- Any excused absences as outlined in Section IV of this policy:
<https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf> (w Title IX Office approval)

BUSINESS PRINCIPLES

BUSI 1301.004

Students are required to email a formal request to the instructor to request an excused absence within 24 hours of the absence. ***The ultimate decision as to whether your absence meets the excused criteria described above will be at the discretion of the professor and/or the Title IX Office.

Course Schedule: (subject to change; see Brightspace announcements for any schedule changes)

There is a graded Smartbook assignment, a homework assignment, and a quiz, due every week. The Smartbook assignment for a given chapter is due the night before we start it in class; the homework assignment and quiz for the same chapter are due by Sunday night that same week.

Module 1	Week 1	Tue. 8/26	Intro and syllabus review
		Thur. 8/28	Chapter 1 lecture/activities
	Week 2	Tue. 9/2	Chapter 1 lecture/activities
		Thur. 9/4	Chapter 2 lecture/activities
	Week 3	Tue. 9/9	Chapter 3 lecture/activities
		Thur. 9/11	Chapter 3 lecture/activities
	Week 4	Tue. 9/16	Chapter 4 lecture/activities
		Thur. 9/18	Chapter 4 lecture/activities
Take Exam 1 in Brightspace by September 21st			

Module 2	Week 5	Tue. 9/23	Chapter 6 lecture/activities
		Thur. 9/25	Chapter 6 lecture/activities
	Week 6	Tue. 9/30	Chapter 7 lecture/activities
		Thur. 10/2	Chapter 7 lecture/activities
	Week 7	Tue. 10/7	Chapter 8 lecture/activities
		Thur. 10/9	Chapter 8 lecture/activities
	Week 8	Tue. 10/14	Chapter 9 lecture/activities
		Thur. 10/16	Chapter 9 lecture/activities
Take Exam 2 in Brightspace by October 19th			

	Week 9	Tue. 10/21	Chapter 10 lecture/activities
		Thur. 10/23	Chapter 10 lecture/activities
	Week 10	Tue. 10/28	Chapter 11 lecture/activities
		Thur. 10/30	Chapter 11 lecture/activities
	Week 11	Tue. 11/4	Chapter 13 lecture/activities
		Thur. 11/6	Chapter 13 lecture/activities
Take Exam 3 in Brightspace by November 9th			

Module 4	Week 12	Tue. 11/11	Chapter 14 lecture/activities
		Thur. 11/13	Thanksgiving break (no class)

BUSINESS PRINCIPLES

BUSI 1301.004

Week 13	Tue. 11/18	Chapter 15 lecture/activities
	Thur. 11/20	Chapter 15 lecture/activities
Week 14	Tue. 11/25	Chapter 16 lecture/activities
	Thur. 11/27	Chapter 16 lecture/activities, optional extra credit research paper due
Week 15	Tue. 12/2	Bonus Chapter C lecture/activities
	Thur. 12/4	Bonus Chapter C
	Take Exam 4 in Brightspace by Dec 7th	

Tuesday, Dec. 9th	Comprehensive Final Exam (closed-book) <u>in the classroom</u>
-------------------------------------	---

Course Grading Information:

Smartbook Assignments (13-14 points each)	200 points
Homework Assignments (6-7 points each)	100 points
Chapter Quizzes (4-11 points each)	100 points
AI Certification Course (10-40 points per module)	100 points
Exams (4 exams worth 100 points each)	400 points
Comprehensive Final Exam	100 points
Total	1000 points

As you can see from the table below, your grade in the course is based on total points.

90-100%	A	900 points or more
80-89.9%	B	800-899
70-79.9%	C	700-799
60-69.9%	D	600-699
0-59.9%	F	599 points or less

Note: Students can see their grades in Brightspace at any time during the semester. Armed with the information on this page, students have no reason to contact the instructor to ask questions like, “What’s my current grade in the class?” (your current course average is what you see under “Final Calculated Grade”), or “What do I need to get on the Final to get a...?”, (do the arithmetic to figure it out). ***Do NOT email me after the final exam asking if there’s any way you can be bumped up to the next letter grade** - my response will always be, “I don’t give you your grade... You give yourself your grade.”

