



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

LEGAL RESEARCH AND WRITING

LGLA - 1301 – B180

KRISTY TURNER & DONNA DENDY

NOTE: This is a Blended 8-week course.

LEGAL RESEARCH AND WRITING

LGLA 1301-B180

Course Description:

Presents the fundamentals of legal research and writing emphasizing the paralegal's role, including resources and processes used in legal research and writing. Topics include: locating primary and secondary legal authority, implement researching strategies using standard and electronic research tools, drafting legal documents, and analyzing the ethical considerations of the paralegal relating to legal research and writing.

Prerequisites and/or Corequisites:

Passing score on the TSI Assessment or concurrent enrollment in INRW 0302.

Course Notes and Instructor Recommendations:

This is a college-level course requiring at least one to three or more hours of study time outside of the classroom.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mcclennan.edu

Phone Number: 254-299-8261

Office Location: Classroom – BTB 220

Office Hours: Mondays and Wednesdays 1:00 p.m. to 2:00 p.m. (Zoom)

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

2:00 p.m. to 3:00 p.m. (BT 220)

Or by appointment for meetings outside of these times.

Instructor Name: Donna Dendy

MCC E-mail: ddendy@mcclennan.edu

Phone Number: 254-299-8238

Office Location: Classroom – BTB 221

Office Hours: 10:00 a.m. to 11:00 a.m. Tuesdays

Division Information:

Program Director: Kristy Turner

E-Mail: kturner@mcclennan.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.

Optional:

Title: Legal Research, Analysis, & Writing
Author: William H. Putman & Jennifer R. Albright
Edition: 5th
Publisher: Cengage
ISBN: 13: 978-0-357-61944-5

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 contacted/notified through your MCC student email address. You may also check Brightspace for notification through

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Announcements. Please note all assignments and activities will be due on the date specified unless otherwise noted by the instructor.

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

Methods of Teaching and Learning:

Lecture, discussion boards, projects, written reports/papers, exams, and quizzes.

Course Objectives and/or Competencies:

The student will demonstrate mastery of the course information by being able to understand and demonstrate knowledge of the following:

Week 1

A. A. The Legal Research Process

1. Identify the origins of American law.
2. Understand the importance of the doctrine of Precedent and the doctrine of Stare Decisis.
3. Differentiate between primary and secondary sources and finding tools.
4. Identify the main types of primary authority.
5. Describe the four basic steps for effective legal research.

B. B. Analyzing Facts and Identifying Legal Issues

1. Review facts from preliminary investigation of potential evidence.
2. Establish fact pattern for comparison with legal authorities.
3. Determine nature of legal issue involved.
4. Review applicable law relating to the legal issue.
5. Determine research goals.

Week 2

C.C. Federal and State Case Law and the Court Reporter Systems

1. Identify the elements or segments of a typical court case as reported in a court reporter.
2. Distinguish between official and unofficial court reporters.
3. Describe the typical features found in a bound volume of a court reporter.
4. Discuss the various ways court reporters are organized.
5. Describe the method of publication for court reporters.
6. Identify the three main U.S. Supreme Court reporters and describe their similarities and differences.

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7. List ways to locate Supreme Court decisions not found in the main reporters.
8. Identify the main reporters for federal courts below the Supreme Court level.
9. Describe the organizational structure of the National Reporter System.
10. Explain what a parallel citation is and how to locate a parallel citation for a given case.

D. The Case Brief

Identify and draft:

1. the citation
2. procedural history
3. issues
4. holding
5. facts
6. rationale, and
7. a clear and concise brief of a case

Week 3

E. E. Basic Legal Writing Tools

1. Develop an outline to organize the writing process
2. Develop a method for providing clear definitions and descriptions of objects & concepts
3. Develop a method for explaining legal processes in a clear, concise manner
4. Describe the different law dictionaries available and when each is useful.
5. Describe the different law directories available and when each is useful.
6. Explain how to locate items in a form book and how to use them appropriately.

F. F. The Legal Memorandum

1. Organize a memorandum of law
2. Learn the steps to drafting a memorandum
3. Draft the questions presented
4. Draft brief answers and conclusions
5. Organize the facts statement
6. Draft the facts statement
7. Utilize the IRAC method for the discussion section
8. Synthesize cases and authorities
9. Outlining and organizing the memo

Week 4

G. G. Legal Correspondence

1. General Format
2. Components
3. Informative Letters
4. Confirmation Letters

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5.Opinion Letters

6.Demand Letters

H. H. Digests for Court Reports

1.Define what a digest is used for.

2.Explain why West's key number system is important in legal research.

