



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**ORIENTATION TO SOCIAL SERVICES**

**SCWK\_1321\_W080**

**JESSICA SHELTON, M.S.ED, LPC, LMFT**

**NOTE: This is a 16-week course.**

**NOTE: This is an Online course.**

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### **Course Description:**

Introduction to the basic concepts, information and practices within the field of social services. Topics includes the historical development of social services, populations serviced by social service workers, and review of current treatment and/or services. Semester Hours 3 (3 lec.)

### **Prerequisites and/or Corequisites:**

There are no prerequisites for this course. However, technology and computer skills as well as the hardware necessary for taking online classes are required. This will be very fast-paced, and you must have good computer skills as well as a dependable computer and high-speed internet.

### **Course Notes and Instructor Recommendations:**

You should complete the online orientation module (“Getting Started”) as soon as Brightspace becomes available.

### **Instructor Information:**

Instructor Name: Jessica Shelton  
MCC E-mail: [jshelton@mclennan.edu](mailto:jshelton@mclennan.edu)  
Office Phone Number: (254) 299-8755  
Office Location: CSC E 129K  
Zoom Office Hour Meeting ID: 189-001-496  
Office/conference hours are posted on the course homepage and outside my office door.

Email is the preferred method of communication. I respond to emails within one business day (Monday-Friday). Please use your MCC student email address to contact me, and be sure to put your name, student ID#, and course name and section in the email.

### **Required Text & Materials:**

Title: *An Overview of the Human Services*  
Author: Kanel, Kristi; Horn Mallers, Melanie  
Edition: 2nd  
Publisher: Cengage  
ISBN: 978-1-285-46510-4

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

### **Methods of Teaching and Learning:**

As an online course, the primary methods of teaching and learning include a combination of textbook reading, online articles and videos, online discussions, and supplemental materials

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provided online where appropriate. Participation in online discussions will be an integral part of the learning process. You will have a weekly reading assignment from the textbook and the provided supplemental materials. You will respond to a Discussion assignment from each reading and take an online quiz for each reading. You will also complete a personal assessment paper later in the semester. There are also two exams in this course, a midterm and a final.

The amount of time you spend with the material and the interactions you have with it dramatically affect your ability to remember it. You will need to allow regular time each week to read the assigned material and complete the assignments. Logging in daily is highly recommended, as helpful announcements, reminders, and supplemental information will be posted regularly. A high level of self-discipline is needed for successful completion of this course.

### **Course Objectives and/or Competencies:**

#### **OBJECTIVES**

By the end of the semester, you will be able to:

1. Describe the historical development of social services.
2. Discuss terminology used by social service providers.
3. Assess client needs to determine eligibility for social service programs.
4. Compare and contrast the populations served including treatments and resources.
5. Utilize ethical principles.

### **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.

- A student is absent if they fail to complete any of the assignments in a weekly module.
- A student is dropped from the class if they are absent from every module prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- A student may also request to be withdrawn with a grade of W before the 60% point of the semester.
- After the 60% point of the semester, a student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

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Once a student exceeds the maximum number of absences in this course, they will be withdrawn from the course. If they have previously been withdrawn from 6 courses, they must remain on the roster for this course. However, any assignments submitted or completed after exceeding the absence limit will not be accepted and the student will receive a failing grade for the course.

### **Course Outline or Schedule:**

(Any adjustments will be announced through an announcement in Brightspace. See the detailed calendar in the “Course Syllabus and Calendar” module for more specific dates.):

Week 1	Introduction and Orientation Foundational Concepts and Historical Background
Week 2	Modern-Day Human Services: Policies and Programs, Interventions, and Demographic Consideration
Week 3	Ethical and Multicultural Issues in the Human Services
Week 4	Human Services Workers
Week 5	Basic Counseling Skills, Personal Characteristics of Human Services Workers, and Theoretical Approaches in Counseling
Week 6	Crisis Intervention, Suicide Prevention, PTSD, Community Disasters and Trauma Response, and Military Trauma
Week 7	Human Services Populations <b>Midterm due</b>
Week 8	Client Populations-Child Abuse and Child Sexual Abuse
Week 9	Mental Illness, Poverty, Disability, and Crime
Week 10	Alcoholism and Substance Abuse
Week 11	Personal Assessment Paper
Week 12	Interpersonal Partner Abuse, Sexual Assaults, HIV/AIDS, and LGBT Issues
Week 13	Stress Management
Week 14	Case Management
Week 15	Macro-Level Practice <b>Final Exam due</b>

