

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**US HISTORY I  
HIST-1301—011  
Donald Keltner**

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

**NOTE: This is a Face-to-Face course.**

Any portion of this Instructor Plan document is subject to adaptation to changing circumstances. Changes will be posted as addenda on Brightspace in the Announcements and the Instructor Plan sections on Brightspace unless they violate FERPA or confidentiality statutes.

**Course Description – United States History I :**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

**Prerequisites and/or Corequisites:**

Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec).

**Instructor Information:**

**Instructor Name:** Donald Keltner

**MCC E-mail:** dkeltner@mclennan.edu

**Office Phone Number:** 299-8934 (It would be best to email)

**Office Location:** MAC 314

**Office/Teacher Conference Hours:**

- Dual Credit (Off Campus): 7:00am to 7:25am, 4:00pm to 5:00pm Monday—Thursday
- Campus: Monday-Thursday, 9:15am to 11:00am
- Online Office Hours / Instruction: 1:00pm to 4:00pm, Monday—Thursday
- Fridays are reserved for bespoke appointments, committee meetings, content revision, online grading and institutionally mandated professional development / research.

I will regularly check my email between the hours of 7:30am and 4:00pm during weekdays (*core hours*); I will respond within 24 hours, likely sooner. It may take up to 48 hours on weekends. I will of course be lenient with issues occurring after business hours should they be of a time-sensitive nature.

**Other Instruction Information:** I reserve the right to use Zoom for communication purposes, though I have no plans to utilize that technology at this time. I have no plans to use Zoom for instructional purposes, though I reserve the right to in case of *force majeure*.

**Required Text & Materials:**

Title: *Give Me Liberty!: An American History*

Author: Eric Foner, Kathleen DuVal, Lisa McGirr

Edition: 7th Edition-Brief

Publisher: W.W. Norton

ISBN: (Note—this is an online textbook available through Inclusive Access)

1301: 9781324041856

Title: *Narrative of the Life of Frederick Douglass*

Author: Frederick Douglass

Edition: Thrift

Publisher: Dover

ISBN: 0-486-28499-9

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

**Textbooks and Course Materials**

Dr. Eric Foner's *Give Me Liberty!* is the textbook for this course and its purpose is to provide students with a big-picture overview of the totality of American History. **The textbook is supplementing the instructor, the instructor is not supplementing the textbook.**

The content provided by the instructor through the lectures, presentations and study guides are the core of the course content. These will extract certain topics, personalities, narratives and concepts from the textbook and expand upon them. The lectures and textbook work together to provide a comprehensive overview of American History with a focus in the areas where the instructor possesses a particular expertise.

**Read the following sections of the Instructor Plan about recommendations and student expectations carefully. If you cannot adapt to the expected behaviors in this course or follow the instructor's recommendations, there is little point in reading about grading and schedules.**

**Instructor Plan Statement of Understanding**

No student will be credited with grades or attendance past the first week of class unless the Instructor Plan Statement of Understanding is signed and returned to the instructor as students cannot be assessed on bases they do not understand. This applies equally to face-to-face, blended and online courses. Absences and missed grades resulting from not returning the signed statement by the second week of class cannot be made up and/or redeemed. If students have questions about the Instructor Plan, those should be discussed with the instructor the first week of class after they have read the Instructor Plan.

**Why You Need This Course:**

- It is part of the degree you want to earn (AA, AS, BA, BS, etc.), whether you plan to be an educator or not. To earn your degree, you must attain a level of competence in this subject.
- This course makes you a more valuable employee. Employees who only have knowledge of their precise function are of limited utility and can be easily replaced or laid off.
- The course makes you a good representative of any organization you belong to. You want to make your employer appear to be an organization of informed or educated people.
- This course will help you understand human nature and the world you must live and work in.

**Student Behavioral Expectations / Conduct Policy:**

- **This is a *College Class*.** You will receive the grade you earn—and this grade will be a permanent entry on your college transcript.
- **Attitude and conduct are part of *your* grade.** Pay attention, stay awake and make an effort to absorb the class material. Sleeping in class equals an absence.
- **Deadlines are deadlines.** Do your work on time. Continuously missing deadlines is not acceptable and continual forgiveness is not fair to the other students. I am sympathetic to special circumstances and personal emergencies. Lack of initiative is neither.
- **Ask for help if you need it—*when you need it*.** Problems *must* be solved quickly because there will be a point past which the instructor has no ability to help fix a situation. That is how the real world works, so take action when problems appear, not when they have become disasters that cannot be fixed.
- **Attendance is required.** MCC policy requires you be removed from the class if you have more than seven (7) unexcused absences. There is also a participation threshold to meet regardless of attendance. Being late to class twice will count as an absence.
- You will use your **MCC email account**. You are responsible for the contents of all class emails, announcements and all the content on the course Brightspace website.
- ***Cheating*** in any form will result in a zero (0) for that grade item. This includes use of Artificial Intelligence. Additional disciplinary action may be taken according to the policy outlined by the college conduct code. Zeros (0) resulting from cheating offenses *cannot* be dropped.
- Students are prohibited from eating in the classroom; this is division policy.