3.Explain the organization of the American Digest System and when it will be useful in legal research.

4.Describe the Descriptive Word Method and the Topic Method as they apply to the use of digests.

5.Describe how to "update" digests results.

6.Explain the limitations of the digests.

7.Describe West's organization for the digests that are not a part of the American Digest System.

8.Identify the various books available for use with a particular digest.

Week 5

I.I. Shepard's Citations and Other Citator Services

1.Explain what type of source Shepards is and how to use it to update another source.

2.Identify the types of sources Shepards can be used to update.

3.Explain the abbreviations used in Shepards.

4.Explain how Shepards can be used as a finding tool.

5.Form a proper citation for any given source, legal or non-legal, by referring to the BlueBook or Texas Rules of Form.

J. J. Computer-Assisted Legal Research

1.Explain how to navigate the Internet for legal research purposes

2.Strategize to plan and conduct Internet research

3.Finding people and investigating companies using Internet search tools and databases

4.Identifying reliable legal resources available on the Internet

Week 6

K. K. Constitutions, Statutes and Administrative Law

6.Identify how and where federal and state agency regulations are published.

7.Demonstrate how to locate a relevant agency rule, regulation, or decision.

8.Explain how to update agency rules, regulations, and decisions.

9.Identify how and where to find Presidential Documents.

10.Explain how to locate copies of the US Constitution and state constitutions.

11.Explain how to locate court interpretations of constitutions.

12.Explain how to locate scholarly and historical interpretations of constitutions.

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L.L. Federal and State Legislation and Legislative History

1. Describe the legislative process a bill goes through to become law (federal and state).
2. Identify documents that are generated at each step of the legislative process (federal and state) and explain how each could be helpful in legal research.
3. Explain how a new law is published (federal and state).
4. Identify sources containing federal statutes and explain how the sources differ.
5. Explain how to locate relevant statutes within the sources.
6. Identify sources containing state statutes.
7. Explain how the statutory sources are kept current.
8. Demonstrate how to use various finding tools when compiling legislative history.
9. Explain how to locate legislative materials on the Internet.

Week 7

M.M. Persuasive Writing to the Court

1. Identify advocacy position
2. Analyze strengths and weaknesses of your position
3. Analyze strengths and weaknesses of opponent's position
4. Components of brief to the Court
5. Locate and apply applicable Court rules
6. Draft brief

N. N. Secondary Sources

1. Explain what ALRs are and how they differ from the National Reporter System.
2. Describe the organizational structure of the ALR series.
3. Explain how to find an ALR annotation and how to update it.
4. Explain what a treatise is and how it is used in legal research.
5. Explain how to locate a treatise.
6. Explain the history of the Restatements and their usefulness for legal research.
7. Describe the features of the Restatements.
8. Explain how to locate a Restatement section and how to update it.
9. Describe what type of matters are covered by court rules.
10. Explain how to locate court rules as well as interpretations of the rules.
11. List several sources where court rules can be found and discuss how these sources differ.
12. Define the purpose of periodicals.
13. List the various types of periodicals available and describe the features of each.
14. Explain how to locate a periodical and how to update it.
15. List other Indices available for locating periodical literature.

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16. Describe the two main general encyclopedias.

17. List what other types of encyclopedias are available to use in legal research.

This schedule is subject to change and students will be notified about any changes by announcement in class.

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 class BEFORE the census date, a student must complete and submit at least ONE assignment by the due date. An email to the instructor does NOT count as completing and submitting an assignment. Logging into Brightspace and accessing content does NOT count as completing and submitting an assignment. Any student who fails to complete and submit at least one assignment by the due date prior to the census date will be dropped from the course.

After 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 withdrawn from the course. 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 schedule is subject to change. Changes will be announced in Brightspace.

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Weekly assignments will be posted in Brightspace. Please consult Brightspace weekly for assignments.

Assignments may include the following:

Questions for Review

Can You Figure It Out?

