WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Microeconomics

Econ – 2302.O081 –

Brooks M. Wilson

NOTE: This is a 16-week course.

First Things First:

Get started now by reading the Syllabus. All class materials can be accessed through MCC's platform, Brightspace. If you are familiar with Brightspace, you can skip the remainder of this paragraph. Click on the following link to find the Brightspace login page: https://brightspace.mclennan.edu/d2l/login. Your password and login are the same as those used for your student email and to register for classes. When you enter your password, you will arrive at a page that lists your MCC classes. Click on your class, identified by course name and section number. You will land on the Announcement page. A blue ribbon across the top of the page identifies student options through tabs, some containing drop-down menus.

You have purchased Pearson's *MyLab Economics* with the e-text Microeconomics as part of your tuition and fees. To access *MyLab Economics* and the e-text, click on Brightspace's Content tab. On the Content page, click the My Lab Economics tab in a vertical column on the left. Click on any of the MyLab Economics student links to register. DO NOT WAIT! It is simple for nearly all students, but a few will have technology issues. Email me if you have questions.

The MyLab Economics website follows the schedule set in the Syllabus and allows multiple attempts. Complete the Pretest linked to the Assessment page of Brightspace. Complete your introduction to earn five extra credit points by clicking on the Discussions tab of Brightspace, then the Introductions link, and finally, the New link. You are then ready to learn about microeconomics by completing the reading, homework, and quiz assignments. If you have questions, email me.

Course Description:

Analyzes the economy as a whole, including measuring and determining aggregate demand and aggregate supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal and monetary policies.

Prerequisites and/or Corequisites:

Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402.

Your Professor:

I am Brooks M. Wilson. After earning a BA in Economics, I became a banker specializing in business lending. One day, I was sitting at my desk, immediately at the front of my boss's desk, thinking about my career. He was the best boss I had ever had and the best banker. We had opened a new branch and were having great success expanding loans and deposits. I realized I

did not want to be a banker for thirty more years, even under the best conditions, so I returned to school and earned a Ph.D. in Agricultural Economics from the University of California, Davis.

Graduate school was exhilarating. I explored new ideas and learned to quantify data into meaningful statistics. Not only did my knowledge base change, but my opinions did as well. I knew that if a person's views didn't change as their knowledge level grew, they were born lucky always to be correct, and more knowledge was just a method to argue their inborn opinions better. I didn't want to be that person.

You will learn economics, which will challenge your current beliefs, no matter what they are. Throughout the class, we will explore the ideas of many economists with different economic and political beliefs. I have learned from them all, and I hope you do too.

Course Notes and Instructor Recommendations:

Orientation:
Not all sections of the syllabus will interest all readers, nor will they all be needed for the successful completion of this class, but some are. Why does the Syllabus contain sections that are not necessary? My employer requires some, and I like making my employer happy. The state requires others, and while I am not as thrilled about these sections, they are included too. All sections will be of value to some students.

When you have questions about the course or its procedures, the Syllabus should be the first place you look for answers. While I am happy to answer questions, asking me takes longer than seeking answers in the Syllabus. I do prioritize email. If you don't understand something in the Syllabus, start your email with something like, "I don't understand what the Syllabus means when you write…" This will give your email higher priority and help me improve my Syllabus.

Instructor Information:
Instructor Name: Brooks Wilson
MCC E-mail: bwilson@mclennan.edu
Office Phone Number: 254-299-8678
Office Location: Zoom
Student/Teacher Conference Hours: MTWTH 9:00-10:30 am

Conference Hours:

Please let me know if the conference hours do not meet your needs. We can find a time that works for both of us.

Communication Policy:

If you have any problems with this course, please email me at bwilson@mclennan.edu. I will attempt to answer within 24 hours unless it is the weekend. In that case, I will probably answer within 24 hours, but I will answer no later than Monday. If I do not contact you within 24 hours, resend your email. You can also contact me at my office number, 254-299-8678, or my personal cell phone number, 254-498-0183, but I prefer email; it is usually faster and leaves me an electronic record. Likewise, calling me on my cell phone is faster than using my office number.