BUSINESS PRINCIPLES

BUSI 1301.004

Smartbook Assignments: 15 assignments worth 13-14 points each = 100 points

Smartbook assignments provide you with direct access to the textbook and utilize a quiz-like format to evaluate your understanding of the material covered via graded questions. Students must complete a Smartbook assignment for a given chapter no later than the night before we start that chapter in class (see exact due dates in Brightspace below each assignment). For example, if we begin chapter 2 on Tuesday, 9/2, then the chapter 2 Smartbook assignment must be submitted by Monday, 9/1 at 11:59 pm. **Smartbook assignments may be completed early but not late.**

*NOTE: Smartbook assignments are designed test your comprehension, and the “confidence” you have in your comprehension, of a topic before you’ll be allowed to move to the next set of questions on subsequent topics. That is, missed questions, or answers you choose in which you say you are anything but “highly confident” about, impact the number of subsequent questions that are asked, thus the more accurate you are at answering the questions and the more you indicate you are highly confident in your answers, the quicker you’ll finish!

Chapter Homework Assignments: 15 assignments worth 6-7 points each = 100 points

Students must also complete a short homework assignment for each chapter, every week of the semester. These assignments provide the student with the opportunity to learn chapter concepts more fully by applying them to a real-world scenario. There is a homework assignment due each week by Sunday night at 11:59 pm (see Brightspace for specific dates). **Homework assignments may be completed early, but not late.**

Chapter Quizzes: 15 quizzes worth 5-11 points each = 100 points

Students are required to take 15 short chapter quizzes; one every week of the semester. Each quiz has between 5 and 11 questions worth 1 point per question. You will take these quizzes in Brightspace, you can use your book, you can take up to 1 hour for each quiz, and you may attempt each quiz up to two times before the quiz deadline. Keep in mind, however, that each time you re-attempt a quiz for the same chapter, you will get a different set of questions, and your two scores are averaged. There is a chapter quiz due every Sunday night by 11:59 pm (see Brightspace for specific dates). **Chapter quizzes may be completed early, but not late.**

Regular Exams: 4 Exams worth 100 points each

This class will require each student to take four regular exams. The exams will be taken in Brightspace on your own, each one will be comprised of 50 multiple choice questions, are open-book, and will cover all information contained in the textbook chapters since the previous exam. All exams must be taken before the *due* date shown in the course schedule on pages 5-6 of this syllabus and in Brightspace. No exam scores will be dropped. **Regular exams may be taken early, and may be taken late, but will incur a 25% penalty for each day it is completed late... even for university excused absences.**

BUSINESS PRINCIPLES

BUSI 1301.004

Artificial Intelligence Certification – 100 points

This course includes a requirement to complete the Beginner: Introduction to Generative AI learning path from Google Cloud Skills Boost. The learning path consists of multiple online modules, each with a specific due date listed in the course schedule in Brightspace. Proof of completion will consist of either a PDF certificate downloaded from your Skills Boost profile or a direct link to your earned Google Cloud badge. Detailed instructions and the submission links for each module can be found in the AI section of Brightspace. **You may work ahead; however, proof of completion for each module must be submitted by the stated due date — late submissions will not be accepted for credit.**

Comprehensive Final Exam – 100 points

A comprehensive exam will be administered during finals week, but unlike the other exams, **this one is closed-book (no notes or textbook allowed) and will be taken in the classroom during our regular class time** (see the course schedule for the date of your final). The *Final Exam Study Guide* available within the Final Exam link in Brightspace provides the topic of every single question that will be on this exam. Thus, you are encouraged to build a study guide for yourself as we go through the semester so that you can memorize the material from it and ace the final exam. **Unlike regular exams, the final exam cannot be taken late; that is, if you miss it you will receive a zero.** *Be sure to bring an 882-E Scantron and a #2 pencil to class on the date of the final exam.

