WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ABNORMAL PSYCHOLOGY

PSYT_2331_H001

JESSICA SHELTON, M.S.ED, LPC, LMFT

NOTE: This is a 16-week course.

NOTE: This is a Hyflex course.

Course Description:

Examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Semester Hours 3 (3 lec)

Prerequisites and/or Corequisites:

There are no prerequisites for this course; however, understanding psychology and other basic Mental Health concepts is a very helpful foundation for the class. Technology and computer skills as well as the hardware necessary for taking a Hyflex class are also required. This will be fast-paced, and you must have good computer skills, as well as a dependable computer, high-speed internet, and webcam capabilities for Zoom (if you choose to attend live Zoom sessions).

Course Notes and Instructor Recommendations:

You should view the online orientation module ("Getting Started") as soon as Brightspace becomes available. All students need to complete the Getting Started quiz. Students who attend both live class sessions (whether on Zoom or in person) will not be required to complete the Getting Started Discussion.

Instructor Information:

Instructor Name:	Jessica Shelton
MCC E-mail:	jshelton@mclennan.edu
Office Phone Number:	(254) 299-8755
Office Location:	CSC E 129K
Zoom Office Hour Meeting ID:	189-001-496
Class Meeting ID:	977-2842-2285

Office/conference hours are posted on the course homepage and outside my office door.

Email is the preferred method of communication. I respond to emails within one business day (Monday-Friday). Please use your MCC student email address to contact me, and be sure to put your name, student ID#, and course name and section in the email.

REQUIRED Text & Materials:

Title: *Abnormal Psychology: A Modern Approach*
Author: Burke, B.L., Wrona, M.C., Trost, S.E., deRoon-Cassini, T.A, and Bernstein, D.A.
Edition: Third
Publisher: Academic Media Solutions
ISBN: 978-1-950-37744-2 (color paperback) **OR** 978-1-950377-39-8 (online access card)

OPTIONAL Text & Materials:
Title: *Desk Reference to the Diagnostic Criteria from DSM-5-TR*
Author: American Psychiatric Association
Edition: First
Publisher: American Psychiatric Association
ISBN: 979-8819691984
(The full version of the DSM-5-TR is also available for free on the MCC Library website in the Psychiatry Online database. This is what I will refer to in class: https://ezproxy.mclennan.edu/login?url=https://psychiatryonline.org/.)

The textbook publisher, Academic Media Solutions, also has lecture guides, study guides, and quizlet question sets available for purchase on their website. These are optional, but students report these to be helpful as they move through the material. Be sure you purchase aids for the 3rd ed. when available. https://www.textbookmedia.com/study-tools/abnormal-psychology/

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

Methods of Teaching and Learning:
This is a Hyflex course, which means that the course is offered as a face-to-face class, a Zoom class, and a fully online class, all at the same time. You get to decide how you want to "attend" each week. The assignments you are required to complete each week will depend on how you attend class. This means it is very important that you read instructions carefully, you keep track of your attendance, and you are comfortable navigating this class.

The primary methods of teaching and learning include a combination of textbook reading, supplemental material provided online via Brightspace or in the classroom, and discussions with classmates relevant to the topic. Participation in discussions, whether online or in class, will be an integral part of the learning process. You will have a weekly reading assignment directly from the textbook, and you will take an online quiz for each reading. You will also learn more about an additional mental disorder not covered in the course through a research assignment. You will also complete two exams.

The amount of time you spend with the material and the interactions you have with it dramatically affect your ability to remember it. You will need to allow regular time each week to read the assigned material and complete the assignments. Logging in daily is highly recommended, as helpful announcements, reminders, and supplemental information will be posted regularly. A high level of self-discipline is needed for successful completion of this course.

Course Objectives and/or Competencies:

OBJECTIVES

By the end of the semester, you will be able to:

1. Demonstrate knowledge and understanding of normal and abnormal behavior.
2. Describe and compare different mental disorders in the DSM-5-TR (**symptoms**).
3. Identify the various **causes** of the mental disorders.
4. Demonstrate knowledge of various **treatments** for the mental disorders and know which are prescribed for a particular disorder.

