WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Anatomy & Physiology I

BIOL 2401_010

Theresa Bell Sparks

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

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.
Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402 or INRW 0302. Semester Hours 4 (3 lec/3 lab)

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402 or INRW 0302.

Course Notes and Instructor Recommendations:

Welcome to our Anatomy and Physiology course. I love teaching about and learning about how the body works. This course covers a lot of material but it is really interesting stuff and vital to understanding future health career courses. Let's go over a few important things.

- ***Do not underestimate how much time you will need to devote to this class***. In a face-to-face class, students meet with me approximately six hours a week in addition to the many hours they need to spend outside of class studying, completing assignments and preparing for exams. A general recommendation is 2-3 hours per week of *study* time for every college credit taken. This course is four college credits.
- ***Keep up with the material*** we talk about in class. After each class meeting, and before the next class meeting, go over all the material we covered in class. Work on any assignments related to the material. ***Do not wait*** until the last minute to complete assignments and study for exams. ***Do not fall behind***.
- ***Use Chrome or Firefox*** to access Brightspace and all the course materials that are located in Brightspace. This syllabus, course notes, videos, Pearson materials including the eText and Study Area, some assignments, chapter quizzes and other important course materials are all located in Brightspace. If needed, MCC has computers in the library and across campus that you can use.
- ***Stay on top of due dates***. To help you do this, I will post announcements in Brightspace each day after class. The announcement will contain reminders about what we covered that day and any assignments with due dates that were given.

- ***Check Brightspace announcements at least once a day***. This will be my *main form of communication to the class as a whole.*
- At times I will send an email to your MCC student email address, so ***check your MCC student email at least once daily.***
- You *may be assigned* a specific workspace in the classroom and/or lab.
- You are *asked to wipe down your lab workspace* at the beginning and end of each class meeting.
- If you have ***IT or Brightspace questions*****,** give the *helpdesk* a call at 254-299-8077.
- Don't forget that we have great ***Success Coaches*** that can be reached at 299-UCAN. They are a great group of people that are there to help you. Do not hesitate to give them a call. I will also refer you to them if you would prefer that. Just let me know.
- Free ***tutoring*** is available. Free *online tutoring* is available.
- To get important campus wide announcements, pay attention to ***My Alert***.
- ***Ask questions***! I will gladly help with course questions and concerns, so please email me. Chances are that I might not always know the answer, but I will find someone who does.

Instructor Information:

Instructor Name: Theresa Bell Sparks
MCC E-mail: tsparks@mclennan.edu
Office Phone Number: 254-299-8171
Office Location: S308
Office/Teacher Conference Hours: TTh 2:15pm – 3:15pm.
I prefer for us to visit in person, but if absoutely necessary, we can visit by Zoom. If possible, please let me know 24 hours in advance if you would like to visit via Zoom. This will allow me time to create a Zoom invitation and get it to you. *You are important to me, so please do not hesitate to contact me so that we can visit. If needed, I will gladly meet with you outside my regularly scheduled office hours.* Send me an email and we will try and arrange a date and time that will work for both of us.

- The best way to contact me is by email. You can also call me and leave a message. I try to reply to emails and calls within 24 hours Monday through Friday and within 36-48 hours over weekends.
- When sending me an email please be sure to include:
    - A brief description of the purpose of your email in the subject line. For example: homework question, request to schedule a meeting, etc.
    - In the body of the email, use complete sentences without text abbreviations (I may not know them) and be sure to include your full name and course section number.

- When sending me an email, please do not attach files or homework assignments without prior okay from me.
- Please follow up with me if you have not received a reply with-in the 24 to 36-48-hour time frame. It is rare, but sometimes I don't receive a student's email or phone message.
- Please contact me if you have questions or concerns about the course. You are important to me. We are in this course together as a team, so it is very important that we stay in touch. I may not know the answers to your questions, especially technical ones, but I will try to find someone who does.

Other Instruction Information: *Use your MCC student email address whenever you email me*. If you do not use your MCC student email address I will not respond.

