

Updated 08/03/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Principles of Radiographic Imaging

RADR 1313_101

Michelle Morphis

NOTE: This is an 8-week course.
NOTE: This is a Face-to-Face course.

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Course Description:

Radiographic image quality and the effects of exposure variables. Semester Hours 3 (3 lec/1 lab)

Prerequisites and/or Corequisites:

Concurrent enrollment in other first year radiologic technology courses. Successful completion of RADR courses in Semester I, with a grade of C or better.

Course Notes and Instructor Recommendations:

Students are expected to read assigned chapters in the text prior to class to facilitate deep discussion and understanding of the concepts. Students should have a basic four-function calculator for math problems. Scientific calculators are not allowed on exams. The course may include external resources, lab activities, group discussions, and a project. Students will use clinical experiences and apply to learning objectives. Students will need a computer with a webcam to take exams using Respondus Lockdown. If a computer does not have a built-in webcam, students will need to acquire one prior to the first exam. Inquire with professor to determine if one is available through MCC. If Brightspace is down, please email the instructor to bring awareness to the problem. If Brightspace is down for more than 24 hours, the instructor will notify students via email with further instructions.

Instructor Information:

Instructor Name: Michelle Morphis, MBA, RT (R) (ARRT)

MCC Email: mmorphis@mclennan.edu

Office Phone Number: 254-299-8584

Office Location: CSC C117

Office/Teacher Conference Hours: Posted outside of office

Other Instruction Information: Appointments available for advising or guidance. Call or email to request an appointment.

Required Text & Materials:

Title: Radiographic Imaging and Exposure

Author: Terri L. Fauber

Edition: 6th

Publisher: Elsevier

ISBN:978-0-323-35624-4

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

Methods of Teaching and Learning:

This course is taught by lecture using PowerPoint visuals, lab exercises, group activities, worksheets, labs, and journals. Students may read and critically assess relevant journal articles. Internet resources are used when appropriate. The clinical setting will be useful to apply course concepts

Course Objectives and/or Competencies:

Radiation and Its Discovery

1. Describe the events surrounding the discovery of x-rays.
2. Describe dual nature of x-ray energy.
3. State the characteristics of electromagnetic radiation
4. Differentiate among the units of measurement for radiation
5. List the properties of x-rays.
6. Recognize the fundamentals of radiation protection

The X-ray Beam

1. Describe the construction of the x-ray tube.
2. State the function of the components of the x-ray tube.
3. Describe how x-rays are produced in the x-ray tube.
4. Explain the role of the primary exposure factors in determining quality and quantity of x-rays.
5. Explain the line focus principle.
6. State how the anode heel effect could be used in diagnostic imaging.
7. Differentiate between types of filtration and explain their purpose
8. Calculate heat units
9. Recognize how changing generator output, kVp, mA, and filtration affect the x-ray
10. List guidelines to extend the life of an x-ray tube.

Radiographic Image Formation and Radiographic Quality

1. Describe the process of radiographic image formation.
2. Explain the process of beam attenuation.
3. Describe x-ray interactions with tissue (photoelectric, Compton).
4. Define ionization.
5. State the composition of exit radiation.

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6. Explain the process of creating the various shades of image brightness.
7. Describe the necessary components of radiographic quality.
8. Explain the importance of brightness and contrast to image quality.
9. Differentiate between high-contrast and low-contrast images.
10. Explain the importance of spatial resolution and both size and shape distortion to image quality.
11. State the effects of quantum noise, scatter, and image artifacts of image quality.
12. Recognize the advantages of digital imaging and the limitations of film-screen imaging.

Digital Imaging

1. State important relationships in digital imaging.
2. Compare and contrast the attributes of a digital image.
3. Explain the digital characteristics of matrix and pixels.
4. Recognize the relationship among pixels size, field of view, and matrix size.
5. Define signal-to-noise ratio (SNR) and explain its importance to digital image quality.
6. Differentiate among the vendor-specific types of exposure indicators and recall the purpose of exposure indicators.