### **Course Notes and Instructor Recommendations:**

#### **Exams**

- 1) Read the textbook assignments and the relevant study questions / terms from Brightspace before class. The exam questions will be similar to the study questions.
- 2) Use the study guides and take notes. If you do not know how to take notes, there are guides on Brightspace to help you learn. **If you do not use the study guides, you will not be successful in this course.** Read the previous sentence again.
- 3) During or after class, answer the study questions and define the terms using your notes and the textbook readings.
- 4) Start studying for exams at least three days before. Use the weekend before the exam to do the bulk of your studying so you do not have to cram at the last minute.
- 5) The PowerPoint presentations are not notes, they are *only* a very basic outline. They are on Brightspace already. Why write down something you can download at any time?
- 6) The three major exams will each be 50 multiple choice questions with four possible answers for each question.
- 7) If something is not clear, if you are unsure of your preparation, *ask for help*.

#### **Primary Source Exam**

- 1) Give yourself adequate time to read the material. Do not read too far ahead because you may forget some of the material. Do not plan to skim the book the night before.
- 2) Use the study questions from Brightspace as you read through the book and take notes
- 3) The quiz questions will be similar to the study questions, just like the exams.
- 4) The primary source exam will each be 20 multiple choice questions with four possible answers for each question.
- 5) If something is not clear, if you are unsure of your preparation, *ask for help*.

#### **Homework Quizzes**

- 1) Pay attention in class; 25% of your course grade depends on it.
- 2) Take lecture notes and use the Study Guides, you may use them on the homework quizzes.
- 3) Quizzes will be given online and will be located in a specific module under **Content**.
- 4) Homework must be current to receive a grade on the scheduled exams.
- 5) If something is not clear, if you are unsure of your preparation, *ask for help*.

#### **Class Lectures are Copyrighted©**

The copyright for class lectures is retained by the instructor and recordings thereof are prohibited. Recording lectures or slideshows violates the retained copyright as outlined in Chapters 1-8 and Chapters 10-12 of Title 17 of the United States Code. Consequently, any device *capable* of recording or broadcasting, or any device linked to such a device, is thus prohibited from use in the classroom. Recording devices *not capable of broadcasting* will only

be allowed with an accommodation granted by the ADA office of the college. In such case, the instructor will designate a reasonable location for the device. Violations of the policy will incur a 10-point deduction from the Final Exam for *each* infraction and the student will be counted absent that day. These will be denoted as **demerits** in the online gradebook. Note the Final Exam grade cannot be dropped. If the number of infractions make the Final Exam grade zero, or the total incurred absences violates the course and college attendance policy, the student will be withdrawn from the course for cause. Any recordings provided by the instructor are licensed to only registered students in the course for the duration of the semester the course is taken; these are prohibited from being reproduced or disseminated beyond students in the course, again, as detailed in Chapters 1-8 and Chapters 10-12 of Title 17 of the United States Code. Penalties for doing so apply under the law.

**Class Participation Standard & Attendance:**

*Any* student who does not have a minimum of 2 exam grades or 1 exam & 1 primary source exam grades by week 15 of the course is subject to be dropped for not meeting the minimum participation requirement. Pursuant to this policy, completion of the exam or book quiz for the week that it is scheduled will constitute attendance for the entire week (*2 class meetings*). Simply being present in class and not participating in assessments (exams, quizzes, homework) is not an option in this course. If an exam or book quiz is later made up and the minimum grade required is achieved, the missed attendance will be adjusted accordingly.

**Methods of Teaching and Learning:**

A variety of methods can / will be used in teaching United States History I, including the use of lecture, discussion, written assignments and various projects. Student assessment will include objective exams, readings of primary and secondary sources, discussions, subjective and objective essays, projects and portfolios. These measures can / will assess critical thinking, communication, social responsibility and personal responsibility. A departmental rubric may be used to assess different aspects of the course objectives.

**Course Objectives and/or Competencies:**

**Critical Thinking:** Through lecture and a variety of objective strategies, students will be assessed on critical thinking ability. Objective examinations will specifically be used to assess critical thinking. Other assessment vehicles may include essays, portfolios, primary source objective exams, and presentations. Critical thinking is also thinking ahead, planning ahead and adapting to changing circumstances throughout the semester. It also means asking for help in a timely manner—*before* it is too late.

