McLENNAN COMMUNITY COLLEGE

1400 COLLEGE DR., WACO, TEXAS 76708

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

CONTEMPORARY MATH: MATH 1332.L080

Linked with

FOUNDATIONS OF MATH: MATH 0308.L080

PROFESSOR CINDY BURNS

NOTE: This is an Online course.

NOTE: This is a 16-week course.

COURSE DESCRIPTION:

1332 Contemporary Mathematics is intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course.
Semester hours: 3 lecture

0308 Foundations is a quantitative literacy-based course designed to provide students with the skills and conceptual understanding for success in a quantitative literacy course (Math 1332). It is organized around big mathematical and statistical ideas. Foundations will help students develop conceptual understanding and acquire multiple strategies for solving problems. Semester hours: 3 lecture

PREREQUISITES AND/OR COREQUISITES:

TSIA score less than 950 with a Diagnostic score of 3-4.
This is a co-requisite class with Math 0308 and Math 1332 linked together as per Texas HB 2223.

COURSE NOTES AND INSTRUCTOR RECOMMENDATIONS:

This class is **LINKED** which means **we will cover two math courses in one semester**. One book will be used to cover both courses. Each course will have its own grading and attendance requirements and those will also be linked. It is possible to pass both courses or to pass 0308 but not pass 1332 or to fail both courses.

- All information for both courses is found in ONE syllabus and in the 1332 Brightspace (BS) Course**.**
- Instruction will focus on the 1332 material while using the time allotted for 0308 to do extended practice on homework and quizzes with the help of tutors.
- NOTE: Time management will be extremely important from day one of the class. **Students need to plan to work at least 6-9 hours per week for a 16-week class…and this is TWO classes…so plan to spend 12-18 hours per week**. After a few weeks of class, this time commitment can be re-evaluated and adjusted as needed.

This class is **ONLINE** which means **all instruction is online with all assignments and tests done online**. Instruction is via videos that can be accessed 24 hours a day, paused, replayed, and fast-forwarded as desired. Assignments on MyLab Math (MLM) are graded immediately.

Students need a good computer, fast internet, a webcam, and the ability to use all of these tools.

- Instruction is called Classwork (CW) and each classwork section must be done to a grade of 85 before the homework will open. CW is not part of the course grading. It consists of videos, pages of the e-text, interactive work, and practice problems similar to a classroom experience.
- Homework (HW) is due on Monday and Thursday nights at 11:59 p.m..
- **All tests and the final exam will be proctored by a service**—everyone will be videoed while taking the tests. A human is not watching, but videos may be viewed by instructor to verify appropriate testing behavior. Students will need a web camera of some kind and a computer that is NOT a mobile device (tablet or phone). **PREPARE NOW** for this!
- The Orientation/Syllabus Quiz will need a grade of 100 before any assignments will open.

Pearson's **MyLab Math (MLM)** will be the delivery system for all assignments and online instruction. The fee for MLM was included with tuition and no code of any sort is needed. If a physical textbook is desired, an older edition can be purchased online via a 3rd party seller or Pearson offers a $50 option.

Other instructor recommendations:

- **Manage time well**—Create a schedule including all activities to determine best time to do math.
- **Understand the requirements—PRINT THE SYLLABUS** and consult often. Due dates are used to keep students moving at a good pace.
- **Buy a notebook—**a 3 ring binder with a set of dividers—A lot of paper is used in the class.
- **Do the coursework**—Work regularly on assignments. All homework sections can be done to a score of 100 with repetition and corrections. Assignments can be reviewed by clicking MLM Gradebook. Students will plan to work 12-18 hours per week on two 16-week courses.
- **No extra credit requests.** Just do the assigned work 😊. There are a few bonus points hidden in a few announcements which is another good reason to…
- **Read the announcements** in Brightspace. Set notifications in BS.
- **Get help early!!!** Email or come see me or click TUTORING tab in BS for free tutoring at Mclennan Community College (MCC).
- **Use the resources MCC provides**—Get your money's worth!!! A complete list of support from MCC: https://www.mclennan.edu/campus-resource-guide/
- **Partake in the college experience—**Many students make life-long friends while going to college. Experiences and people encountered will help set the stage of a student's future career and life.

INSTRUCTOR INFORMATION:

Instructor Name: Cindy Burns
MCC Email: cburns@mclennan.edu
Office Phone: 254-299-8877.
Leave a message or send an email. Phone messages/calls are returned during on-campus office hours.
Office Location: Mathematics bldg., #219

Office Hours: The purpose of office hours is to give students the opportunity to engage with the instructor, discuss the course or course requirements, and/or receive assistance with the math problems.