Exposure Technique Factors

1. Explain relationship between mA and exposure time with radiation production and IR exposure.
2. Calculate changes in mA and exposure time to change or maintain exposure to the IR.
3. Compare the effect of changes in mA and exposure time on digital images.
4. Recognize how to correct exposure factors for a density error.
5. Explain how kVp affects radiation production and IR exposure.
6. Calculate changes in kVp to change or maintain exposure to the IR.
7. Compare the effects of changes in kVP on digital images.
8. Recognize factors re and image quality.
9. Calculate changes in mAs when adding or removing a grid.
10. Recognize patient factors that may affect IR exposure.
11. Identify exposure factors that can affect patient radiation exposure.
12. State exposure technique modifications for the following considerations: body habitus and patient thickness

Scatter Control

1. State the purpose of beam restricting devices.

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2. Describe each of the types of beam restricting devices.
3. State the purposes of automatic collimators or positive beam limiting devices.
4. Describe the purpose of a grid.
5. Describe the construction of grids, including the different types of grids, including grid pattern, grid focus.
6. Calculate grid ratio.
7. List various types of stationary grids.
8. Describe the function and purpose of a moving grid.
9. Demonstrate use of grid conversion formula.
10. Describe different types of grid cutoff
11. Recognize how beam restriction and the use of grids affect patient radiation exposure
12. Explain the air gap technique and describe its use.

Exposure Technique Selection

1. State the purpose of AEC
2. Differentiate among the types of radiation detectors used in AEC systems.
3. Recognize how detector size and configuration will affect the response of an AEC device.
4. Explain how alignment and positioning affect the response of an AEC device.
5. Discuss patient and exposure technique factors and their effects on the response of an AEC device.
6. Analyze unacceptable images produced using AEC and possible causes.
7. Describe patient radiation protection issues associated with AEC.
8. State the importance of calibration of the AEC to the type of IR used.
9. Define anatomically programmed techniques.
10. State exposure technique modifications for pediatric, geriatric, and bariatric patients and varying projections and positions, soft tissue, casts and splints, contrast media, and pathological conditions.

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.

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As outlined by both the MCC and Health Profession Division policies, regular and punctual attendance is expected of all students, and a complete record of attendance will be kept by each instructor for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, 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.

In addition, as specifically stated in the MCC Health Professions policy on attendance in didactic courses, a student will be dropped if a cumulative of 15% of class meetings are missed due to unexcused reasons. Please refer to the full MCC Attendance policy and the MCC Health Professions Division policy for full details.

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.

A student who accumulates 3 unexcused absences will be withdrawn from the course.

Partial Attendance

A student will be counted as tardy when arriving after the start of posted class time. The student may wait outside the door and come inside at break, typically 45-50 minutes after class begins.

When a student misses 2 or more hours, this will count as a tardy. Otherwise, an absence will be assigned, even if the student was present for a period of time. If a student should leave early, the same rule applies as a tardy.

An absence will be applied when a student has reached two tardies or two times leaving early.

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Course Outline or Schedule:

Spring 24	Content	Reading Prep
1	Radiation & Its Discovery / The X-ray Beam	CH 1 & 2
2	The X-ray Beam Image Formation & Radiographic Quality	CH 3
3	Image Formation & Radiographic Quality/ Digital Imaging (limited)	CH 4
4	Exposure Technique Factors/ Scatter Control	CH 6
5	Scatter Control	CH 7
6	Exposure Technique Selection	CH 8
7	Continue Exposure Technique Selection / Final Review	CH 8
8	FINAL	

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Unit	CH	Assessment	Due
		UNIT 1	
1	2	Quiz 1.1	Thur, Jan 16
1	1 & 2	CH 2 Math Worksheet (Not for a Grade)	TBA - In Class
1	1 & 2	Unit 1 Exam	Sun, 01/26
		UNIT 2	
2	3	(No Math Worksheet)	
2	3 & 4	Quiz 2.1	Wed, 1/29- In Class
2	3 & 4	Unit 2 Exam	Wed, 2/5
		UNIT 3	
3	6	CH 6 Math Worksheet (Not for a Grade)	TBA - In Class
3	6	Quiz 3.1	Sun , 02/09
		Lab Activity	TBA
3	7	CH 7 Math Worksheet (Not for a Grade)	TBA – In Class
3	7	Quiz 3.2 (open book)	Sun, 2/16
		Limited Comprehensive Worksheet (Not for a Grade)	
3	6 & 7	Unit 3 Exam	Sun, 02/23
		UNIT 4	
4	8	CH 8 Math Worksheet 4.1	TBA – In Class
4	8	Quiz 4.1	Tuesday 2/25
4	8	Unit 4 Exam	Wed, 02/26
		Journal	Wed, Feb 26, 10:00 pm
		FINAL	Mon, March 3