**\*\*Weekly assignments will always be due by 2pm on Mondays.**

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## **Course Grading Information:**

Your grade in this course will be determined by a combination of:

- the average of your weekly online quizzes – 20%
- the average of your weekly online discussions – 20%
- Personal Assessment Paper – 20%
- midterm exam – 20%
- final exam – 20%

### **1. QUIZZES**



**Use of A.I. in any way is entirely prohibited.**

A quiz is required each week over the chapter presented. Each quiz will be composed of 20 randomly selected multiple-choice or True/False questions. If you read the chapter and slideshow and take effective notes, you should be well prepared for the quizzes. Each of the weekly quizzes is worth 100 points, and the average of all quizzes will count toward your overall grade. The lowest quiz will be dropped automatically. The Quiz average is 20% of your grade.

**IMPORTANT:** The purpose of the quizzes is to ensure you understand the main concepts of each module. Quizzes are due by 2pm each Monday. You can attempt each weekly quiz twice; the average of your attempts will be the grade posted in the gradebook. I encourage you to take your quizzes early in the week so you have time to retake the quiz and improve your score before the deadline. Feedback on each quiz is provided for you in the “Quizzes” section under the “Assessment” link; click on the arrow to the right of the quiz and click “submissions” to see your feedback.

### **2. WEEKLY DISCUSSIONS**



**Use of A.I. in any way is entirely prohibited.**

Attendance and participation each week is crucial in order to help you learn the material and apply the skills in professional settings. One way weekly participation is earned is by answering the assigned Discussion question and commenting on classmates’ posts by the deadline. Each of the weekly Discussions is worth up to 100 points, and the average of all Discussions will count toward your overall grade. The lowest Discussion grade will be dropped automatically. The Discussion average is 20% of your grade.

For each module you will reply to the question and reply to two of your classmates’ posts. In order to receive full credit for Discussion responses, they need to be well thought-out posts; **posts with just a few words don’t count as a “discussion.”** Similarly, posts made all in one day do not amount to a “discussion,” since students who do this rarely log back in to see the

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comments their post generated. Posting the same (or very similar) comment on classmates' posts also does not add to the discussion. Therefore, please adhere to the following guidelines in order to maximize your Discussion points:

	<b><u>Full Credit</u></b>			
<b><u>Number of Posts</u></b>	3 posts over 2 or more days (30 points)	3 posts all in the same day (20 points)	2 posts (10 points)	1 post (5 points)
<b><u>Length of Posts</u></b>	All posts are developed paragraphs (30 points)	1 post is too short  (20 point)	2 posts are too short  (10 points)	All 3 posts are too short  (5 points)
<b><u>Accuracy and Thoughtfulness of posts (posts contribute new ideas to the discussion)</u></b>	All posts are thoughtful and accurate  (30 points)	1 post either contains inaccurate information or does not contribute to the discussion (20 points)	2 posts either contain inaccurate information or do not contribute to the discussion (10 points)	All 3 posts either contain inaccurate information or do not contribute to the discussion (5 points)
<b><u>Spelling/Grammar</u></b>	Posts are generally free of errors (10 points)	Posts contain a few minor errors  (7 points)	Posts contain multiple errors  (4 points)	Posts contain significant errors  (0 points)

Students who do not post anything for the week will receive a 0 for the week. Remember that appropriate online etiquette is required at all times; this information is posted in the “Getting Started” area of the course.