COMPETENCIES

By the end of the semester, you will be able to:

1. Compare/contrast normal and abnormal behavior.
2. Demonstrate knowledge of the diagnostic categories in the DSM-5-TR.
3. Describe the symptoms, causes and treatment methods for each of the major diagnostic categories.
4. Identify which disorders are more likely to be dual or coexisting disorders.
5. Demonstrate knowledge of high-risk and serious conditions, how to identify them early and how to address them proactively.

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. 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.

Classes have two weekly synchronous meetings (on campus and on Zoom), and weekly online assignments. Students can choose how they would like to attend class, and different online assignments will be required depending on how the student attended that week. Attendance is taken weekly.

- A student is present if they are physically present in the synchronous meeting, either in the classroom or on Zoom, or if they complete either of the online assignments.
- A student is absent if they fail to complete any of the online assignments required of them that week, or if they do not attend either of the synchronous class meetings.
- A student is dropped from the class if they are absent from every meeting and online assignments prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total weekly absences prior to the 60% date of the semester.

- After the 60% date, students who are passing the course may be withdrawn upon their request.

Once a student exceeds the maximum number of absences in this course, they will be withdrawn from the course. If they have previously been withdrawn from 6 courses, they must remain on the roster for this course. However, any assignments submitted or completed after exceeding the absence limit will not be accepted and the student will receive a failing grade for the course.

Course Outline or Schedule:

(Any adjustments will be announced in class and through an announcement in Brightspace. See the detailed calendar in the "Course Syllabus and Calendar" module for more specific dates.)

Week 1	Orientation
Week 2	Ch. 1 – Detecting and Classifying Mental Disorders
Week 3	Ch. 2 – Past and Present Understandings of Mental Disorders
Week 4	Ch. 3 – Disorders of Childhood and Adolescence
Week 5	Ch. 4 – Schizophrenia Spectrum and Other Psychotic Disorders
Week 6	Ch. 5 – Bipolar Disorders and Suicide
Week 7	Ch. 6 – Depressive Disorders
Week 8	Ch. 7 – Anxiety Disorders
	MIDTERM EXAM (Addresses Objectives 1-4 and Competencies 1-5)
Week 9	Ch. 8 – Obsessive-Compulsive and Related Disorders
Week 10	Ch. 9 – Trauma- and Stressor-Related Disorders
	Research Assignment due (Addresses Objectives 1-4 and Competencies 1-5)
Week 11	Ch. 12 – Eating and Feeding Disorders
Week 12	Ch. 14 – Substance-Related and Addictive Disorders
Week 13	Ch. 16 – Personality Disorders
Week 14	Ch. 13 –Gender Dysphoria
Week 15	Ch. 17 – Paraphilic Disorders and Legal Issues
Week 16	**FINAL EXAM** (Addresses Objectives 1-4 and Competencies 1-5)

****Weekly assignments will always be due by 2pm on Mondays.**

Course Grading Information:

Your grade in this course will be determined by:

- the average of your weekly discussion grades (online or live) - 20%
- the average of your weekly online quizzes - 20%
- research assignment - 20%
- midterm exam – 20%
- final exam – 20%

1. **WEEKLY DISCUSSIONS** **Use of A.I. in any way is entirely prohibited.**

Regular attendance and participation is required in a Hyflex course and will enhance your comprehension of the material. Get to know the others in the class (networking), show respect, and have fun. The information we cover will provide you with a strong foundation for working with personal, family, and professional situations.

Discussion grades in this Hyflex course are earned by one of two ways: 1. by attending both live class meetings in one week (in the classroom or on Zoom) and participating in the discussions in class, or 2. by answering the online Discussion question and commenting on classmates' posts by the deadline. Each of the weekly Discussions is worth up to 100 points, and the average of all Discussions will count toward your overall grade. The lowest Discussion grade will be dropped automatically. The Discussion average is 20% of your grade.