On-campus: I will be available for face-to-face or zoom meetings during my on-campus hours.

- Monday and Wednesday 9:15-9:30
- Monday 1:45-3:30
- Wednesday 12:45-2:30

Online: Emails are preferred because they can be answered as soon as they are seen. The email inbox is checked frequently Monday-Friday. It is very helpful to use the ASK MY INSTRUCTOR button available on each homework page. MyLab Math sends the question so no need to re-type the math problem.

- Please do not use BrightSpace's Instant Messages.

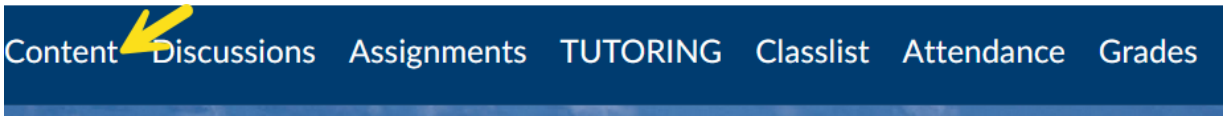
Zoom: Send an email to request an appointment. If an on-campus time listed above is not convenient, let instructor know of other good times to meet. Students will receive an appointment link via email. Video should be on for Zoom meetings.

Vital Information about emails:

- **Subject line needs to contain our class number: 1332.L080. This is a requirement.**
- MCC requires that student emails come from the student's MCC email address or through BS. Replies do not show up in BS—must go to MCC email.
- Body of the email should include a greeting, a question and/or the work, and student's name.
- It is very helpful to use the ASK MY INSTRUCTOR button available on each homework page. It is a good idea to leave wrong answer in the answer box. Sometimes it is the way the answer was written that the computer didn't like. It is important to include your work in the email.
- Replies to emails will be within 24 hours, but not on the weekend beginning at 5 p.m. on Friday.
    - Since instructor's email inbox is checked frequently, responses are often within minutes.

REQUIRED TEXT & MATERIALS:

We will use **MyLab Math (MLM)** from Pearson for online work. **Cost is included in student's tuition statement.** The book is included as an e-book. Not necessary to buy a hard-cover book. Students access MLM by going to their Brightspace math course and clicking on Content.



Title: *Thinking Mathematically* Author: Robert Blitzer
Edition: 8th Publisher: Pearson ISBN: NA

- Desktop or laptop computer—with attachable webcam or a built-in camera and high speed internet.
  - MCC has computers and internet available for student use in the library. **We also have computer, webcam, and internet hot-spot loaner program—talk to instructor if needed.**
- 3 ring binder with dividers and notebook paper—preferred method for organizing papers.
- Scientific calculator—TI: 30XIIS or instructor's preference: free version on www.Desmos.com
- Colored pen or pencil.

MCC BOOKSTORE WEBSITE: http://www.mclennan.edu/bookstore/

METHODS OF TEACHING AND LEARNING:

In an ONLINE class, students need to be persistent and intentional in "attending" class and participating in the learning of mathematical concepts. Students will spend considerable time doing:

- Classwork that incorporates
  - watching and listening to instruction,
  - writing notes, and
  - practicing new skills.
- Graded work that includes
  - homework,
  - quizzes,
  - navigator activities,
  - and tests.
- Extra practice that involves
  - Students completing a short tutoring session before requesting the password to open Test 1.
  - Another half-hour tutoring session WITH A TUTOR OR INSTRUCTOR whenever a student scores below 50 on any test. Next test will be blocked until tutoring is completed and proof submitted to instructor.

Learning a new skill takes patience and practice…and lots of both!!

COURSE OBJECTIVES AND/OR COMPETENCIES:

FOR 1332: Upon successful completion of this course, students will:

1. Apply the language and notation of sets.
2. Determine the validity of an argument or statement and provide mathematical evidence.
3. Solve problems in mathematics of finance.
4. Demonstrate fundamental probability/counting techniques; apply those techniques to solve problems.
5. Interpret and analyze various representations of data.
6. Demonstrate the ability to choose and analyze mathematical models to solve problems from real-world settings, including, but not limited to, personal finance, health literacy, and civic engagement.

FOR 0308: Upon successful completion of this course, students will:

1. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts.
2. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts.
3. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations.
4. Apply algebraic reasoning to manipulate expressions and equations to solve real world problem.
5. Use graphs, tables and technology to analyze, interpret, and compare data sets.
6. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions.