Required Text & Materials:

The required text and materials are Inclusive Access (IA) which is attached to your Brightspace course. IA access is a fee that is attached to your course. The textbook is an eText that is located inside your Brightspace course. The lab manual is a loose-leaf book that you get through the bookstore. Remember, the cost of the materials is attached to a fee connected to the course so you should not have to pay again for the materials.

Title: Modified Mastering A&P with eText Instant Access Human Anatomy & Physiology
Author: Marieb
ISBN: 9780137365937
Edition: 11th
Publisher: Pearson Learning Solutions

Title: Anatomy & Physiology I Lab Manual (LL) (Custom) (V1)
ISBN: 9781323994986
Author: Pearson
Publisher: Pearson Learning Solutions
Formats: Loose-Leaf
Copyright Year: 2020
MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

Methods of instruction will be delivered through twice weekly face-to-face classes that include use of;

- Lectures which are informal and include the use of PowerPoint slides, class discussion and application of material. Appropriate in-class activities and/or homework assignments

are used to aid in the learning and understanding of presented material. Chapter objectives and outlines that follow along with the lecture presentations are available in Brightspace. Students will be required to do a brief presentation that includes verbal, written and visual components. Please see the heading "Course Grading Information" for information about exams.

- Laboratory may include exercises, in class and homework assignments, dissection demos, study of anatomical models, diagrams, photographs and online laboratory simulations.
- Online materials are used to reinforce anatomical and physiological concepts and include learning objectives, chapter notes, supplemental instructional videos, online homework assignments and online chapter quizzes.

Course Objectives and/or Competencies:

- **Critical Thinking (CT) --**to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
    - *Taught through daily discussion and assessed using lecture exams with a course-wide bank of CT questions and laboratory exercises that challenge students to answer more complicated real-life questions and predict outcomes using what they've learned in lecture.*
- **Communications Skill (COM)--** to include effective written, oral, and visual communication
    - *Taught through formal or informal presentation (including oral, written, and visual components), class discussion and assessment via common rubric for use of scientific language, clarity, and understanding. Also taught using scientific articles or current events within face-to-face or online discussion groups.*
- **Empirical & Quantitative Skills (EQS) --** to include applications of scientific and mathematical concepts.
    - *Taught using specific laboratory exercises involving measurements and very basic data collection. (E.g., measuring arm length among each group, tallying the data, and then analyzing it by gender and height.).*
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
    - *Taught using specific laboratory or homework exercises and/or through class or online discussion of a given topic.*

Learning Outcomes (lecture):

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.

2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

Learning Outcomes (laboratory):

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions

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.

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 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.

For this class, attendance will be taken at least once during each class meeting. Attendance will be taken at the beginning, and/or middle of the class period. Attendance will be taken using a roll call, and/or a seating chart and/or a sign in sheet. To be counted present for the day, the student must be present each time attendance is taken on that day.

For access to the complete attendance policy, refer to the link at the end of this document.

Course Outline or Schedule:

This is the *tentative* schedule for the course. The instructor reserves the right to make changes to this tentative course schedule at any time during the semester.

This tentative schedule is subject to possible changes to suggested dates for topic coverage and exams. Any changes made to this schedule will be posted in Announcements within the Brightspace course. It is the student's responsibility to check their student email and Brightspace course announcements at least once a day.

DATE	TOPIC
T 1/14	Intro to course & Chapter 1 Introduction to the Human Body
TH 1/16	Chapter 1 & Chapter 2 Chemistry
T 1/21	Chapter 2 & Chapter 3 The Cell *Chapter 1 terminology due at beginning of class* *Chapter 1 DSM and quiz due by 11:59pm*
TH 1/23	Chapter 3 *Part of microscope homework due at beginning of class*
M 1/27	*Chapter 2 DSM and quiz due by 11:59pm*
T 1/28	Chapter 3, Chapter 4 Tissues *Rest of microscope homework due at the beginning of class*
W 1/29	*16-week classes census date*
TH 1/30	Chapter 4 Tissues
M 2/3	*Chapter 3 DSM and quiz due by 11:59pm*
T 2/4	Chapter 4 Tissues
TH 2/6	Chapter 5 Integumentary System *Tissue lab homework due at beginning of class*
M 2/10	*Chapter 4 DSM and quiz due by 11:59pm*
T 2/11	Lecture exam over chapters 1-4 Lab review following exam
TH 2/13	Lab exam over terminology, cell, tissues, integumentary system Chapter 6 Bones and Skeletal Tissues following exam
M 2/17	*Chapter 5 DSM and quiz due by 11:59pm*
T 2/18	Chapter 6 and Chapter 7 The Skeleton
TH 2/20	Chapter 7
M 2/24	*Chapter 6 DSM and quiz due by 11:59pm*
T 2/25	Chapter 7 and Chapter 8 Joints
TH 2/27	Chapter 7 and Chapter 8 *Bone lab homework due at the beginning of class*
F 2/28	*Chapter 7 DSM and quiz due by 11:59pm*
M 3/3	*Chapter 8 DSM and quiz due by 11:59pm*
T 3/4	Lecture exam over chapters 5-8