Live Discussion grades: Students who attend both weekly class sessions in their entirety, whether in the classroom or on Zoom, can complete their weekly discussion requirement without participating in the online discussion. In order to earn full points, you must be on time and stay for the full length of the class. You must participate in the discussion portions of the class. Students who are present but not participating in the conversations should expect to be called on. If you are attending class on Zoom, your video should stay on for the entirety of the class with your face fully visible. If you are not able to earn full points for you discussion grade through live participation, you may participate in the online discussion for a grade instead. All students are welcome to participate in the online discussion, even if full points are earned for the live discussion for the week.

Online Discussion grades: Students who do not attend both live weekly sessions need to complete their discussion requirement online. Each module has a question related to the disorders covered in that chapter. You will reply to the question and reply to two of your classmates' posts. In order to receive full credit for Discussion responses, they need to be well thought-out posts; **posts with just a few words don't count as a "discussion."** Similarly, posts

made all in one day do not amount to a "discussion," since students who do this rarely log back in to see the comments their post generated. Posting the same (or very similar) comment on classmates' posts also does not add to the discussion. Therefore, please adhere to the following guidelines in order to maximize your Discussion points:

	Full Credit			
Number of Posts	3 posts over 2 or more days 30 points	3 posts all in 1 day 20 points	2 posts 10 points	1 post 5 points
Length of Posts	All posts are developed paragraphs 30 points	1 post is too short 20 points	2 posts are too short 10 points	All 3 posts are too short 5 points
Accuracy and Thoughtfulness of Posts (posts contribute new ideas to the discussion)	All posts are thoughtful and accurate 30 points	1 post either contains inaccurate information or does not contribute to the discussion 20 points	2 posts either contain inaccurate information or do not contribute to the discussion 10 points	All 3 posts either contain inaccurate information or do not contribute to the discussion 5 points
Spelling/Grammar	Posts are generally free of errors 10 points	Posts contain a few minor errors 7 points	Posts contain multiple errors 4 points	Posts contain significant errors 0 points

Students who do not post anything for the week and did not attend both live sessions will receive a 0 for the week. Remember that appropriate online etiquette is required at all times; this information is posted in the "Getting Started" area of the course.

ALL POSTS ARE DUE EACH MONDAY BY 2PM, BUT I ENCOURAGE YOU TO POST EARLIER TO EARN MORE POINTS AND INCREASE CLASS DISCUSSION.

2. QUIZZES **Use of A.I. in any way is entirely prohibited.**

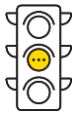
A quiz is required each week over the topic presented. If you read the chapter and used the accompanying slideshow to check your understanding, you will be well prepared for the quizzes. Each of the weekly quizzes is worth 100 points, and the average of all quizzes will count toward

your overall grade. The lowest quiz will be dropped automatically. The Quiz average is 20% of your grade.

IMPORTANT: The purpose of the quizzes is to ensure you understand the main concepts of each unit. Short answer and essay questions should always be in your own words and not "copy/pasted" from the course materials. You will not receive credit for answers that are:
a. incomplete or the answer is too brief (i.e., one word for instructions to "discuss")
b. answers are cut and pasted instead of in your own words

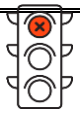
Quizzes are due by 2pm each Monday. You can attempt each weekly quiz twice; the average of your attempts will be the grade posted in the gradebook. I encourage you to take your quizzes early in the week so you have time to retake the quiz and improve your score before the deadline. Feedback on each quiz is provided for you in the "Quizzes" section under the "Assessment" link; click on the arrow to the right of the quiz and click "submissions" to see your feedback.

*****WEEKLY DISCUSSIONS AND QUIZZES CANNOT BE MADE UP UNLESS THERE IS A DOCUMENTED EXCUSE THAT PREVENTED YOU FROM COMPLETING THEM THAT WEEK. (I.E., getting sick on Monday morning will not excuse work that you had the entire week to complete).*****

3. RESEARCH ASSIGNMENT  **A.I. *may* be used to generate sources or organize your work, but it may NOT be used to write your paper, nor is it considered a source itself.**

You will select one diagnosis from the DSM-5-TR that will not be covered in class and research that diagnosis. Choose any single diagnosis in chapters 10, 11, or 15, or any single diagnosis from the Sleep-Wake disorders in Ch. 12 or the Sexual Dysfunctions in Ch. 13. You will summarize your findings in a written paper to be turned in. More details will be given in the "Assignments" link under "Assessments" in Brightspace. The assignment is worth 100 points and is 20% of your grade.