Zoom:

Zoom is not a required resource, but you can use it to improve the quality of conference time. Email me if you wish to have an appointment. Don't forget to give me time to schedule the meeting, and email you the link. I am happy to meet with students outside of regular hours, as late as 11:00 pm, but I need more response time. There is a link to instructions on downloading and using Zoom on Brightspace's Syllabus tab.

Required Text & Materials:

The required text and homework assignments, quizzes, exams, and your final were purchased as part of the cost of taking this class. The materials are integrated into Brightspace. The text is

Title: Microeconomics
Author: Acemoglu, Laibson, and List
Edition: Microeconomics 3rd Edition
Publisher: Pearson
ISBN: 9780134641911

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

Methods of Teaching and Learning:

We will use Acemoglu, Laibson, and List's "Principles of Microeconomics: Third Edition" as our textbook. We will also use the Pearson product MyLab Economics. The cost of both was part of your MCC fees. You have already purchased MyLab Economics with the etext. To access *MyLab Economics* and the e-text, click on Brightspace's Content tab. On the Content

page, click the My Lab Economics tab in a vertical column on the left. Click on any of the MyLab Economics student links to register. Follow the rest of the instructions. Email me if you have questions.

Class Notes:
My class notes and a few lecture videos are available on Brightspace's Content page (found on the Navigation Bar) as an aid, but you are not required to use them. The best notes are written in Mathematica, saved in a CDF format, and are interactive. To use them, you must download a free program, the CDF player, which is like Adobe Reader. To download the PDF Player, search "Wolfram CDF Player" in your favorite browser. This process should take less than 10 minutes. Contact me if you have questions.

Course Objectives and/or Competencies:

Caution: The course objectives can be skipped to find more immediately important material. Please review the objectives before starting a new chapter.

The primary objective of this course will be to help students develop a thorough understanding of the principles of economics that apply to the economic system as a whole.

B. Specific Learning Outcomes

Successful completion of this course should enable the student to:

1. Learn ten principles of economics that will be used in class and more broadly used to view events in society.
2. Use methods economists employ to aid in critical thinking, including the scientific method.
3. Discuss common problems, such as identifying causality and omitted variables that economists encounter as they attempt to analyze events.
4. Distinguish between macroeconomic issues, which focus on resource allocation to achieve goals for the overall economy, and microeconomic issues, which focus on resource allocation from the point of view of individual market participants.
5. Know the definitions of supply and demand and distinguish supply and demand from quantity supplied and quantity demanded.
6. List and understand the determinants of supply and demand for goods and services.
7. Visualize the shifts of supply and demand when the determinants change.

8. Describe the effects on equilibrium output and prices when determinants change and the curves shift.
9. Interpret the meaning of elasticity.
10. Know various elasticity formulas.
11. Can graphically and algebraically define various types of demand curves.
12. Know the determinants of elasticity of demand.
13. Distinguish between normal and inferior goods using the income elasticity of demand formula.
14. Distinguish between substitute and inferior goods using the cross-price elasticity of demand formula.
15. Define income elasticity and supply elasticity.
16. Know the determinants of the elasticity of supply.
17. Describe and graph the extreme cases of elasticity.
18. Define a price ceiling, a binding price ceiling, and the resulting shortage.
19. Illustrate a price ceiling with gasoline and rent control case studies.
20. Define a price floor, a binding price floor, and the resulting surplus.
21. Illustrate a price floor with a case study of the minimum wage.
22. Distinguish between the incidence of a tax and the burden of a tax.
23. Define a buyer's willingness to pay.
24. Demonstrate how willingness to pay is linked to the demand curve.
25. Define and measure consumer surplus.
26. Demonstrate the link between a seller's cost and the supply curve.
27. Define and measure producer surplus.
28. Demonstrate that equilibrium price and quantity maximize total surplus in a market.
29. Review the impact of a per-unit tax.
30. Define and describe deadweight loss.
31. List significant expenditures of the federal government.
32. Briefly describe the history of state and local government growth.
33. List significant sources of revenue for state and local governments.
34. List significant expenditures of the state and local governments.
35. Distinguish between vertical equity and horizontal equity.
36. Define a progressive and a regressive tax system.
37. Define and provide examples of externalities.
38. Explain how externalities affect market efficiency.
39. Describe public policies toward externalities, including command and control regulation, market-based policies, and private collections.
40. Know the Coase Theorem.
41. Define two characteristics of goods: rivalry in consumption and excludability.