Professionalism – Point Deductions

In the corporate business world, your professionalism is judged by your conduct and reliability—not your excuses. Your future colleagues may care about you personally, but they will expect you to meet deadlines, show up prepared, and stay engaged. Behaviors like arriving late, leaving early, using your phone during meetings, sleeping, or missing work damage reputations quickly. This course is your opportunity to practice the habits and presence that will make you stand out as a respected professional.

I will maintain a professional classroom culture by holding you to workplace-level standards: be on time, stay for the full class, pay attention, take notes, and participate respectfully. Unprofessional conduct will result in point deductions according to the list below. At the end of the semester, the total professionalism points deducted will be subtracted directly from your Exam 4 score.

In this class, “unprofessional” means:

- **Your phone being seen by the instructor or used in any way**
- **Putting away your things before being released to do so by the instructor**
- Missing class without documentation that excuses your absence (you get 2 freebies w/out pt. penalty)
- Being late or leaving early (you are late at exactly 1 minute after class start-time)
- Wearing earbuds
- Using your digital watch or any other electronic device in any way
- Routinely excusing yourself to use the restroom

BUSINESS PRINCIPLES

BUSI 1301.004

- Sleeping or nodding off
- Not placing a pen and paper on your table in front of you, and/or not taking notes
- Engaging in side conversations while someone is addressing the class
- Slouching down in your chair or placing your feet on chairs or tables
- Wearing pajamas or slippers, or bringing a blanket to class (yup, it has happened)
- Being rude or disrespectful to the instructor or to another student
- Any other behaviors or dress deemed unprofessional by the instructor

This is not about being strict for the sake of it—it’s about helping you develop the professional habits that will serve you for life. Meeting these standards here will make you far better prepared to succeed after college.

* In the *Attendance* section of Brightspace, you will be able to see whether you were marked “Present”, “Absent” (10-point deduction), or “Unprofessional” (5+ point deduction), for each class day of the semester. Your *Professionalism* grade will be updated in the Brightspace gradebook after each regular exam.

Late Work

If you fail to complete/submit any assignment or exam by the due date, you will receive a zero.

Only under the most extreme circumstances will late coursework policies be changed for a student, i.e., the student was in the hospital for the five days preceding the due date, or had a death in the immediate family (both require verifiable documentation). Therefore, sad stories about being sick, oversleeping, forgetting, being stressed-out, “just needed a mental-health day”, “experiencing anxiety”, work-conflicts, computer died, no internet, dog died, out of town for a wedding, argument with roommate, break-ups, heavy traffic, favorite Netflix show was cancelled, your candidate lost the election, etc., are NOT extreme circumstances... that’s just life.

If you know you’re going to be busy around the time of a deadline, turn your work in early. If you’re up against a deadline and the only way to meet the deadline is to go without sleep, then do so. This is the exact same way things work in the corporate world and in the military. (FYI, if you miss an important deadline in the professional world, you’ll likely get fired). As much as your fellow professionals may like you as a person, they don’t care about your excuses for missing deadlines... please start wrapping your brain around this fact. Therefore, get in the habit of meeting deadlines regardless of what is going on in your life. If you want to make it in the corporate world or in the military, complete your work on-time; **NO EXCUSES.**

Tardiness

Being on time is expected in the professional world and is simply part of being a responsible adult. Coming to class late or leaving early is disrespectful and disruptive, and will result in losing your professionalism points for the day. You are considered late if you come in after the exact class start time, i.e., arriving at 11:11 am for an

BUSINESS PRINCIPLES

BUSI 1301.004

11:10 am class is late. If you miss up to 15 minutes of a class (any combination of being late or leaving early), you will be marked as “Unprofessional” and lose 5 or more professionalism points for the day. However, **if you miss more than 15 total minutes of class, you will be marked absent** (which incurs a loss of 10 professionalism points). ****Exception:** if you made prior arrangements with the instructor because of an extremely rare situation. The instructor reserves the right to drop or withdraw you from the course for repeated tardiness.