IMPORTANT: I highly recommend that you submit this assignment before the deadline. There is no penalty for turning in the Research Assignment early, but if something prevents you from submitting the assignment before the deadline, you will lose points automatically. I also strongly encourage you to take advantage of the bonus opportunity attached to this assignment as it is the only chance to earn bonus points in this course.

4. **EXAMS**  **Use of A.I. in any way is entirely prohibited.**

Two exams will be given online via Brightspace, a midterm and a final. Each exam will be 100 points and worth 20% of your overall grade. Exams will cover material from the textbook reading and classroom lectures. Exams will be timed, and you may only attempt each exam once. Exams are not open book or open notes; they are meant to be taken without assistance.

EXAMS MUST BE COMPLETED BY THE DEADLINE. (In RARE instances, you may be allowed to take a make-up exam. See Make-Up Test Policy below.)
IMPORTANT: If you miss an exam and have not contacted me within 1 day of the exam due date, a "0" is assigned as the permanent grade. There is no penalty for taking the exam EARLY should you have a situation arise.

Grade Range is as follows:

Letter Grade	**A**	**B**	**C**	**D**	**F**
	90-100%	**80-89%**	**70-79%**	**60-69%**	**59% or less**

A grade of **C** is required for graduation.

Late Work and Make Up Work Policies:

****The late work policy does NOT extend to weekly assignments, only to exams and major assignments.****

Late Work*:* Deadlines for exams and assignments are given at the beginning of the semester; therefore, **late work is rarely accepted and must be accompanied by a documented reason** for the lateness. I encourage you to work ahead of deadlines and not wait until the last minute to turn in work. If late work is accepted, it will automatically lose points according to the chart below**. I will not accept late work that is more than 1 week past the original deadline for any reason.**

Less than 24 hours late	5 points deducted
24 - 48 hours late	10 points deducted
3 - 4 days late	15 points deducted
5 - 6 days late	20 points deducted
Up to 7 days late	25 points deducted
After 7 days late	Assignment not accepted

PLEASE NOTE: You should not wait until the last minute to complete assignments, quizzes or tests. I may not be able to reset tests unless on campus, so if you are in doubt, all work should be completed during the week and not on the weekend.

Assignments must be turned in according to the instructions for that assignment. I will not accept work that is emailed to me.

You will be permitted to make up class work and assignments missed due to absences caused by documented reasons including (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, I have the prerogative of determining whether you may make up work missed due to absences for other reasons. **It is your responsibility to inform me of the reason for an absence and to do so in a timely fashion (immediately before or after the absence)**. This may be done with a phone call, email or in person.

Make-Up Test Policy: You are expected to complete all tests at the time designated by the class calendar. Should it be necessary to miss a test, there will be an automatic deduction of 15 points. Make-up tests are to be completed within one week of the regularly-scheduled test. If the test is not taken within the first week after the original test, the grade for the test will become a zero. You will only be allowed to make up one test per course for each semester.

As the professor, I retain the right to determine if the reason for an absence justifies not deducting points. This would only be for unusual circumstances (wreck, hospitalization, etc.).

Please Note: **It is ALWAYS better to have a low test grade than to have a zero!**

Attendance Policy (please also see the Course Attendance/Participation Guidelines on pages 4-5): Regular and punctual attendance is expected of all students, and each instructor maintains a complete record of attendance for the entire length of each course, including online, blended, and hyflex courses. You will be counted absent from class meetings or online assignments missed, beginning with the first official day of classes. Whether present or absent, you are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

You are able to check your absence count by clicking on "Attendance" under the "Assessments" link. If you encounter a situation that makes it difficult for you to keep up your participation in the course, please reach out to me for assistance.

In very rare cases, a grade of Incomplete ("I") may be given when a course is not completed because of a student's absence caused by reasons acceptable to the instructor. To be eligible, you

must have essentially completed the course and only be missing the final few grades. If work is not made up within the following long semester, the "I" will be changed to an "F".