	Lab exam review following exam
TH 3/6	Lab exam over skeletal system and knee joint Chapter 9 Muscle tissue following exam
T 3/11	Campus holiday - No class
TH 3/13	Campus holiday - No class
T 3/18	Chapter 9
TH 3/20	Chapter 9 and Chapter 10 The Muscular System
M 3/24	*Chapter 9 DSM and quiz due by 11:59pm*
T 3/25	Chapter 10
TH 3/27	Chapter 10 *Muscle lab homework due at the beginning of class* *Presentations at the beginning of class*
TH 3/27	60% date; Last day for student-initiated withdrawals with an automatic grade of "W" from the 16-week term. It is the student's responsibility to initiate the drop process if the student decides not to complete the course. *Extenuating circumstances will be required for me to withdraw a student with a grade of "W" after this date.*
M 3/31	*Chapter 10 DSM and quiz due by 11:59pm*
T 4/1	Chapter 11 Nervous tissue
TH 4/3	Lab exam over muscles Chapter 11 following exam
M 4/7	*Chapter 11 DSM and quiz due by 11:59pm*
T 4/8	Chapter 12 CNS-brain
TH 4/10	Chapter 12 CNS-brain *Nervous tissue quantitative lab homework due*
M 4/14	*Chapter 12-brain DSM and quiz due by 11:59pm*
T 4/15	Chapter 12 CNS spinal cord *Brain lab homework due at the beginning of class*
TH 4/17	Lecture exam over chapters 9 – 12-briain Chapter 12 – spinal cord following exam
M 4/21	*Chapter 12-spinal cord DSM and quiz due by 11:59pm*
T 4/22	Chapter 13 The Peripheral Nervous System *Spinal cord lab homework due at the beginning of class*
TH 4/24	Chapter 15 The Special Senses
F 4/25	*Chapter 13 DSM and quiz due by 11:59pm*
T 4/29	Chapter 15 The Special Senses *Special senses lab homework due at the beginning of class*
W 4/30	*Chapter 15 DSM and quiz due by 11:59pm*
TH 5/1	Lab exam over nervous system Chapter 14 Autonomic Nervous System following exam
F 5/2	*Chapter 14 DSM and quiz due by 11:59pm*

T 5/6	Final exam 9:35am – 11:35am; Lecture exam over Chapters 12-spinal cord – 15 and comprehensive questions

Course Grading Information:

A student's course grade is determined by use of a point system.

Assignment	Possible Points	Grading Scale
Lecture Exams	410	A = 895 – 1000 points (89.5-100%)
Lab Exams	200	B = 795 - 894 points (79.5-89.4%)
Chapter quizzes	80	C = 695 – 794 points (69.5-79.4%)
Dynamic Study Modules	159	D = 595 - 694 points (59.5-69.4%)
Course assignments	151	F = ≤ 594 points (≤59.4%)
Total possible points	1000	

On occasion, there *may* be bonus point opportunities offered to everyone in the class.

It is your responsibility to keep up with your grades. I will post your grades in the assessment area of Brightspace. It is very important that you keep up with your grades so you need to check them regularly. Email me with any grade questions or concerns within one week of the grade posting.