Building Your Research Skills: Assignments and Activities

Building Your Analysis Skills: Assignments and Exercises

Building Your Online Research Skills: Assignments and Exercises

- Week 1 1/13 Orientation
Ch. 1 Introduction to Legal Research, Writing, and Analysis
Ch. 1 Quiz
Ch. 2 The Starting Point: Analyzing Facts and Identifying Legal Issues
Ch. 2 Quiz
- Week 2 1/20 Ch. 3 Finding and Analyzing Case Law
Ch. 3 Quiz
Ch. 4 How to Read & Summarize a Case Law Decision
Ch. 4 Quiz
- Week 3 1/27 Ch. 12 Basic Legal Writing Skills
Ch. 12 Quiz
Ch. 13 The Memorandum of Law Predictive Legal Writing: Predictive
Legal Writing
Ch. 13 Quiz
- Week 4 2/3 Ch. 14 Writing to the Court: Persuasive Writing
Ch. 14 Quiz
Ch. 15 Motion Practice: Research & Writing Issues
Ch. 15 Quiz
Final Exam Project-Draft of Briefs 1 DUE
- Week 5 2/10 Ch. 16 Legal Correspondence
Ch. 16 Quiz
Ch. 8 Digests
Ch. 8 Quiz
Final Exam Project-Draft of Brief 2 DUE
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- Week 6 2/17 Ch. 9 Validating Your Research: Using Shepard's, Keycite, and Other Citators
Ch. 9 Quiz
Chs. 10 & 11 Computer-Assisted Legal Research
Chs. 10 & 11 Quizzes
Final Exam Project-Draft of Brief 3 DUE
- Week 7 2/24 Ch. 5 Constitutions, Statutes, and Administrative Regulations
Ch. 6 Statutory and Constitutional Analysis
Ch. 7 Secondary Sources
Chs. 5, 6 & 7 Quizzes DUE
- Week 8 3/3 **Final Exam Project DUE**

Final Exam Project:

This project is due **Monday, March 3, 2026** by **11:59 p.m. NO LATE WORK WILL BE ACCEPTED!**

Drafts will be submitted on the following schedule:

Draft Brief 1 - February 3, 2025

Draft Brief 2 - February 10, 2025

Draft Brief 3 - February 17, 2025

When submitting drafts, please be sure to use the draft link and not the final exam project link when submitting the drafts.

The Drafts will be given completion grades. Asking students to submit drafts is an attempt to keep them on track with the project and ensure work is being done in an effort to have a fully complete project at the end of the semester.

The drafts as well as the final project will be submitted through Brightspace. I will NOT accept paper or email copies.

Do NOT wait until the last minute to email me your projects as technical difficulties do arise from time to time. Technical difficulties will NOT be used as an excuse for not getting the project into me on time.

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You will locate and brief cases on Westlaw. Cases will be assigned through Brightspace.

The final assignment is due on or before **11:59 p.m. on Monday, March 3, 2026. NO LATE WORK WILL BE ACCEPTED!**

Course Grading Information:

The system of grading will be based on the following objective standards (no “curve” methods will be used):

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

1. Quizzes

Reading quizzes will be given covering your reading assignments. These quizzes will be available on Brightspace. **No make-ups are allowed on these quizzes and deadlines will not be extended.**

2. Assignments

You will have chapter assignments and one major final exam project assignment due during the semester. Assignment details can be found in Brightspace under Content.

All assignments must be completed on time. **No late work will be accepted! Do NOT ask!**

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor’s discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of “incomplete”, which over time automatically changes to an “F” if the assignment remains uncompleted.

The activities used to determine the grade will be weighted as follows:

Assignments, Participation & Attendance:	30%
Quizzes:	20%
Final Exam Project:	50%

Penalties for Academic Integrity Violations

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course with a grade of “F.”

Examples of violations include, but are not limited to:

1. **Cheating:** Using unauthorized materials, information, or devices during an exam or assignment. This includes copying the work of another.
2. **Plagiarism:** Presenting another person’s work, words, or ideas as your own without proper citation.
3. **Fabrication:** Falsifying data, research, or other academic information. This includes seeking excused absences/tardies under false pretenses.
4. **Unauthorized Collaboration:** Working with others on assignments that are intended to be completed individually.
5. **Facilitating Academic Dishonesty:** Helping or attempting to help another student commit an act of academic dishonesty.

Consequences for Academic Integrity Violations

Violations of academic integrity are serious offenses and will result in the following consequences:

1. **First Offense:**
 - Automatic grade of **zero** on the assignment or exam.
 - Incident reported to the college's academic integrity office.
2. **Second Offense:**
 - Automatic grade of **F** for the course.
 - Referral to the academic integrity office for further disciplinary action, which may include academic probation or suspension.
3. **Severe Offenses:**
 - In cases of egregious violations (e.g., using another person to complete coursework, hacking into college systems, or repeated violations), the student may be subject to **removal from the class** and referral to the dean.

Appeals Process

Students have the right to appeal decisions related to academic integrity violations by following the procedures outlined in the college's academic integrity policy.

By upholding academic integrity, we maintain a fair, honest, and professional learning environment for all students.

Late Work and Make Up Work Policies:

WORK NOT COMPLETED ON TIME WILL NOT BE ACCEPTED.

See Course Grading Information for more details.

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.

[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>

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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.

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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.

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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.