Student Behavioral Expectations or Conduct Policy:

You are expected to demonstrate respect to others in the classroom (regardless of format) and to demonstrate professional behavior at all times. The classroom is an excellent place to practice behaviors that are expected to be used in the workplace with clients and coworkers. As the professor, I reserve the right protect the learning environment for everyone in the class, including removing a student whose behavior interferes with a collaborative, professional, and respectful atmosphere.

Cheating is not tolerated. Any student who cheats will be subject to grade reduction, re-doing of assignments, and/or expulsion from the class. Examples of cheating include but are not limited to:

- copying the work of another student
- seeking excused absences/tardies under false pretense
- plagiarism
- turning in work you completed for a different class or the same class during a different semester
- using Artificial Intelligence (A.I.) outside of the permitted scope of each assignment. Please refer to the stoplight icons next to each assignment above to ensure you are using A.I. within permitted parameters.

It is expected that the work you submit for this class is created solely for this class during this semester and not for another class. To write a paper, project, etc. and submit it for a grade in two different classes, even over different semesters, is highly unethical. Students caught doing this will receive a zero (0) for that assignment.

All work submitted in this course must be your own. Contributions from anyone or anything else must be properly quoted and cited every time they are used. Failure to do so constitutes an academic integrity violation, and the institution's policy will be followed in those instances.

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.

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Mental Health Programs:
COMMON WORKPLACE COMPETENCIES

Manage Resources: Time / Money / Materials / Space / Staff

Exhibit Interpersonal Skills: Work on teams/ Teach others / Serve customers / Lead work teams/ Negotiate with others

Work with Information: Acquire & evaluate data / Interpret & communicate data

Apply Systems Knowledge: Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems

Use Technology: Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills: Arithmetic & Mathematics / Speaking / Listening

Demonstrate Thinking Skills: Creative thinking / Decision making / Problem solving / Thinking logically

Exhibit Personal Qualities: Self-esteem / Self-management / Integrity

Course Number: PSYT 2331 **Course Name:** Abnormal Psychology	**Relevant Competencies** (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources:	
a. Manage time	a. 1,3
b. Manage money	b. 3,4
c. Manage materials	c. 3,4
d. Manage space	d. 3,4
e. Manage staff	e. 3,4
2. Exhibiting Interpersonal Skills:	
a. Work on teams	a. 1,2,3,4
b. Teach others	b. 1,2
c. Serve customers	c. 1,2
d. Lead work teams	d. 2,3,4
e. Negotiate with others	e. 2,3,4
f. Work with different cultures	f. 1,2,3,4
3. Working with Information:	
a. Acquire/evaluate data	a. 1,2,3,4
b. Organize/maintain information	b. 1,2,3,4
c. Interpret/communicate data	c. 1,2,3,4
d. Process information with computers	d. 3,4
4. Applying systems Knowledge:	
a. Work within social systems	a. 2,3,4
b. Work within technological systems	b. 2,3,4
c. Work within organizational systems	c. 2,3,4
d. Monitor/correct system performance	d. 3,4
e. Design/improve systems	e. 3,4
5. Using Technology:	
a. Select equipment and tools	a. 3,4
b. Apply technology to specific tasks	b. 3,4
c. Maintain/troubleshoot technologies	c. 3,4
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills:	
a. Reading	a. 1,2,3,4
b. Writing	b. 1,2,3,4
c. Arithmetic/Mathematics	c. 2,3
d. Speaking	d. 1,2,3,4
e. Listening	e. 1,2,3,4
7. Demonstrating Thinking Skills:	
a. Creative thinking	
b. Decision making	a. 1,3,4
c. Problem solving	b. 1,3,4
d. Thinking logically	c. 1,3,4
e. Seeing with the mind's eye	d. 1,3,4
	e. 1,3,4
8. Exhibiting Personal Qualities:	
a. Individual responsibility	a. 1,3,4
b. Self-esteem	b. 1,3,4
c. Sociability	c. 1,3,4
d. Self-management	d. 1,3,4
e. Integrity	e. 1,3,4

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.