I do not discuss grades over the phone or through email. I will gladly visit with you over Zoom or in person if you ever have any questions or concerns about your grade.
Important --- Please note: If you make a score less than 70% on the first lecture and/or first lab exam *I strongly encourage* you to email me and set up an in-person meeting or Zoom meeting with me before taking the next exam. The meeting is to visit about study techniques and ways that I might be able to help you prepare for the next exam.

Cheating is not tolerated in this class. See the MCC Academic Integrity Statement https://www.mclennan.edu/Accommodations-Title-IX/academic-integrity/index.html for MCC's definitions of cheating, plagiarism, collusion and additional details concerning academic dishonesty.
In addition to the definition of cheating, plagiarism and collusion in the Academic Integrity Statement, please note that cheating, plagiarism and collusion also includes but is not limited to: the use of notes, book, internet or help from another person or any other form of outside help on exams, copying answers from another student's paper, submitting work that is not your own, or having someone else complete the course work. The use of AI in this class is not authorized and is considered cheating.

In this class, cheating/plagiarism/collusion on an assignment or exam will result in the student being assigned a grade of 0 (zero) on the assignment/exam. The student will be required to meet with the course instructor. The meeting with the instructor may also include the Department Chair. In addition to the grade penalty and the required meeting, the student may be reported to Student Conduct. Student Conduct may take additional action(s).

Sharing and/or posting any course materials on external websites, social media, etc. will be grounds for removal from the class, a grade of F assigned for the course grade and notification of the infraction turned in to Student Conduct. Sharing of any course materials with anyone in any form will also be considered grounds for removal from the class, a grade of F assigned for the course grade and notification of the infraction reported to Student Conduct.

Lecture Exam Information:
Lecture exams are to be taken *without* the use of notes, book, internet, help from another person or any other form of outside help. Use of any outside materials will be considered cheating.

Including the final exam, there is a total of four lecture exams. Lecture exams consist mainly of multiple-choice questions but may contain a limited number of short answer questions. You will be told what exams, if any, will contain short answer questions. The first three lecture exams are each given a value of 100 possible points and cover four chapters of material. There are approximately 25 questions from each of the chapters covered on an exam. The final lecture exam has a total of 110 possible points. The final exam consists of approximately 25 questions from chapters 12-spinal cord - 15. The remaining 10 questions will cover topics previously covered during the semester.

Lab Exam Information:
Lab exams are to be taken *without* the use of notes, book, internet, help from another person or any other form of outside help. Use of any outside materials will be considered cheating.

There are four lab exams, each given a value of 50 possible points. Lab exams consist of 50 short answer - fill in the blank type questions. There is no “word bank”. Examples of types of possible questions are; what is this organ/structure; name a function of this organ/structure; what might happen if this organ/structure were not functioning correctly. These are just some examples of the types of questions. Other types of questions may also be asked. The lab exams will be given using anatomical models and/or projected images.

Chapter quizzes:

Chapter quizzes will be taken online in Brightspace. They are short quizzes that are taken in conjunction with each chapter. In A&P I there are 15 chapters, but I divided chapter 12 into two sections so there are 16 chapter quizzes worth 5 possible points each. The quizzes are timed and consist of five questions that are drawn from a question pool. Students are allowed three attempts on each quiz. The highest score from the three attempts will be recorded. At the completion of a quiz attempt the student will be shown the question(s) they marked incorrectly, but correct answers will not be given.

Dynamic Study Modules:
These modules are located in Pearson's *Mastering A&P* which is in your Brightspace course through Inclusive Access (IA). You will complete the Dynamic Study Modules online in Brightspace.
Dynamic Study Modules break the textbook chapter down into several small sections and they ask you questions over the material contained in the selected sections. This is a form of adaptive learning connected to the materials. For every Dynamic Study Module a student successfully *completes*, the student will earn three points. Completion means that a student works in each module until you answer all the questions in that module correctly. You are basically earning points for studying. More information about these modules is located within your Brightspace course.

Course assignments:
Assignments may be online, in-class or take-home homework. Multiple choice questions, lab structure identification, videos with questions, short answer questions, critical thinking activities and case studies are a few examples of the possible types of assessments located within the assignments.