**ALL POSTS ARE DUE EACH MONDAY BY 2PM, BUT I ENCOURAGE YOU TO POST EARLIER TO EARN MORE POINTS AND INCREASE CLASS DISCUSSION.**

**\*\*\*WEEKLY DISCUSSIONS AND QUIZZES CANNOT BE MADE UP UNLESS THERE IS A DOCUMENTED EXCUSE THAT PREVENTED YOU FROM COMPLETING THEM THAT WEEK. (I.E., getting sick on Monday will not excuse work that you seven days to complete).\*\*\***

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### 3. PERSONAL ASSESSMENT PAPER



**A.I. may be used to check your spelling or grammar, but it may NOT be used to help generate ideas or organize your paper.**

You will write a 3-page paper reflecting on what you have learned throughout the semester and how it has shaped your thoughts on your future career in the mental health field. The entire assignment is worth 20% of your grade. More details can be found in the Brightspace course by clicking “Assessments” and then “Assignments.”

### 4. EXAMS



**Use of A.I. in any way is entirely prohibited.**

Two exams will be given and will be 100 points each. Each exam will be 20% of your grade. The midterm will cover the first 7 modules of our semester, and the final exam will cover the last 8 modules of the semester. Exams will mainly cover material from the chapter readings, but they may also include questions from the online discussions, including videos linked in the slides. Each test will be a mixture of objective, short-answer and discussion questions. Exams will be timed, and you may only attempt each exam once. Exams are not open book or open notes; they are meant to be taken without assistance.

**EXAMS MUST BE COMPLETED BY THE DEADLINE.** (In RARE instances, you may be allowed to take a make-up exam. See Make-Up Test Policy below.)

IMPORTANT: If you miss an exam and have not contacted me within 1 day of the exam due date, a “0” is assigned as the permanent grade. There is no penalty for taking the exam EARLY should you have a situation arise.

**Grade Range is as follows:**

Letter Grade	A	B	C	D	F
	90-100%	80-89%	70-79%	60-69%	59% or less

A grade of C is required for graduation.

### **Late Work and Make Up Work Policies:**

**\*\*The late work policy does NOT extend to weekly assignments, only major assignments.\*\***

Late Work: Deadlines for exams and assignments are given at the beginning of the semester; therefore, **late work is rarely accepted and must be accompanied by a documented reason** for the lateness. I encourage you to work ahead of deadlines and not wait until the last minute to turn

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in work. If late work is accepted, it will automatically lose points according to the chart below. **I will not accept late work that is more than 1 week past the original deadline for any reason.**

Less than 24 hours late	5 points deducted
24 - 48 hours late	10 points deducted
3 - 4 days late	15 points deducted
5 - 6 days late	20 points deducted
Up to 7 days late	25 points deducted
After 7 days late	Assignment not accepted

PLEASE NOTE: You should not wait until the last minute to complete assignments, exams, or quizzes. I may not be able to reset quizzes or exams unless on campus, so if you are in doubt, all work should be completed during the week and not on the weekend.

**Assignments must be turned in according to the instructions for that assignment. I will not accept work that is emailed to me.**

You will be permitted to make up class work and assignments missed due to absences caused by documented reasons including (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, I have the prerogative of determining whether you may make up work missed due to absences for other reasons. **It is your responsibility to inform me of the reason for an absence and to do so in a timely fashion (immediately before or after the absence).** This may be done with a phone call, email or in person.

**Make-Up Test Policy:** You are expected to complete all tests at the time designated by the class calendar. Should it be necessary to miss a test, there will be an automatic deduction of 15 points. Make-up tests are to be completed within one week of the regularly-scheduled test. If the test is not taken within the first week after the original test, the grade for the test will become a zero. You will only be allowed to make up one test per course for each semester.

As the professor, I retain the right to determine if the reason for an absence justifies not deducting points. This would only be for unusual circumstances (wreck, hospitalization, etc.).

**Please Note: It is ALWAYS better to have a low grade than to have a zero!**

**Attendance Policy (please also see the Course Attendance/Participation Guidelines on pages 3-4):** Regular and punctual attendance is expected of all students, and each instructor maintains a complete record of attendance for the entire length of each course, including online, blended, and

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hyflex courses. You will be counted absent from class meetings or online assignments missed, beginning with the first official day of classes. Whether present or absent, you are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

You are able to check your absence count by clicking on “Attendance” under the “Assessments” link. If you encounter a situation that makes it difficult for you to keep up your participation in the course, please reach out to me for assistance.