COURSE ATTENDANCE/PARTICIPATION GUIDELINES:

Regular attendance is required by the college and is beneficial to the learning process. Online class attendance is very flexible and therefore needs to be planned.

- Students who do not do the Orientation/Syllabus Quiz by midnight **Sep. 9** will be dropped **Sep. 10** for having never attended.
- Attendance is based on homework activity and test completion.
- Due dates are used to keep everyone working at a good pace and are FIRM.
- Attendance will be checked on Tuesday mornings and recorded in Brightspace.

- Students will be marked **Present** if all of the week's MLM assignments have a grade.
- Students will be **Tardy** if some of the MLM work has a grade. Each tardy will equal ½ absence.
- Students will be **Absent** if all of the MLM assignments for the previous week are past due when attendance is checked on Tuesday morning.
- **Students with more than 4 absences or who have two tests with grades of zero as of midnight Oct. 26 will be withdrawn from the course on Oct. 27.**
- If dropped or withdrawn in linked courses then dropped or withdrawn from both.
- Student Requested withdrawals must be requested via student email before 4:30 **Oct. 27**.
- No withdrawals after **Oct. 27** unless student meets criteria listed in the MCC policy below.

MCC Policy:

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. 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 or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may request to be withdrawn with a grade of W before the 60% point of the semester.*

***After the 60% point of the semester**, students may request to be withdrawn if the student is passing; or be assigned final grade earned at the end of the semester after grades have been updated to reflect missing work.*

COURSE OUTLINE OR SCHEDULE:

This schedule is subject to change and if changes are made, then students will be notified by an announcement in Brightspace (BS).

- ***Turn on email notifications for BS announcements.***
  - *Click your name at the top of our BS course page and then click Notifications. Check email next to announcements.*

WEEK	BEGINS	CLASSWORK (CW) & HOMEWORK (HW) SECTIONS COVERED Assignments are due at 11:59 p.m.	DUE
1	Aug. 25	Read syllabus/take Orientation/Syllabus **QUIZ** ➢ Navigator: Discussion 1	Aug. 28
1	Aug. 27	1.1 Inductive & Deductive Reasoning 1.2 Estimation, graphs, math models	Sep. 1
2	Sep. 1	**LABOR DAY HOLIDAY—Campus closed on Monday.** ➢ Navigator: Assignment 1	Sep. 4

2	Sep. 3	1.3 Problem solving 2.1 Basic Set Concepts	Sep. 8
3	Sep. 8	2.2 Subsets ➢ Navigator: Discussion 2	Sep. 11
3	Sep. 10	2.3 Venn Diagrams and set operations with 2 sets	Sep. 15
4	Sep. 15	2.4 Venn Diagrams and set operations w/ 3 sets	Sep. 18
4	Sep. 17	**Practice QUIZ & TEST 1—CRITICAL THINKING & SET THEORY**	Sep. 22
5	Sep. 22	8.1 Percent, Sales Tax, and Discounts ➢ Navigator: Assignment 2	Sep. 25
5	Sep. 24	8.2 Income Tax	Sep. 29
6	Sep. 29	8.3 Simple Interest ➢ Navigator: Assignment 3	Oct. 2
6	Oct. 1	8.4 Compound Interest 8.5 Annuities	Oct. 6
7	Oct. 6	8.6 Cars ➢ Navigator: Assignment 4	Oct. 9
7	Oct. 8	8.7 Cost of Home Ownership	Oct. 13
8	Oct. 13	8.8 Credit Cards	Oct. 16
8	Oct. 15	**Practice QUIZ & TEST 2—PERSONAL FINANCE**	Oct. 20
9	Oct. 20	2.5 Survey Problems	Oct. 23
9	Oct. 22	9.1 Dimensional Analysis	Oct. 27
10	Oct. 27	9.2 Metric Conversions ➢ Navigator: Discussion 3	Oct. 30
10	Oct. 29	9.3 Temperature Conversions 10.2 Triangles	Nov. 3
11	Nov. 3	10.3/10.4 Perimeter and Area	Nov. 6
11	Nov. 5	10.5 Volume and Surface Area **Practice QUIZ & TEST 3—** **DIMENSIONAL ANALYSIS & MATH MODELS**	Nov. 10
12	Nov. 10	11.1 Fundamental Counting Principle ➢ Navigator: Assignment 5	Nov. 13
12	Nov. 12	11.2 Permutations 11.3 Combinations	Nov. 17
13	Nov. 17	11.4 Fundamentals of probability	Nov. 20
13	Nov. 19	11.6 What are the Odds? 11.7 Probability Events with “and” or “or”	Nov. 24
14	Nov. 24	12.1 Sampling, Frequency Distributions, Graphs 12.2 Measures of Central Tendency	Dec. 1
14	Nov. 26	**HAPPY THANKSGIVING—Campus closed Wed. – Sun.**	
15	Dec. 1	12.3 Measures of dispersion	Dec. 4

