



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERNSHIP II -BUSINESS ADMINISTRATION & MANAGEMENT

BMGT 2389_I080

KRISTY TURNER

NOTE: This is a 16-week Online course.

Course Description:

This course establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The student, employer and instructor will jointly develop a learning plan for each intern. The internship may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student – placement is not offered by MCC. (See Guidelines for Internships). Semester Hours: 3 (1 lecture/15-20 lab)

Course Notes and Instructor Recommendations:

Check Brightspace for information on this class and assignments.

This course requires an external internship where you will work 160 hours. It is your responsibility to secure your internship location; however, should you need help, please contact me immediately. Students who do not begin working the first week of class will struggle to meet the 160-hour requirement.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mclennan.edu

Phone Number: 254-299-8261

Office Location: Classroom – BTB 220

Office Hours: Mondays & Wednesdays 2:00 p.m. to 3:00 p.m. (Zoom)

Tuesdays & Thursdays 10:00 a.m. to 11:00 a.m. (BTB 220) and

2:00 p.m. to 3:00 p.m. (BTB 220/Zoom)

Or by appointment for meetings outside of these times.

Division Information:

Program Director: Kristy Turner

E-Mail: kturner@mclennan.edu

Office Phone Number: 254-99-8261

Office Location: BTB 220

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Division Chair: Dr. Christi Esquivel
E-Mail: cesquivel@mclennan.edu
Office Phone Number: 254-299-8228
Office Location: BT 223A

Dean: Dr. Frank Graves
E-Mail: fgraves@mclennan.edu
Office Phone Number: 254-299-8126
Office Location: ADM 301

Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Required Text & Materials:

Cengage Unlimited 4 month subscription is included with course.

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

Prerequisites and/or Corequisites:

Prerequisites: An approved workstation

- BMGT 1327 (either completed or currently enrolled)
- You must be working/volunteering at least 15 hours/week.

Course Objectives and/or Competencies:

This course seeks to provide opportunities for learning experiences related to management in a real work situation to compliment classroom learning. The student, his/her workstation supervisor, and the professors work together to establish and implement plans to provide these learning experiences. The student's workstation serves as a learning laboratory for the application of skills and knowledge from the classroom to the technical situation of the organization. The weekly activities are intended to aid the student in solving work-related problems and to encourage his/her personal development. The written reports are intended to improve the students' organizational skills and writing ability.

General Objectives: By the end of the semester, the student should be able to:

1. Complete a management project at work.
2. Listen to others' viewpoints and understand there are many ways to look at and solve a specific problem.
3. Objectively make decisions considering differing ideas and viewpoints.
4. Develop and write a training plan.
5. Write a professional memo.
6. Give an oral presentations.
7. Learn and implement new work skills.
8. Contribute to the organization hosting the internship.

Specific Competencies: During the course, the student will:

1. Master the regular use of e-mail.
2. Develop and write a training plan.
3. Design and work 120 hours on a workplace project to ensure learning.
4. Keep a detailed journal of project activities.
5. Master the use of Microsoft Word in document production and file management.
6. Prepare a PowerPoint presentation for the class.
7. Learn and implement new work skills.

*****INSTRUCTOR NOTE*****

To successfully complete this course, you **MUST** either be working at or volunteering for an organization **AND** have a manager or supervisor who will collaborate with you as you complete your internship. If you are not employed and have no professional connections that will allow you to secure an internship location within the first two weeks of class, you need to reach out to your advisor **immediately** so you can drop the course and select a more appropriate course for the semester.

If you are self-employed, you **CANNOT** complete an internship working for yourself. This is because there is no other person to evaluate your proficiency in the skill(s) you set out to learn. Self-employed people should reach out to the instructor **immediately** to determine options.

Required Software:

Microsoft Office – download for free at <https://ithub.mclennan.edu/books/microsoft-office-365>

Required Hardware:

This is an online course that requires students to submit video responses to assignments; therefore, a PC or Mac with webcam, speakers, and microphone must be used by the student. While either a PC or Mac can be utilized to successfully complete the course, instructional videos will only address the use of Microsoft Office within the Windows operating system.

Students will also need to scan documents for submission to this course; therefore, access to a scanner or equivalent mobile solution is required.

Minimum Technical Skills: Students should have basic computer skills, knowledge of word processing software, file management and a basic understanding of how to use search engines and common web browsers.

Students should have a firm understanding of Microsoft Word, including document production, basic formatting, and file management. Students will also need to learn to use Yuja for the oral presentation. Both software programs are available to students on the MCC website and/or the Brightspace platform.

Students should possess the ability to download and install apps on a modern smart device should one be used to complete activities in the course. The use of smart mobile devices is not required for this course, but some students prefer the use of such devices to record and upload videos in the course. PC workstations are available on campus at the Learning Commons.

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.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be

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withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned 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>

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:

This is a tentative schedule and is subject to change. Changes will be announced in class.