42. Define private goods, common resources, natural monopolies, and public goods based on the two characteristics.
43. Provide examples of public goods.
44. Provide examples of common resources.
45. Explain how nonexcludability leads to externalities.
46. Describe solutions to problems caused by public goods and common resources.
47. Describe cost-benefit analysis.
48. Review the impact of a per-unit tax.
49. Define and describe deadweight loss.
50. List significant expenditures of the federal government.
51. Briefly describe the history of state and local government growth.
52. List significant sources of revenue for state and local governments.
53. List significant expenditures of the state and local governments.
54. Distinguish between vertical equity and horizontal equity.
55. Define a progressive and a regressive tax system.
56. Define utility.
57. Determine the marginal utility and total utility from the experiment conducted once upon a time in class.
58. Graph total utility and marginal utility.
59. Define the law of diminishing marginal utility.
60. Explain the relationship between marginal utility and the responsiveness of demand to changes in price.
61. Interpret the definitions of substitution effect and income effect.
62. Explain the marginal utility/price equation.
63. Maximize utility using the decision-making equation.
64. Describe the production function.
65. Be able to verbally and graphically describe physical product, average physical product, and marginal product.
66. Describe four models of market structure.
67. List six characteristics of a perfectly competitive industry.
68. Define the term price taker and explain its significance to the competitive firm.
69. Graph total revenue and total cost to illustrate profit maximization.
70. Graph total cost and total revenue, highlighting areas of losses and profits.
71. State the profit maximizing rule.
72. Graph marginal revenue and marginal cost, highlighting the profit-maximizing rate of output.
73. Use the cost curves to illustrate total profit graphically.
74. Explain the shutdown decision.
75. Explain why a firm would operate in the short run despite suffering losses.
76. Graphically illustrate the shutdown point.

77. Derive the market supply from the supply curves of individual firms.
78. List the determinants of market supply.
79. Review the market characteristics of perfect competition.
80. Know that the equilibrium price determines profits for the firm.
81. Graphically illustrate how profits or losses combined with low entry barriers shift market supply and lower or raise economic profits.
82. Describe how the entry and exit leads toward efficiency.
83. Explain how entry and exit in the competitive market process limits firms to a normal profit.
84. List the four characteristics of monopoly.
85. List three barriers to entry.
86. Describe the monopolist's demand curve and how it differs from a competitive firm's.
87. Compute marginal revenue when given a monopoly demand schedule or draw marginal revenue given a graph.
88. State the profit-maximizing rule for the monopolist.
89. Choose the profit-maximizing quantity and price graphically or using a data table.
90. Discuss the economic effects of monopoly on price, quantity of product produced, allocation of resources, etc.
91. List two conditions necessary for price discrimination.
92. Define game theory.
93. Describe various types of games. These games are cooperative, noncooperative, single-period, multiperiod, zero-sum, positive-sum, and negative-sum games.
94. Recognize and describe the prisoner's dilemma.
95. Recognize and solve games involving the prisoners' dilemma.
96. Solve problems involving cooperative and noncooperative games.
97. Define Oligopoly and Monopolistic competition.
98. Graphically illustrate monopolistic competition in the short-run and long-run.
99. Compare monopolistic competition to perfect competition.
100. Discuss the impact of competition on societal welfare.
101. Discuss theories of the impact of advertising on societal welfare.

Course Outline or Schedule:

The class has four types of assignments: reading, MyLab Economics homework and quiz assignments by chapter, exams, and extra credit. The organization of the class is simple. You will read a chapter, complete the related homework and quiz assignments, and move to the next chapter. After completing

work on a grouping of assignments, take the related exam. After completing the four midterm exams, review and take the final.

The due dates are provided in the table. They are also listed on the MyLab Economics website. Assignments are subject to change. There are three due dates. The recommended due date (Rec Date), intermediate due date (Inter Date), and the final due date (Final Date). Different due dates endow students with the flexibility to fit the class assignments into their schedules. This will cause some confusion, but additional flexibility is a good tradeoff for the extra confusion.