**Communication:** Measures such as objective tests, written assignments, discussions, portfolios and presentations may be used to measure the student's ability to communicate. Communication, which is one of the institution's core values, also requires all complaints lodged with the

administration be communicated to the instructor within 24 hours by the student as well. If not, then the assignment the complaint concerns is void in perpetuity. You are well within your rights to complain, but all parties must be informed equally, otherwise this violates the core institutional value of Integrity. Communication is also checking your MCC email regularly and responding in a timely manner.

**Social Responsibility:** Because the teaching of history involves evoking examples of successes and failures in social responsibility, and the continual importance of this issue politically and personally today, social responsibility naturally is emphasized. Assessment measures may include readings, primary document exams, discussions, projects and essays.

**Personal Responsibility:** Because the teaching of history also involves evoking examples of successes and failures in personal responsibility, and the consequences that personal choices can have, personal responsibility is also naturally emphasized. Assessment measures may include participation, readings, primary document exams, discussions, projects and essays. This includes coming to class at the time you have committed to, completing assignments on time and following the guidelines set out in this instructor plan. It also means asking for help in a timely manner—*before* it is too late.

#### **Course Academic Integrity Statement:**

All students who enroll in this course are subject to a **zero-tolerance standard** for cheating and plagiarism since Integrity is one of the core values of MCC. Consult the policy:

<https://www.mclennan.edu/academic-integrity/> to see what MCC defines as *cheating* and *plagiarism*. **It is your responsibility to know this policy and ignorance is not a defense.**

**Cheating** includes giving or receiving help on exams, quizzes or homework and turning in assignments that are significantly similar to that of other students. ***Cheating includes use of Artificial Intelligence (AI) in writing assignments.*** **Plagiarism** is defined as using specific information or material taken from published works and claiming it as one's own. This includes not citing sources or quotations. Plagiarism does not apply to general facts; for example, that the Battle of Chancellorsville took place in 1863. These definitions (*Cheating & Plagiarism*) are not mutually exclusive for the purposes of this policy. Findings of cheating and/or plagiarism will result in a grade of zero (0) for the grade item and can make you subject to all additional penalties listed in MCC's guidelines as detailed on the college website, provided alternate corrective action is not offered by the instructor.

Zeros (0) resulting from cheating or plagiarism violations *cannot* be dropped from the grade calculations. Also, a FERPA release does not give others the ability to intervene or advocate on your behalf—you as the student must answer for and defend your actions *alone*. Remaining in the course is consent to this policy, withdrawing from the course will constitute final remedy to all disputes arising from this policy.

Cheating and Plagiarism issues are semester-specific and bounded by the posted college schedule. Any disputes, inquiries and appeals will terminate on the last class meeting day of the

semester scheduled by the college, the most recent determination in the matter to stand permanently.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with 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. Class attendance will be the determinant in face-to-face classes. 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.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course (**8 absences**) or who miss 25% or more of assigned work for an online course (**4 grade items**) will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work. **Note: this policy is based on state law. There are no exceptions, no extensions and no excuses to this policy.**

**Course Schedule:**

Note that this is a 16-week course and you will be graded on your performance within those 16 weeks; unfinished work, or work not made up by the published deadline, will be recorded as a zero (0).

**HIST 1301 – Fall 2025 MW (Campus)**

**Section 1: The Rights of Englishmen (to 1783) - August 25-September 26**

- Textbook Chapters (Foner): 1-5
- Homework Assignments: 2
- Labor Day Holiday: Sept 1
- Census Date: Sept 10
- **Exam 1:** September 24

**Section 2: A New Order in Time (1783-1836) - September 29-October 31**

- Textbook Chapters (Foner): 6-8 & 10
- Homework Assignments: 2
- **Exam 2:** October 29

**Section 3: Crisis and Civil War (1836-1865) - November 3-December 5**

- Textbook Chapters (Foner): 11-14
- Homework Assignments: 2
- *Narrative of the Life of Frederick Douglass Exam* (Online): November 17-30
- Thanksgiving Holiday: Nov 26-28
- **Final Exam** – as scheduled by the college (see Brightspace)