In very rare cases, a grade of Incomplete (“I”) may be given when a course is not completed because of a student's absence caused by reasons acceptable to the instructor. To be eligible, you must have essentially completed the course and only be missing the final few grades. If work is not made up within the following long semester, the "I" will be changed to an "F".

### **Student Behavioral Expectations or Conduct Policy:**

You are expected to demonstrate respect to others in the classroom (regardless of format) and to demonstrate professional behavior at all times. The classroom is an excellent place to practice behaviors that are expected to be used in the workplace with clients and coworkers. As the professor, I reserve the right to protect the learning environment for everyone in the class, including removing a student whose behavior interferes with a collaborative, professional, and respectful atmosphere.

Cheating is not tolerated. Any student who cheats will be subject to grade reduction, re-doing of assignments, and/or expulsion from the class. Examples of cheating include but are not limited to:

- copying the work of another student
- seeking excused absences/tardies under false pretense
- plagiarism
- turning in work you completed for a different class or the same class during a different semester
- using Artificial Intelligence (A.I.) outside of the permitted scope of each assignment. Please refer to the spotlight icons next to each assignment above to ensure you are using A.I. within permitted parameters.

It is expected that the work you submit for this class is created solely for this class during this semester and not for another class. To write a paper, project, etc. and submit it for a grade in two

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different classes, even over different semesters, is highly unethical. Students caught doing this will receive a zero (0) for that assignment.

All work submitted in this course must be your own. Contributions from anyone or anything else must be properly quoted and cited every time they are used. Failure to do so constitutes an academic integrity violation, and the institution's policy will be followed in those instances.

[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.

### **Statement of Workplace and Foundation Competencies**

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

**Mental Health Programs:**

#### **COMMON WORKPLACE COMPETENCIES**

**Manage Resources:** Time / Money / Materials / Space / Staff

**Exhibit Interpersonal Skills:** Work on teams/ Teach others / Serve customers / Lead work teams/ Negotiate with others

**Work with Information:** Acquire & evaluate data / Interpret & communicate data

**Apply Systems Knowledge:** Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems

**Use Technology:** Select equipment and tools

#### **FOUNDATION SKILLS**

**Demonstrate Basic Skills:** Arithmetic & Mathematics / Speaking / Listening

**Demonstrate Thinking Skills:** Creative thinking / Decision making / Problem solving / Thinking logically

**Exhibit Personal Qualities:** Self-esteem / Self-management / Integrity

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Course Number: SCWK 1321 Course Name: Orientation to Social Services	Relevant Competencies (Identify by Competency Number)
<b>SCANS COMPETENCIES.</b>	
<b>1. Managing Resources:</b> a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. 1,2,3,4 b. 4 c. 1,2,3,4 d. 1,2,3,4 e. 1,4
<b>2. Exhibiting Interpersonal Skills:</b> a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 1,2,3,4 b. 1,2,3,4 c. 1,2,3,4 d. 1,2,3,4 e. 1, 2,3,4 f. 1,2,3,4
<b>3. Working with Information:</b> a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1,2,3,4 b. 1,2,3,4 c. 1,2,3,4 d. 2,3
<b>4. Applying systems Knowledge:</b> a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 1,2,3,4 b. 2,3 c. 1,2,3,4 d. 1,2,3,4 e. 1,2,3,4
<b>5. Using Technology:</b> a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 2,3 b. 2,3 c. 2,3
<b>SCANS FOUNDATIONS.</b>	
<b>6. Demonstrating Basic Skills:</b> a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1,2,3,4 b. 1,2,3,4 c. 2,3 d. 1,2,3,4 e. 1,2,3,4
<b>7. Demonstrating Thinking Skills:</b> a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 1,2,3 b. 1,2,3,4 c. 1,2,3,4 d. 1,2,3,4 e. 1,2,3,4
<b>8. Exhibiting Personal Qualities:</b> a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1,2,3,4 b. 1,2,3,4 c. 1,2,3,4 d. 1,2,3,4 e. 1,2,3,4

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](http://www.mclennan.edu/disability)

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [success@mclennan.edu](mailto: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](mailto: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](mailto: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](http://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](mailto: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](mailto: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.