Rec Date	Inter Date	Final Date	Assignments
Aug 25	Sept 2	Sept 2	Complete Pretest
Aug 26	Sept 23	Dec 7	CH 1. The Principles and Practice of Economics
Aug 31	Sept 23	Dec 7	CH 2. Economic Methods and Economic Questions
Sept 7	Sept 23	Dec 7	CH 4. Demand, Supply, and Equilibrium
Sept 10			Census Date
Sept 15	Sept 23	Dec 7	CH 4. Demand, Supply, and Equilibrium
Sept 23	Sept 23	Dec 7	Required MyLab Economics Assignments for the first exam due: The Principles and Practice of Economics, Economic Methods and Economic Questions, Demand, Supply, and Equilibrium.
Sept 23	Sept 23	Dec 7	Exam 1 (Chapters 1, 2, 4)
Sept 24	Oct 12	Dec 7	CH 5. Consumers and Incentives
Sept 30	Oct 12	Dec 7	**CH 6. Sellers and Incentives**
Oct 6	Oct 12	Dec 7	**CH 7. Perfect Competition and the Invisible Hand**
Oct 12	Oct 12	Dec 7	Required MyLab Economics Assignments for the second exam due Consumers and Incentives, Sellers and Incentives, Perfect Competition and the Invisible Hand
Oct 12	Oct 12	Dec 7	Exam 2 (Chapters 5, 6, 7)
Oct 16	Nov 5	Dec 7	CH 8. Trade
Oct 22	Nov 5	Dec 7	CH 9. Externalities and Public Goods
Oct 27			60% Date
Oct. 30	Nov 5	Dec 7	CH 10. The Government in the Economy: Taxation and Regulation
Nov 5	Nov 5	Dec 7	Required MyLab Economics Assignments for the third exam due: Trade, Externalities and Public Goods, The Government in the Economy: Taxation and Regulation
Nov 5	Nov 5	Dec 7	Exam 3 (Chapters 8, 9, 10)
Nov 11	Dec 5	Dec 7	CH 11. Markets for Factors of Production
			CH 12. Monopoly

Nov 17	Dec 5	Dec 7	CH 13. Game Theory and Strategic Play
Nov 24	Dec 5	Dec 7	CH 14 Oligopoly and Monopolistic Competition
Dec 5	Dec 5	Dec 7	Required MyLab Economics Assignments for the fourth exam due: Markets for Factors of Production, Monopoly, Game Theory and Strategic Play, and Oligopoly and Monopolistic Competition
Dec 5	Dec 5	Dec 7	Exam 4 (Chapters 11, 12, 13,14)
Dec 7	Dec 7	Dec 7	Late MyLab Economics Assignments and Retake Exams due. (Optional to improve a grade or complete a missed assignment)
Dec 8-10	Dec 9-11	Dec 9-11	Final Exam (Comprehensive)

Course Grading Information:

Homework Assignments and Quizzes:

MyLab Economics chapter assignments are divided into reading, homework, and quizzes. The homework and quizzes are graded and essential tools for understanding the economics this class covers. These assignments align closely with the Acemoglu, Laibson, and List textbook. They directly contribute to 18% of your grade and indirectly impact your exam scores. I employed a statistical method (regression) and found that a student's letter grade improves by almost a whole point for every fifteen questions answered correctly above the mean. The homework and quiz assignments are graded on an 90% curve.

Writing Assignment:

All students must complete a writing assignment that comprises 2%, or they will earn an incomplete. I will post an announcement on the Announcements page of Brightspace that will contain a brief presentation of material related to the assignment with a question, usually something I have written. Answer the question using economic intuition learned in the class and email that thought to me. I want your first thoughts, not a carefully researched answer. The answer should be around fifty words. I will respond to your comment, usually suggesting books or articles related to the extra credit assignment. You must answer my response proving that you have read it; it can be brief. You must complete the assignment at some time after the first exam and before November 10th. The deadline is to give me time to respond to your comment.

Exams:

Exams are also found in MyLab Economics. Students can retake all exams, including the final, two times. You may ask me to reset the exam if you wish to take an exam more than three times. I will grant additional attempts on a case-by-case basis. Exams are graded on a curve. After the curve has been added, the average grade will be 75% based on students' first attempts on an

exam. My curves, when they exist, are positive. I will not subtract points from an exam even when the first attempts exceed 75%. Each of the four midterm exams accounts for 15% of your grade and the final 20%.