Course Grading Information:

	Assessment	Percentage of Course Grade
1	Assignments	15%
2	Quizzes	20%
3	Journal	10%
4	Unit Exam	35%
4	Final Exam	20%
Total	Course Grade	100%

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*This is an RT course—C is the minimum acceptable grade. Any grade below 75 is considered a failing grade for this program. In order to progress through the program, you must meet the minimum acceptable grade requirement.

Throughout the course, grades in Brightspace will indicate grades with a decimal following such as, 85.3, 89.5 etc.

These grades will remain as posted in the grade book, but the final course grade will be rounded up or down to the nearest score depending on the number in the tenth place after the decimal. If a score is .5 to .9 the grade will be rounded up to the next number. If a score is .4 or below to .1, it will remain that number. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

Exams: Some exams will be given online via Brightspace. It is necessary that you have a stable internet connection and working technology. The exams are timed according to the number and content of the questions. If an exam is not started and finished on time, it may result in a zero. It is the responsibility of the student to maintain updates on their personal computers. The instructor may test you over any material covered in lecture, power point presentations, assigned reading, or class discussions. Attendance is very important to ensure that you are well prepared for testing.

Respondus Lockdown Browser:

The browser must be downloaded prior to taking an exam. [Download Respondus Browser \(Click Here\)](#)

When using Respondus Lockdown Browser to complete exams, the student must follow these rules:

- Student will read and follow all instructions of Respondus prior to beginning the exam.
- The student will use a flat surface such as a desk or table and a chair. The student must remain seated throughout the length of the exam.
- When performing the environment scan, it must be done slowly to include a 360 degree view of the room and the entire surface where the computer is located.
- The student will be in view of the camera throughout the exam and allow recording of sound throughout the exam.
- All problems will be communicated to the instructor during the exam and an email with explanation should follow after the completion of the exam.
- Students should always strive to look at the monitor. Any eye movement that indicates

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cheating may result in the student retaking the exam in person. Should cheating be found, the student will receive a zero and risk being removed from the program.

- Do not wear caps, hats or other head coverings that will cast a shadow onto your face
- Do not take exam in a dark room. Avoid backlighting situations, such as sitting with your back to a window. Always have light in front of your face, not behind your head.
- Choose an environment that is distraction-free. This includes people, television, animals, or any other item that will draw your eyes away from the monitor.
- Do not take exam with laptop computer in your lap. Instead, place it on a flat surface. Be careful not to move the laptop during the exam. This may result in lack of face detection.

The instructor may remove Respondus testing privileges if the student does not comply with the rules or experiences more than one problem with testing away from campus.

If a student fails to take the exam during the allotted time frame, a zero will be given with no opportunity to re-take the test. If a technology glitch occurs when taking the exam at the Testing Center, the student must report the issue to a designated staff member. If the Testing Center is not used and the student is taking an exam via Brightspace, a technology glitch must be reported to the instructor immediately through email or phone. The instructor may test you over any material covered in lecture, power point presentations, assigned reading, or class discussions. Attendance is very important to ensure that you are well prepared for testing.

A comprehensive final will be given at the end of the semester . If the exam is given online using Respondus Lockdown Browser, it is imperative to start the exam as instructed by the instructor. If a student experiences a delay in starting the exam and fails to notify the instructor, a zero will be given. If the comprehensive exam is given in the classroom and the student is late and does not notify the instructor prior the start time of the exam, a zero will be given. Unless the instructor approves reason for delay, all comprehensive final exams will include a 10-point deduction if exam is not started on time. All final exams must be completed by the deadline. Otherwise, the student will submit the exam without the opportunity to complete the remainder of the exam. Medical emergencies are situations in which the instructor will work with the student to make up the exam without any penalty.

