

Updated 08/03/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PRINCIPLES OF MANAGEMENT

BMGT - 1327 - 0001

DR. TOMMY "T-LOW" LOWRANCE

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

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Course Description:

This course examines concepts, terminology, principles, theories, and issues in the field of management. It employs case studies, lectures, and projects for practical application of the subject.

Prerequisites and/or Corequisites:

There are no prerequisites for this course.

Course Notes and Instructor Recommendations:

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in the future, as well as on your current job. You will have the opportunity to apply what you have learned on your present and past jobs and in your other courses. You will also be introduced to areas of management that you knew affected you on your job, but you may not have understood why. Even if you are not interested in working as a manager, you will be affected by every aspect of management as an employee! And, we will have lots of fun!

Instructor Information:

Instructor Name: Dr. Tommy “T-Low” Lowrance

MCC Email: tlowrance@mcclennan.edu

Office Phone Number: 254-299-8059

Cell Phone Number (best option): 254-744-1873

Office Location: BTB 210

Office/Teacher Conference Hours:

Face-to-Face Office Hours T/TH 1:00 pm – 2:30 pm

Online Office Hours M/W 1:00 pm – 2:30 pm

T 5:30 pm – 6:30 pm

Zoom—Appointment Only Zoom ID: 254 299 8059 Password: leader

Correspondence Policy:

Email is the preferred method of communication. Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Emails received during weekends or holidays will be returned the first business day that the College is open. Students are to include the course and section number in the subject of their emails. Failure to include the course and section number in the email’s subject line will result in a delay in response.

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*****INSTRUCTOR NOTE:*** **DON'T BUY ANYTHING!!!!!!!!!!!!****

This course is an inclusive access course. This means that the cost of your e-book has been included in your tuition. You will receive Orientation Video instructions on how to access your textbook and other materials in the Week 1 folder and your syllabus. Please follow these instructions closely to access your e-book. Your Management text utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.

Title: Management (e-book)

Author: Kinicki

Edition: 10th

Publisher: McGraw-Hill

ISBN: 9781264385928

PLEASE WATCH THIS VIDEO BEFORE REGISTERING FOR CONNECT!

Student Connect Registration Instructions:

<https://video.mhhe.com/watch/dgiVkJnWz63U77eeq6MhqT>

McGraw Hill Customer Experience (Technical Support):

Phone: 1-800-331-5094; Live chat/email: <https://mhedu.force.com/CXG/s/ContactUs>

Mon-Thu: 24 Hours, Fri: 12AM-9PM, Sat: 10AM-8PM, Sun: 12PM-12AM (All Times Eastern USA)

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

Methods of Teaching and Learning:

1. This is a face-to-face course and will require a lot of self-discipline from students! **You are expected to log into Brightspace each day to check the course, and to check your student email (MCC) everyday as well.** I will lecture during the week but students will have assignments to do outside of class. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

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2. This course utilizes e-book reading, online quizzes and assignments, written exercises, online research, and exams to teach toward the course objectives. This course represents the same course content as any other Management class section. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the book is not optional. You will likely need to read the e-book several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Explain various theories, processes, and functions of management;
2. Apply theories to a business environment; identify leadership roles in organizations; and
3. Describe elements of the communication process.

If all goes as planned, you will leave the course with an increased awareness of what is involved in management. Employees of large organizations, small organizations, non-profit organizations, manufacturing and service industries all face similar problems and different problems. We will examine many facets of management and how they fit into different organizations.

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.

Definitions

The terminology we use is important.

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Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Faculty/Instructors process instructor-led class drops and withdrawals for their classes. Students who desire to be reinstated into a course must contact the course instructor to determine whether the student is eligible for reinstatement. The decision of the course instructor regarding whether or not a student will be reinstated is final.

Face-to-Face Course Attendance Policy (Business Division)

Students enrolled in face-to-face courses are expected to attend class.

The instructor will use a method of their choice for routine recording of student attendance. The official record for student attendance is Brightspace. Instructors must update the official record within 24 hours of a class meeting in the days prior to the census date. After the census date, instructors must update the official record within 48 hours of a class meeting.

If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace.

Past census date, for a student to remain in a face-to-face course, they must regularly attend class. If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor may withdraw the student from the course. If a student misses more than 25% of class meetings and the class is past the 60% point for the term, the instructor will NOT withdraw the student. The student is assigned the grade earned for the course.

If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy: <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

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Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Course Outline or Schedule:

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice.