		12.4 Normal Distribution ➢ Navigator: Discussion 4	
15	Dec. 3	**Practice QUIZ & TEST 4—PROBABILITIES & STATISTICS**	Dec. 7
16	Dec. 8	**FINAL EXAM—Cumulative assessment of all concepts**	**Dec. 10**

COURSE GRADING INFORMATION:

For 1332, students will receive a letter grade of either A, B, C, D or F based on averages below:

A = 90% + B= 80-89% C = 70-79% D = 60-69% F = below 60%

Grading in 1332 will be based according to the following percentages.

Homework: 20% Navigator Project: 10% Quizzes (4): 10% Tests (4): 40% Final Exam: 20%

For 0308, students will receive CR (credit) if they pass 1332 with a C or better. If a student averages less than 70 in 1332, then the grade for 0308 is based on homework (50%) and the average of Tests 1 and 2 (50%). If that average is 70 or above, student will receive CR; if lower than 70, then student will receive NC (No Credit).

Student GRADEBOOK is in Brightspace (BS)—click **Content** tab; then **Student Gradebook**.

Classwork:

Classwork problems are in BS. Click **Content** tab; then **MyLab Math** then **Math Assignments**.

- Classwork (CW) contains instructional videos. Students are able to pause, replay, or fast-forward through the videos and therefore tailor the course to individual learning styles.
- Practice problems are built into several of the videos and it is helpful to do as instructed in the video to pause the video and do the problems as if sitting in a classroom.
- Other practice problems that include vocabulary, concept reviews, and homework type problems make up the bulk of the points needed to proceed to the homework.

Homework:

Homework problems are in BS. Click **Content** tab; then **Math Assignments**.

- Homework (HW) will open after corresponding Classwork (CW) has a score of 85.
- HW assignments are due the following Monday or Thursday as listed on p. 7-8.
- Each HW assignment needs a minimum score of 80. Meeting minimum is not the best strategy.
- Each missed problem can be re-done until it is correct so it is possible to score 100.

- Due dates are necessary to keep everyone on track to finishing the class on time. If the assignment is turned in late, a penalty of 1% per day is applied to the work done after the due date.
- No extensions on homework due dates.

College Navigator Project:

Activities are in BS. Click **Discussions** OR **Assignments** tab**.**

- There will be one short interactive type activity every week that does not have a quiz or test due.
- The activities will extend a student's knowledge of available resources and math concepts.
- An activity will open Monday morning and is due Thursday night before midnight.
- No late assignments accepted unless there is a documented serious interruption.
- Each activity is worth 10 points and the maximum semester score is 100.
- Follow all of the directions carefully to get all of the points. Read the rubric if available.
- This is an "easy A" type of project that involves little time and is not math intensive.
- Grades will be recorded in MLM Gradebook within 3 business days.

Navigator Project Assignment Chart:

WEEK	BRIGHTSPACE	DESCRIPTION	DUE
1	Discussion 1	Introduction to classmates	Aug. 28
2	Assignment 1	How to use Ask My Instructor button	Sep. 4
3	Discussion 2	MCC Services	Sep. 11
5	Assignment 2	Self-Progress Report	Sep. 25
6	Assignment 3	YouTube video	Oct. 2
7	Assignment 4	Khanacademy.org	Oct. 9
9/10	Discussion 3	Test 2 Debrief	Oct. 30
12	Assignment 5	Venn Diagram Game	Nov. 13
14/15	Discussion 4	Looking Forward	Dec. 4
16		Attendance— Number of days present (P) over 15	Dec. 7

Quizzes:

Quizzes are in BS. Click **Content** tab then **Math Assignments.**

- The first quiz tests knowledge about the requirements for this class. Students must score 100 on the Orientation/Syllabus Quiz before classwork (CW) will open. The quiz contains questions about information in the syllabus, the BS announcement page, and the getting started videos in the Welcome announcement.
    - Password is found in the MCC email box in the email from me titled DAY ONE.
- The next four quizzes are practice test quizzes for the four tests and will open when the corresponding homework assignments have grades of 80.
- Quizzes are timed to give students the experience of a timed test before taking a test.
- Each quiz needs a grade of 75 before the corresponding test will open.
- Quizzes can be done and improved at any time; have unlimited attempts; and highest score is kept.