Brightspace Use and Activity

The instructor of this course intends to utilize Brightspace as a communication tool and for course features such as announcements, resources, grades, and assessments. It is the student's

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responsibility to check Brightspace daily to ensure successful completion of each assignment and to receive important announcements about the course. The student must report the issue to a designated staff member. If the Testing Center is not used and the student is taking an exam via Brightspace, a technology glitch must be reported to the instructor immediately through email or phone. The instructor may test you over any material covered in lecture, power point presentations, assigned reading, or class discussions. Attendance is very important to ensure that you are well prepared for testing.

A comprehensive final will be given at the end of the semester. It is important to start the exam as instructed by the instructor. If a student experiences a delay in starting the exam and fails to notify the instructor, a zero will be given. If the comprehensive exam is given in the classroom and the student is late and does not notify the instructor prior the start time of the exam, a zero will be given. Unless the instructor approves reason for delay, all comprehensive final exams will include a 10-point deduction if exam is not started on time. All final exams must be completed by the deadline. Otherwise, the student will submit the exam without the opportunity to complete the remainder of the exam. Medical emergencies are situations in which the instructor will work with the student to make up the exam without any penalty.

Late Work and Make Up Work Policies:

Late assignments will be given a **10-point deduction on the first day missed and five points on the 2nd day missed**. On the **3rd day**, the student will not be allowed to submit assignments and **will be given zero (0) points** for the missed assignment.

All in-class quizzes are expected to be completed in the time slot given in class. **In-class quizzes are not allowed to made up unless it is an extenuating circumstance.** **Documentation may be necessary for this consideration. All other quizzes may be taken 1 day late with a 10-point penalty.**

Make-up exams will only be allowed under certain circumstances and is up to the discretion of the instructor. If a missed exam occurs due to illness, military, or funeral reasons, documentation may be necessary for consideration to take the exam. Considering the nature of a missed exam, the instructor may decide to replace the missed unit exam with the grade of the final exam instead of offering a make-up exam. Only one unit exam can be swapped with the final exam and must be approved by the course instructor.

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Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of course material and competencies to be successful.

Therefore, the minimum grade expectation of all coursework and assessments in this course is to achieve an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

All remediation for exams must be submitted through Brightspace 1 week from the due date of the exam. Any late remediation will result in a 5-point deduction of the respective exam.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students in this program are seeking a career in the healthcare profession and are expected to exhibit professional behavior that is conducive to learning among peers and the instructor. Behavior that is disrespectful or disruptive will not be tolerated; the student will be asked to leave the class. Each occurrence will be documented and may result in counseling from the instructor and program director.

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, 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. In the case of online or hybrid courses, attendance will be determined in terms of participation, as described in the syllabus.

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Cheating:

If a student is caught in the act of cheating, a zero will be given and may result in potential expulsion from the college. This includes offering students verbal or written information when any assignment, quiz, or exam is measuring the performance of an individual; students viewing another student's work or answers; students submitting work that is not their own; any act of plagiarism; using any mechanism to obtain answers or information that is not approved by instructor prior to assignment, quiz, or exam.

Instructional Uses of E-mail

It is expected for students to check college e-mail on a regular basis as this will be the preferred method of communication.

Instructor Guidelines:

Class Tardy:

Is defined by the instructor of this class as any time past the scheduled time for class to begin.

The doors to the classroom will be locked at the start of class and the student will be denied access until the first break of the class.

Class breaks:

Students will be allowed to take a brief break at approximately 45-50 minute intervals. A break is designed to allow the student restroom facility time as well as technology breaks to check cell phones/messages, etc. Leaving while class is in session can be disruptive to others. Students may leave but need to understand that the classroom doors are locked and will remain locked, and no re-entry will be allowed until the next break or class has officially ended. Should you have an emergent situation and need to leave during class, please gather your belongings quietly and leave since you will not be allowed class access until the next break or until class is over.

Special considerations need to be discussed with the instructor. Please remember that any tardy or early dismissal by the student will be documented.

Electronics/Mobile Devices Policy

Electronic devices may be used to accompany lectures or complete assessments. Taking pictures of lecture material without the instructor's approval is not allowed. Recording of lectures is prohibited. If a student is caught recording or taking photos of course material/lectures without permission, counseling with the professor and program director will occur to document the situation and discuss consequences of violating academic integrity.

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Cellular phones must be silenced during class and lab. Cell phones or other smart devices may not be brought into testing areas.

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

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

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

07/02/2024



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.