Week	Due Date	Assigned Reading	Assignments Due
1	1-18	Syllabus & Ch. 1 The Exceptional Manager	Orientation Videos/Assignments (4) Chapter 1 SmartBook How Strong Is My Motivation to Lead? Assignment Chapter 1 Assessment Introduction Discussion Post
2	1-25	Chapter 2 Management Theory	Chapter 2 SmartBook What Is Your Orientation Toward Theory X & Theory Y Chapter 2 Assessment
3	2-1	Chapter 3 The Manager's Changing Work Environment and Ethical Responsibilities	Chapter 3 SmartBook Ethical Approaches Assignment Chapter 3 Assessment Test 1 Chapters 1-3
4	2-8	Chapter 4 Global Management	Chapter 4 SmartBook Chapter 4 Assessment
5	2-15	Chapter 5 Planning	Chapter 5 SmartBook ABA: Planning For A Pandemic Chapter 5 Assessment Learning Contract
6	2-22	Chapter 6 Strategic Management	Chapter 6 SmartBook Chapter 6 Assessment
7	3-1	Chapter 7 Individual & Group Decision Making	Chapter 7 SmartBook Chapter 7 Assessment Test 2 Chapters 4-7 Oral Manager Interview Presentation

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8	3-8	Chapter 8 Organizational Culture and Structure	Chapter 8 SmartBook SA: Assessing Your Preferred Type of Org Culture Chapter 8 Assessment
9	3-22	Chapter 10 Organizational Change & Innovation	Chapter 10 SmartBook SA: How Adaptable Are You? Chapter 10 Assessment APA Quiz References Summary
10	3-29	Chapter 11 Managing Individual Differences & Behavior	Chapter 11 SmartBook SA: What Is Your Level of Emotional Intelligence? Chapter 11 Assessment
11	4-5	Chapter 12 Motivating Employees	Chapter 12 SmartBook SA: Assessing Your Needs for Self-Determination Chapter 12 Assessment Test 3 Chapters 8, 10, 11, & 12 Research Paper
12	4-12	Chapter 13 Groups and Teams	Chapter 13 SmartBook Chapter 13 Assessment
13	4-19	Chapter 14 Power, Influence, and Leadership	Chapter 14 SmartBook SA: Assessing Your Task- and Relationship-Oriented Leader Behavior Chapter 14 Assessment
14	4-26	Chapter 15 Interpersonal and Organizational Communication	Chapter 15 SmartBook Chapter 15 Assessment
15	5-3	Chapter 16 Control Systems & Quality Management	Chapter 16 SmartBook Chapter 16 Assessment Test 4 Chapters 13-16
16	5-5	Final Exam—All Chapters	Comprehensive Final Exam

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Course Grading Information:

		<u>%</u>	=	_____
Orientation Videos/Assignments	x	.05	=	_____
Daily Exercises (drop 1)	x	.10	=	_____
SmartBook Assignments (drop 2)	x	.10	=	_____
Chapter Quizzes (drop 2)	x	.10	=	_____
Semester Exams (drop 1)	x	.25	=	_____
Manager Interview	x	.10	=	_____
Research Paper	x	.20	=	_____
a. Learning Contract				
b. References Summary				
c. APA Quiz				
d. Research Paper				
Comprehensive Final Exam	x	.10	=	_____
Total		<u>100%</u>	=	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

Orientation Videos/Assignments—5%

Each student is required to complete the Orientation Videos/Assignments found in the Week 1 folder accessed by clicking on Content in Brightspace. There are 4 assignments to be completed that will help prepare students for how to get started in the course and how to properly utilize Connect. **Failure to complete these 4 assignments before the census date will result in the student being dropped from the course.**

Daily Exercises—10%

Each student will be required to complete daily exercises each week using Connect. These exercises will typically be either Self-Assessments (SA) where the student can learn about themselves by assessing how they would behave under certain situations. The other exercises will be activity-based exercises (ABA) where students will have to utilize what they've learned to demonstrate their ability to make decisions based on various situations. These assignments might employ videos and/or simulations. I will drop your 1 lowest daily exercise.

SmartBook Assignments—10%

For every chapter, students are required to complete the SmartBook assignments. These assignments require students to use their knowledge of key concepts from each chapter to answer questions. The more the student gets correct, the harder the questions become. If a student misses some of the more challenging concepts, then easier ones are given until the student answers all concept questions correctly. I will drop your 2 lowest SmartBook Assignments.