Unit Tests:

Tests are in BS. Click **Content** tab then **Math Assignments.**

- The corresponding quiz needs a grade of 75 for a test to open.
- Tests have an 80-minute time limit which is the same amount of time as taking face-to-face.
- A graphing calculator may be used. If a phone is used, it will be considered cheating! The tests will have the Desmos calculator attached.
- Two attempts are given for tests. The first attempt must be done before the deadline. A grade of 0 (zero) will be entered if first attempt of test is not done by due date. The second attempt may be done before or after the due date.
- **Notes may be used.** The directions that Pearson attaches to the proctoring service says notes may not be used so ignore that directive.
    - The syllabus always has the correct rules to follow.
- **ALL TESTS ARE PROCTORED.** After opening the test, follow directions and Respondus Monitor will check that the computer's camera is working correctly. Students will need a school I.D. or a license. Everyone is videoed while taking the test and the video will check for improper behavior during a test. If someone is looking extremely left or right then it looks like another computer monitor is being observed. Do not leave the area while taking the test.
- **If anyone encounters problems with the monitoring service**, contact https://web.respondus.com/student-help/ for support and/or a live chat option.
    - May also call MCC's IT team for help. 254-299-8077.
    - May email helpdesk@mclennan.edu for more help.
- Test 1 will have two prerequisites:
    - Practice quiz will need a grade of 75 and

  - proof from Upswing that student met with a tutor either in person or virtually. See announcement for details.
- Whoever does not have a final score at least a 50 on any test will meet with a tutor or meet with me before allowed to take the next test. Submit proof according to announcement details.
- **All tests must be attempted to be eligible to take the Final Exam.**

Final Exam:

Final may be found by clicking in **BS on Content** and then **Math Assignments** button**.**

- Students will take an **online PROCTORED comprehensive FINAL EXAM**.
- The Final Exam will have a two-hour limit and there is only one chance to take it.
- A scientific calculator may be used. If a phone is used, it will be called cheating. The Desmos calculator will be attached to the test.
- Notes may be used. Organizing them will be good practice for the final.
- THE FINAL EXAM WILL OPEN IF ALL TESTS HAVE BEEN TAKEN.
- No one will be able to pass this course without taking the final exam.
- Final Exam grade may replace a lower test grade if needed.
- THE FINAL EXAM IS DUE AT 11:59 P.M. ON Wednesday, Dec 10.

LATE WORK AND MAKE UP WORK POLICIES:

Late work:

- Online homework will close each Monday or Thursday at 11:59 p.m. Students may continue to work after the due date with a 1% per day penalty on all late work. This is not a self-paced class.
- Navigator Activities are due on Thursday nights and will not have extended due dates.
- Tests may be taken late, but the opportunity to take a test twice is eliminated.
  - **The second attempt can be done before or after the test's due date.**
  - It is not a good strategy to skip tests and risk being withdrawn from the course.
- All assignments except the final will close permanently on Dec. 7.

Make-up Work:

- Make-up work is not offered unless a student has an excused absence according to the policy of MCC. If a serious situation affects a student's progress, the student needs to share that information and documentation of proof with the instructor ASAP so options may be discussed.

STUDENT BEHAVIORAL EXPECTATIONS OR CONDUCT POLICY:

Students are expected to:

- "attend" class on a regular basis and participate in the learning process.
- treat other humans with respect, kindness, and fairness.
- use resources provided by the instructor and Pearson or other online resources.
- display integrity while taking tests.

- **Cheating is easy in a math class. I encourage use of online help while working on homework but do not use Photomath or any other website during a test!**
  - **DON'T CHEAT YOURSELF OF AN EDUCATION!**
- **Do not use Artificial Intelligence (AI) websites to answer questions** for Navigator Project. Answers created by AI are easy to recognize and will guarantee a zero for affected assignments.
- **If a student is found to be doing anything that is unethical, then the student will be reported for suspicious test-taking behavior to the appropriate MCC authorities and the grade for that assignment will become zero.**
- **If a second incident of cheating occurs, the student will receive an F for the class.**

Click Here for the MCC Attendance/Absences Policy

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

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

TO GET STARTED IN THIS COURSE:

- **Print this syllabus. Be sure to download before printing. Keep in notebook for quick reference.**
- **Read over Academic Resources and Policies posted after the syllabus.**
- **An email will be sent on or before the first day of class titled DAY ONE with the Orientation/Syllabus Quiz password.**
- **Go to Brightspace on the first day, read the Welcome announcement, and watch the attached videos.**
- **Go to MyLab Math Assignments and take the Orientation/Syllabus Quiz.**

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.