Student Behavioral Expectations or Conduct Policy: (Descriptions below are in addition to behaviors described in the “Professionalism” portion of this document)

Communication with the Instructor

Just like in the business world with your boss, before you call or send your instructor an email, try to find the answer yourself. That is, don’t email me a question when the answer you seek is clearly in the syllabus, course schedule, assignment instructions, and/or in Brightspace. However, if you need clarification on something or have a content-related question, then by all means, please do not hesitate to contact me as I’m happy to help. If you call or email me, I will try to respond within 24 hours, but I do not respond after 8 pm on weeknights, or on weekends at all.

- **Just as you will check your work email and SharePoint site every day in the professional world after graduation, students are expected to check their MCC student email and our Brightspace course page every day. Doing so will provide you with important course updates, reminders, and assignment tips and details.**
- **Per MCC email policy, students must use their MCC student email for all email communication with their professor. Accordingly, I will not open or reply to student emails from non-MCC email addresses.**
- **When you email the instructor, always reference which course and section you are in, because he teaches MANY sections of MANY courses. For this course, it is BUSI 1301.004.**
- **Do NOT use Brightspace Instant Message (IM) to contact me; that system does not notify me via email or voice message; thus, it doesn’t ping my personal cell, which I closely monitor**

Electronics

Research shows that students who hand-write their notes do MUCH better in their courses. Further, research also shows that in classes where no phones/laptops are allowed, students perform even better. Therefore, because I want to do everything I can to make you successful, **NO SCREENS OF ANY KIND ARE ALLOWED IN THIS CLASS** (unless you have an official MCC ADA accommodation for taking notes with a laptop).

- **If the instructor even sees your phone during class, whether you use it or not, you will lose professionalism points for the day. If you are caught trying to use your phone during class sneakily, you will be asked to leave and will be either counted absent for the day or withdrawn from the course**

BUSINESS PRINCIPLES

BUSI 1301.004

by the instructor. To aid in the enforcement of this policy, the only items allowed on your table during class are a pen, paper, and a water bottle.

- Violations may result in being dropped from the course at the discretion of the instructor.

Respect

Please be respectful of your classmates and your instructor. This is a hallmark of professionalism: behaving as if everyone's comfort and welfare is as important as your own. This means addressing me as Professor Greathouse (just "Professor" or "Sir" is also acceptable) and giving anyone who is speaking to the class your full attention. You can expect to be treated civilly and professionally by your instructor, and thus, students will be expected to do the same. Violations of any of the above will result in losing your professionalism points for the day or being withdrawn from the course by the instructor.

Healthy Debate

Just as you will experience in the professional world after graduation, in this course, you might be exposed to thoughts, opinions, and perspectives that are different from your own; this is a good thing because it exposes you to different ways of seeing things! As such, you will be expected to remain calm and professional, to objectively consider any differing thoughts and opinions, and if you wish, you may ask for more information and/or engage in respectful discussion as appropriate. It is indeed possible to disagree with someone AND remain calm, respectful, and professional!

Cheating

In this course, cheating means:

- Copying or in any way using someone else's work
- Having someone else complete your work, or working in pairs or teams
- Turning in a paper you didn't write, including the use of AI, unless specifically allowed by your instructor for a specific assignment
- Turning in a paper that is not original to this course (i.e., turning in a paper you wrote for another course... the *Turn-it-in* tool within Brightspace detects this)

If you are caught cheating or assist someone else in cheating... even one time, you will receive an F in the course and will not be allowed to remain in the class.

MCC's Academic Integrity statement, including its policies on dishonesty and cheating, can be found at www.mclennan.edu/academic-integrity.

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

Your instructor provided additional guidance specific to this course in this document.

06/24/2025



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 begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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)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 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 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 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/>

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>.

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) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email 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.

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.

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:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

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](#) 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.