Chapter Quizzes—10%

For every chapter covered, students are required to complete a short quiz over the material. Each quiz is comprised of approximately 20-30 multiple-choice questions. Students will be given 3 attempts to take each quiz and the highest score will be recorded in the gradebook. Each quiz will have a 30 minute time limit. Stopping and starting is not allowed—if the quiz is interrupted for whatever reason, it will count as an attempt. I will drop your 2 lowest quizzes. NOTE: After the due date and 3 completed attempts, you should be able to go back into the quizzes and exams and receive detailed feedback, which will help those who wish to review.

Semester Exams—25%

There are 4 major exams given during the semester. You will be able to take each of these exams only 1 time. You will have 60 minutes to complete your exams and once you start them, you must complete them in 1 sitting. Do NOT stop the exams and attempt to resume them at a later date or time. I will drop your lowest Semester Exam.

Management Interview—10%

Students will be required to interview a business manager and ask questions that will be provided by the instructor. Students will then record their findings and what they've learned from the interview. This will provide students with insight into what it takes to become a manager and what managers identify as their greatest hurdles in managing today's diverse workforce. Questions and an outline of this individual assignment are provided in Brightspace by clicking on the assignment link. Students must identify their managers and the name of their businesses when doing this project. I do not expect this to be you recording yourself reading the question and then simply saying what they said. I expect this to be professionally done. **Do not record the manager speaking; only your findings. Discuss your findings—DO NOT READ THEM! This assignment CANNOT be submitted late and cannot be dropped. Found in Week 7.**

Research Paper—20%

Students will be asked to write a research paper addressing a major management topic. The students can locate the information in Brightspace that will identify all the requirements of the assignment. Watch the videos under **Orientation Start Here** for help. The research paper should be 5-7 double-spaced CONTENT pages not counting references or cover page. Proper grammar and writing will be assessed in this report—so, take your time! All students must

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follow **APA style** documentation—see **Orientation Start Here for resources to help you with formatting or writing your Research Paper!** If you do not have a good understanding of how to write a research paper, then try learning by using resources available online or asking for assistance from MCC's writing center, or our library staff. This assignment **CANNOT** be submitted late and cannot be dropped. **Found in Week 11.** Please know that you will also be required to complete a Learning Contract (Week 5), a References Summary (Week 9), an APA 7 Quiz (Week 9), and the actual Research Paper Final Draft (Week 11).

Comprehensive Final Exam—10%

The final exam is comprehensive and is required to be taken by all students. It will be given during final exams week as scheduled, thus you will need to take it during our assigned date and time. You will only have 1 attempt. Additionally, you will have 120 minutes to complete your Final Exam and once you start it, you must complete it in 1 sitting. Do **NOT** stop the exam and attempt to resume it at a later date or time. This exam **CANNOT** be submitted late and cannot be dropped.

Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

Late Work and Make Up Work Policies:

Assignment Due Dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned Due Date and time!** If you miss the assigned Due Date for assignments, you receive will a zero. Late work will not be accepted beyond the Due Date. **Students will NOT be allowed to make up missed coursework unless there is a documented qualifying reason (family death/significant medical reason) as to why the work was missed.** I understand mistakes happen, but that's why this course is open to you completely on day one. Work ahead so that if you want or need to miss, you can. I provide you with multiple drops so that if you have one bad week and aren't able to get things done, you have drops for everything **EXCEPT** the Manager Interview, the Research Paper, and the Final Exam. Those 3 items **CANNOT** be turned in late and you can't drop them...

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. **All work must be submitted by SUNDAY at 11:59 PM of the DUE DATE specified in Brightspace for each Week.** Please plan and work ahead. Some of the work in each Week may require significant time to complete. For example, the Manager Interview and the Research Paper could take several weeks to complete. Plan ahead for this! Your Final Exam is **NOT** due on a Sunday—See Course Schedule—it's the only exception!

A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance—even virtual, and an attitude that seeks to take full advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; however, if you send me an email at 11 PM with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Artificial Intelligence (AI) Statement: Any work written, developed, produced, or created using artificial intelligence (AI) is considered plagiarism and is not tolerated. Certainly, there is a time and place for its use; however, in terms of learning and education it circumvents the learning process by artificially creating work that robs the learner from the opportunity to do so. If you have any questions as to what qualifies as artificial intelligence, then please direct your questions to your instructor. For this class, the use of AI is NOT permitted.

Use of Turn-It-In for Ensuring Academic Integrity

Turnitin (<https://www.turnitin.com/>): In order to help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the “Service”). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students’ work will be investigated and the student is subject to discipline according to policy.

[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.

06/24/2025



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

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.