Presentation:
The presentation is not formal and does not require the use of a computer or computer program. During our study of skeletal muscles, you will be assigned a specific joint with specific questions and movements related to that joint. You will basically teach your classmates the information about the joint's movement. You are limited to four minutes and it covers material you are already studying. It should not take a lot of preparation, just a little practice. More information concerning the presentation will be made available to you in Brightspace prior to the presentation due date.

Late Work and Make Up Work Policies:
Late Work

Online quizzes, Dynamic Study Modules, and assignments

Late work will not be accepted for the chapter quizzes, Dynamic Study Modules or other assignments that are located in Brightspace unless there are extenuating circumstances. The circumstances where students will be permitted to make up class work and assignments can be located in the Attendance Policy which is linked at the end of this document. Documentation may be required by the instructor before a due date extension is granted. I realize that unexpected things may happen that might also meet the extenuating circumstances requirement. If you are unable to complete a chapter quiz, Dynamic Study Module or other online assignment before the due date, you need to let me know as soon as possible. *Please note*: Forgetting a due date or waiting too long before you get started are not reasons for granting an extension of a due date.

Assignments not assigned online through Brightspace

These assignments may be turned in late, but ten percent of the value of the assignment will be deducted for each class meeting day after the due date.

Make-up Exams

If you miss an exam, make-up exams are available. I strongly encourage you to take exams on their assigned dates. *Tentative* days for make-up exams are:

- 3/24 – 3/28; lecture exam chapters 1-4 and lecture exam chapters 5-8
- 3/24 – 3/27; lab exam over tissues, etc. and lab exam over bones/joints
- 4/21 – 4/25; lecture exam chapters 9-12brain
- 4/21 – 4/24; lab exam over muscles

If you miss the lab exam over the nervous system, extenuating circumstances as listed above under late work will be required for you to take a make-up exam. If you are approved for a make-up exam, you will need to meet with me to discuss possible options.

If you miss the final exam, extenuating circumstances as listed above under late work will be required for you to take the final exam after the date/time assigned by the college. If you are approved for a final make-up exam, you will need to meet with me to discuss possible options.

Make-up lecture exams will have short answer or fill-in-the blank type questions in addition to multiple choice questions. Approved make-up lecture exams will be given outside of regularly scheduled class time. Location of the make-up exam will be determined by the instructor.

Make-up lab exams may have fewer than the fifty questions of regularly scheduled lab exams. Make-up lab exams will be given outside of regularly scheduled class time. Location of the exam will be determined by the instructor.

Student Behavioral Expectations or Conduct Policy:

Refer to the General Conduct Policy in the General Catalog & Highlander Guide.
Refer to the heading Course Notes and Instructor Recommendations which begins on page two of this document.
In addition:

- Each student is expected to maintain classroom (virtual and face to face) decorum that includes respect for other students and the instructor.

- Each student is expected to behave in a civil and respectful manner toward the instructor and other students in all forms of communication; written, verbal, and visual. Infractions will not be tolerated. Failure to comply will be grounds for dismissal from the class and name submitted to Student Conduct.

- Each student is expected to exhibit regular attendance in all components of the course.

- Each student is expected to have an attitude that seeks to take full advantage of the educational opportunity.

- Do not bring anyone to class with you.

- Please silence all cellular devices so that the classroom/lab will not be disturbed. During class time do not answer your cell phone or send messages inside the classroom/lab. Students can use their cellular devices/laptops for course related activities.

- Use of recording devices of any kind is not allowed in the classroom or lab without my knowledge and permission.

- While in the lab do not eat, store food, drink, handle contact lenses, or apply make-up or lip balm.

- Please restrain long hair, jewelry that dangles, and loose clothing while in the lab. Additional instructions concerning lab precautions and behavior may be given prior to lab sessions. You are responsible for following stated instructions. If you enter the lab late you are to report to me prior to beginning any lab assignment and you are responsible for asking me for any missed instructions concerning the lab.

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. Your instructor may have additional guidelines specific to this course.

07/02/2024

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 provide documentation and make necessary arrangements. 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 the Accommodations Coordinator. 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/

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/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing 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.

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.

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:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.