The midterm exams and the final will be given online in MyLab Economics. Exams 1-3 will not require using the lockdown browser; exam four and the final will. If I could, I would not allow students to use notes or other aides. I cannot stop students from accessing other materials without the lockdown browser. With the lockdown browser, students cannot use calculators or a pencil and paper for calculations. I would allow you to use these helps. Because all students face the same difficulty, the curve will still be 75%, so student grades will not be compromised. I also review videos of students writing, doing excessive typing, looking away from the screen, etc. If problems arise, I will ask the student involved to take the exam at the Testing Center or via Zoom. Let me know if you have questions.

Do not ask for additional time unless you have a documented disability, which I will accommodate.

Extra Credit Assignments:

The purpose of extra credit is to help struggling students earn a C. It is not designed to help students earn a B or an A. There are several ways to earn extra credit. Before you begin to study Microeconomics, you will take a pretest. It is a completion grade for 5 extra credit points. **Don't look up answers**. Looking up answers will make you look smart as the class begins but dumb at the end of the class, particularly if your pretest score is above your exam averages. The pretest is designed to measure your knowledge before you study the subject. Every semester, students panic when they do not do well on it. Don't panic. Students should not perform well because they have not yet studied the subject. In addition to the pretest, I will supply other extra credit assignments during the semester. The first extra credit assignment is to make an introduction on the Discussions tab of Brightspace. Please write something about yourself that is unique. For example, I read novels in Spanish. I don't want to forget the second language that I worked to acquire. You can also email your response to me rather than post it if you prefer. It is worth 5 points.

You can earn additional extra credit by completing more than one writing assignment. Follow the same procedure as the writing assignment.

Extra credit points are applied as follows: They are first applied to homework and quiz assignments. Each extra credit point is equivalent to one chapter homework or quiz, but these assignments must be attempted before the extra credit is assigned. Once these scores reach 100%, extra credit is applied to exams below 70%. One extra credit point equals one percentage point of an exam score, but points are

only added until the score reaches 70%. It is possible not to have enough extra credit points to bring exam scores up to 70%.

All assignments can be completed late without penalty until the day before finals begin.

In addition to the required assignments, MyLab Economics generates a study plan based on the questions you missed on the homework and quiz assignments. Although not required, the study plan will help you prepare for exams. I will evaluate your performance in class using the following metric.

Testing Tool	Percent of Grade
MyLab Economics homework and quizzes	18%
Writing Assignment	2%
Midterms (4 @ 15% each)	60%
Final exam	20%

The class grading scale is as follows

A 90% and above
B 80-89%
C 70-79%
D 60-69%
F Below 60%

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

Students can complete any and all assignments, including exams, late without penalty as long as attendance is maintained at the required levels.

The faculty are required to take attendance. I will take it once a week. It is based on participation.

Course Attendance/Participation Guidelines:

Attendance is related to MCC policies on drops and withdrawals. There is a difference between a drop and a withdrawal. Drops occur before January 24 and can be initiated by a student or professor when a student fails to meet attendance criteria. They do not count against students in the six-course withdrawal count. Withdrawals occur after January 24 and do count in the six-course withdrawal limit.

If you follow the schedule in the syllabus, you will earn perfect attendance. There are 52 attendance points in the class, each related to completing a required assignment. The pretest, homework, and getting started quiz each earn one point. Each chapter homework and chapter quiz earns a point. The four midterm exams and the final each earn five points. You can follow a little behind and still earn an "attended." To earn an "attended" for a week, you must earn at least two attendance points per week for the first four weeks, and at least three points per week after that.

After January 24, students who fail to submit two consecutive work modules without notification of an excused absence as per MCC policy before the 60% point of the term will be withdrawn from the course. If students complete any part of a work module, they have "attended" and will not be withdrawn. Suppose 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. In that case, the professor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

An attendance point is not a grade. For example, you can complete all assignments on time with an average of 40%. You will have perfect attendance, but you will flunk the class. Attendance is evidence of class participation. Graded assignments and grading procedures will be described next.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity."

06/24/2025

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 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.