**All Course Grades Due in Academic Records as they stand at 5pm on December 11**

US HISTORY I

HIST 1301-011

**Course Grading Information:**

<b>HIST 1301 Assessment</b>	<b>% of Course Grade</b>
<b>Exam 1</b> 50 Multiple-Choice Questions, Chapters 1-5	25%
<b>Exam 2</b> 50 Multiple-Choice Questions, Chapters 6-8, 10	25%
<b>Primary Source Exam: Frederick Douglass</b> 20 Multiple-Choice Questions	25%
The <b>lowest</b> grade of Exam 1, Exam 2 <i>or</i> the Primary Source Exam will be <b>dropped</b>	- 25%
<b>Final Exam</b> <ul style="list-style-type: none"> <li>▪ 50 Multiple-choice Questions, Chapters 11-14</li> <li>▪ This grade <b>cannot</b> be dropped</li> </ul>	25%
<b>Extra Credit</b> Extra Credit earned will be applied to the grades retained from Exam 1, Exam 2, the Primary Source Exam and the Final Exam.	Points added to retained grades
<b>Exams and Extra Credit (Total)</b> This total will be capped at 300 points and will be 75% of the final course grade, those being 75 points of the final 100-point average.	75%
<b>Demerits deducted as a result of violating copyright policy (after grades totaled)</b>	Varies, perhaps none
<b>Exam Preparation (Homework)</b> Homework scores will be tallied up to a total of 100 points and capped there. These will be up to 25 points of the final 100-point average.	25%
<b>Course Grade</b>	<b>100%</b>

**Additional Course Grading Information:** The final course grade cannot exceed 100. The instructor may allow a variance in certain instances. There will be limited opportunities to earn extra credit. The extra assignments are posted on Brightspace. See the Course Schedule.

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

Makeup exams and quizzes will be available for students via the appropriate office either on the MCC campus or remotely at the dual credit campuses. This will not apply to the Final Exam. The last day to make up missed grade items in face-to-face classes is the last class day of the semester. Missed homework can be made up, but the highest possible score on the missed homework will be 80% of the grade, or an approximation thereof.

**Incomplete Grades**

Lacking several grade items will not qualify a student for the grade of Incomplete. Neither will lacking initiative and inattention to the course schedule. The grade of Incomplete (I) will be granted only in very limited circumstances. This would be due to certain unique circumstances that would qualify as *force majeure* according to the instructor or the institution as a matter of benevolence. Incompletes will only be given if (1) a satisfactory reason is given to the instructor and (2) the student provides a written plan and a projected date to complete the course.

**Course ADA Accommodations**

This course has been reviewed by the specialist staff and administrators of the college and conforms to norms and expectations of the accrediting body overseeing the institution. The instructor by law *cannot* provide additional course materials, supplements, grade items or testing accommodations to individual students without a written directive from the college's Disability Services office. *It is exclusively the student's responsibility to seek accommodations.* If you think you are entitled to certain accommodations, or you are directed to inquire about such by the instructor, contact that office at 254-299-8122 or [disabilities@mclennan.edu](mailto:disabilities@mclennan.edu). You may also wish to contact the Title IX office at [titleix@mclennan.edu](mailto:titleix@mclennan.edu). Both offices are located in the Student Services Center, Suite 319. Their determination will be final and the instructor and student must abide by it. *Extra time accommodations do not apply to deadline dates unless specifically stated in the accommodations statement.*

**Instructor Plan Addenda**

Any portion of this Instructor Plan document is subject to adaptation to changing circumstances. Changes will be posted as addenda on Brightspace in the Announcements and the Instructor Plan sections on Brightspace unless they violate FERPA or confidentiality statutes.

**Course Force Majeure:**

For face-to-face classes, if a scheduled class meeting must be cancelled for cause, then recordings will stand as good faith substitutes for face-to-face class meetings. It may also prove necessary to employ Zoom. Continued enrollment in this class will constitute acceptance of this contingency and that the instructor and MCC will be held harmless in the occurrence without remedy. Withdrawal from the course will constitute acceptance of the same.

**Published Instructor Plan with Boilerplate Sections**

A link to the full Instructor Plan with the boilerplate items added by MCC is located in the Instructor Plan Module on the course webpage. The course-specific items in both documents are identical and students in this course are bound by **both** documents. Any typos or unclear passages in either plan will be interpreted exclusively by the instructor of record.

**Course Concluding Date**

The Information technology administrators at McLennan Community College have mandated that the course Brightspace page will close on **December 12, 2025**. After that point the instructor cannot and will not guarantee there will be a course to finish as the server space could be repurposed for future courses. That being the case, the grade posted on or before the grading deadline stated in the course schedule will stand and the course will conclude permanently. Any hardship delays in completing the course must be finished within 60 calendar days of the course conclusion date including holidays.

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

**(<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.

**This ends the course-specific portion of the Instructor Plan**

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](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/>

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](mailto: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](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [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).

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:**

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](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.