TENTATIVE SCHEDULE

DATE	ACTIVITIES
Week 1 1/12	Orientation to the class Review Weekly Job Progress Reports information Review External Learning Experience Training Plan Begin writing a paragraph to describe yourself when asked “tell me about yourself” Begin the Internship Impact Chart Start the Internship Journal MindTap Assignments
Week 2 1/19	Begin writing a Letter to Yourself Post to Week 2 Discussion Board Assignment: Weekly Job Progress Reports Due Assignment: Week 1 Journal Entry Due MindTap Assignments

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<p>Week 3 1/26</p>	<p>Create List of Anxieties Post to Week 3 Discussion Board Assignment: Weekly Job Progress Reports Due Assignment: Week 2 Journal Entry Due Assignment: Paragraph Telling About Yourself Due Assignment: External Learning Experience Training Plan Due MindTap Assignments</p>
<p>Week 4 2/2</p>	<p>Review Importance to Worldview Assignment Begin Draft Resume and Cover Letter Post to Week 4 Discussion Board Review Resume Video & Assignment with PowerPoint Assignment: Weekly Job Progress Reports Due Assignment: Week 3 Journal Entry Due MindTap Assignments</p>
<p>Week 5 2/9</p>	<p>Review Interviewing Lesson Review Internship Impact Chart created in Week 1 – Update Chart Post to Week 5 Discussion Board Assignment: Personal Strengths Letter Assignment: Weekly Job Progress Reports Due Assignment: Week 4 Journal Entry Due MindTap Assignments</p>
<p>Week 6 2/16</p>	<p>Post to Week 6 Discussion Board Assignment: Search for Job Openings Assignment: Due today – First draft of resume and cover letter Assignment: Weekly Job Progress Reports Due Assignment: Week 5 Journal Entry Due MindTap Assignments</p>
<p>Week 7 2/23</p>	<p>Complete the Feeling Fulfilled in Your Success Chart Post to Week 7 Discussion Board Assignment: Weekly Job Progress Reports Due Assignment: Week 6 Journal Entry Due Assign PowerPoint of Internship Experience -- Due 4/20 MindTap Assignments</p>

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<p>Week 8 3/2</p>	<p>Complete the Internship Move & Change Assignment Begin Work on LinkedIn Profile Post to Week 8 Discussion Board Assignment: Weekly Job Progress Reports Due Assignment: Week 7 Journal Entry Due MindTap Assignments</p>
<p>Week 9 3/16</p>	<p>Post to Week 9 Discussion Board – You will need the letter you wrote to yourself in Week 1 to complete this discussion. Assignment: Weekly Job Progress Reports Due Assignment: Week 8 Journal Entry Due Assignment: Due Today: Final Resume and Cover Letter. MindTap Assignments</p>
<p>Week 10 3/23</p>	<p>Review Internship Impact Chart created in Week 1 – Update Chart Begin writing Where do you see yourself in 5 years paper Assignment: Weekly Job Progress Reports Due Assignment: Week 9 Journal Entry Due Assignment: Due Today: LinkedIn Profile MindTap Assignments</p>
<p>Week 11 3/30</p>	<p>Assignment: Due Today: Where do you see Yourself in 5 years paper Assignment: Weekly Job Progress Reports Due Assignment: Week 10 Journal Entry Due MindTap Assignments</p>
<p>Week 12 4/6</p>	<p>Assignment: Weekly Job Progress Reports Due Assignment: Week 11 Journal Entry Due Start working on Final Job Objectives Report – due 4/27 MindTap Assignments</p>
<p>Week 13 4/13</p>	<p>Assignment: Weekly Job Progress Reports Due Assignment: Week 12 Journal Entry Due MindTap Assignments</p>

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Week 14 4/20	Assignment: Weekly Job Progress Reports Due Assignment: Week 13 Journal Entry Due Due Today: PowerPoint of Internship Experience MindTap Assignments
Week 15 4/27	Assignment: Weekly Job Progress Reports Due Assignment: Week 14 Journal Entry Due Assignment: Final Job Objectives Report Due Today MindTap Assignments
Week 16 5/4	Assignment: Weekly Job Progress Reports Due Assignment: Week 15 Journal Entry Due MindTap Assignments

You will be notified if any changes are made to the Tentative Schedule. I will use your MCC email account and Brightspace announcements to communicate with you.

Methods of Teaching and Learning:

This course consists of independent work projects, oral presentations, and business writing assignments.

This is a very intensive writing course. Grammar and spelling significantly affect your grade. As this course is a management course, you are expected to convey yourself in your writing as a professional would. If you are having consistent problems with your writing, you may be required to go to the Writing Center to work on your assignments.

This is an internship course and will require a lot of self-discipline from students! You are expected to check your student email everyday as well. You will be expected to complete the required assignments on time. I am here to make sure you understand the course requirements and oversee the completion of the learning objectives you and your supervisor set for this course.

Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

Approved Work Project

You must have a project in which you learn something which will help both you and your employer. It cannot be clerical or repetitive. If you do not complete your project as outlined in your training plan, you will not receive credit. If you leave your job for any reason, you will not be able to complete your project or the course, and you will not receive credit. In extreme circumstances, an incomplete can be given. If you receive an incomplete, your project must be completed according to your training plan prior to the end of the next 16-week semester (Spring 2023). Most student do NOT finish an incomplete in an internship and must retake the course from the beginning using a new training plan.

Students are responsible for obtaining an approved workstation for this course and developing a training plan which meets the following specifications:

- a. Concerns at least one of the four functions of management (Planning, Organizing, Leading, or Controlling).
- b. Creates value for the organization being served.
- c. Provides the student with learning experiences in the Business discipline.
- d. Work effort on the project is sufficient to earn three hours of college credit; approximately 120 hours.

Approved Workstation

An approved workstation is a prerequisite to this course. Students must be able to learn something new about management, involving planning, leading, organizing, controlling, and contributing to the organization in which their workstation is located. Some workstations will not qualify for this internship. The instructor has sole discretion to approve or disapprove a proposed.

Computer Problems:

All coursework is required to be submitted via the Content tool within Brightspace. If you are unfamiliar with how to submit work in Brightspace, please review the materials provided in the Brightspace Orientation course, available to all MCC students. Due to the vast number of computers, we have available on campus, as well as the availability of computers in community areas, we do not allow late work due to personal computer issues. MCC has created a WIFI hotspot in the parking lot of the Highlander Gym, as well as in all campus buildings, for students to use if their home internet connection fails. Due to the availability of WIFI on campus and at many businesses and community centers, we do not allow late work due to home internet connection issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users),

adjustments will be made at the instructors’ discretion. For specific help from the MCC Tech Team, contact the Help Desk at 299-8077 or go to www.mclennan.edu/tech-support for help.

Brightspace:

The Brightspace online learning environment plays an integral role throughout this course. All coursework will be submitted in Brightspace. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors’ course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus. This is an internship course in which you will primarily drive your learning experience and coursework. Do not procrastinate! Putting off coursework until a later time will result in a much more stressful internship experience for you and will drastically affect your grades during the semester!

Course Grading Information:

This is a “Credit/No Credit” or PASS/FAIL course. Progress and accomplishments made by the student in his/her work activities or projects will be evaluated. Grades will be established for each student after evaluation on a points basis. Grades are determined by writing assignments, participation in class, and completed work project.

To receive a grade of “Credit” for this course, students must:

- a. Attend class (tracked in Brightspace).
- b. Turn in complete, correct, signed External Learning Experience Training Plan by the due date.
- c. Complete the requirements for the project journal by the due date.
- d. Submit a final PowerPoint presentation by the due date.
- e. Students who fail to earn 735 points cumulatively on all assignments will receive a course grade of “NC.”

Weekly Job Progress Reports (15 weeks – 10 points each)	150
Weekly Journal Entries (15 weeks – 10 points each)	150
Weekly Brightspace Assignments (15 weeks – 10 points each)	150
Weekly MindTap Assignments (12 modules – 28 points each)	336
Power Point Presentation	100
Final Job Objectives Report	100
Discussion Boards (8 weeks – 8 points each)	<u>64</u>
Total	1,050

Students will also turn in weekly job progress reports for an assignment points each week. These weekly worksheets contain the student's timesheet with their employer and the objectives sheet. These sheets are turned in weekly. Sheets that are turned in on time and in full will receive full credit. Points will be deducted for errors in math, spelling, and grammar. Students who encounter difficulties in obtaining signatures should contact the instructor immediately.

Timesheets turned in more than two weeks late will not be accepted and the hours will not be counted towards the 160-hour requirement. As in the workplace, it is the student's/employee's responsibility to ensure payment/credit and that the hours are returned in a timely manner.

It may take up to two weeks to grade certain assignments.

Final Job Objectives Report

The Final Job Objective Report will consist of the following for **each objective**. You will write about the following bullet points on **each objective**:

- Your specific objectives in the Internship Plan
- Description of what you did to meet these objectives
- Description of what your responsibilities were
- Support – help from supervisor or co-workers
- What I learned – knowledge, skills and abilities you gained
- What was the easiest aspect of the objectives?
- What was the hardest aspect of the objectives?
- What surprised you?
- 20/20 Hindsight – What would you have done differently?

This report must be typed in Microsoft Word. This report will be graded for content (each of the bulleted items are discussed on each objective) and mechanics (grammar, sentence structure, spelling and punctuation).

Late Work and Make Up Work Policies:

Weekly Job Progress Reports are due each week. **No late work will be accepted!**

Student Behavioral Expectations or Conduct Policy:

In general, 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 should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

The determination of student conduct as unacceptable is in the sole discretion of the instructor and the consequences of unacceptable conduct is in the instructor's sole discretion and can include removal from the classroom on a temporary or permanent basis and withdrawal of the student from the course by the instructor, possibly with a grade of "F".

[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.

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

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.