WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Interpersonal Communication

SPCH 1318.W280

Professor Leslie A. Henderson

NOTE: This is a 6-week, fully online course.

Interpersonal Communication

SPCH 1318.W280

Course Description:

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts, including friendships, romantic partners, families, and relationships with co-workers and supervisors.

Prerequisites and/or Co-requisites:

There are no official course prerequisites. However, you will need college-level writing skills to complete assignments, to read a college text, and to respond to tests and discussion questions. The student will apply critical thinking skills, including comparison and contrast, analysis, and synthesis.

Course Notes and Instructor Recommendations:

All students should check their MCC email, Brightspace announcements, and Brightspace assignments frequently. All communication between students and instructors will use the MCC email system. No outside emails are accepted. Each student will need a USB drive (or equivalent) to save all coursework submitted.

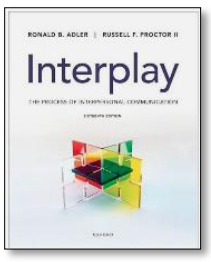
Instructor Information:

Instructor: **Professor Leslie A. Henderson**
MCC E-mail: **lahenderson@mclennan.edu**
Office Phone #: **(254) 299-8936**
Office Location: **FB 102**
Conference Hours: Available online and by appointment

Required Text & Materials

Your textbook is an eBook you have already paid for with your course tuition.

Title: Interplay: The Process of Interpersonal Communication
Author: Ronald B. Adler, Lawrence B. Rosenfeld, & Russell F. Proctor II - Edition: 16th edition
Publisher: Oxford University Press **eBook ISBN 9780197501344**



MCC Bookstore Website: MCC Bookstore

Emailing your professor:

Emailing me your questions is very important. I welcome your emails and questions - I do not mind! I would rather you ask than guess at something and have that affect your grade. Following these simple rules will help me respond to you more quickly and effectively. It is a win-win situation!

1. **Always send emails through your MCC student email account**. MCC has a strong filter that often throws outside emails into the junk folder. MCC student emails do, however, get in.
2. **Always put your class's section number and full name in the subject heading.** For example, if you were in section XXX, you would put **SPCH_1318_XXX_John Doe** in the subject heading. This is necessary to respond to you promptly.
3. If I do not acknowledge your email within 24 hours, resend it. I do not respond to emails sent after 8:00 p.m. until the next day.

Methods of Teaching and Learning:

This online course incorporates chapter readings from the textbook, along with supplemental online articles and videos. Students will engage in weekly discussion boards, complete worksheets, and take chapter quizzes to reinforce learning. In addition, the course includes unit exams, a collaborative group activity, and a *Course Project* on *Improving Interpersonal Skills* to assess progress. Stay engaged, stay curious—you've got this!

Course Objectives and/or Competencies:

Courses in this category focus on developing and expressing ideas clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT) --** to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- **Communications Skill (COM) --** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- **Teamwork (TW)** - this includes the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility (PR)** - to include the ability to connect choices, actions, and consequences to ethical decision-making.

Course Attendance/Participation Guidelines:

Faculty are required to drop students from their class roster before certifying the respective class If a student is not in attendance by 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 before certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will receive funding only for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more from a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request withdrawal with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request withdrawal or be assigned the final grade earned at the end of the semester, after grades have been updated to reflect missing work.

- **Failure to complete six consecutive assignments is evidence that you do not intend to complete this course and will result in a drop from the course**.
- **The last day for student-initiated drops is Thursday, March 26, 2026.**

Online Student Technology Requirements:

The online student should know how to use a web browser, computer, an MCC student email account, create, copy, and save documents, send and receive electronic documents (attachments), and use the Internet and search skills. The course uses the Brightspace Learning platform, and students should become proficient in these skills through the course orientation. Online students should have a general understanding of online technology. Read the "***Core Rules of Netiquette***" article in the Orientation Module.

Hardware Requirements:

Students are expected to maintain regular and reliable access to a computer with a stable broadband Internet connection.

Software requirements:

1. You need a web browser to access Brightspace.
2. **The word processing software of MS Office is required.** If you don't own a copy of MS Word, as a current MCC student, you can use Office 365 for free. This will give you the most commonly used tools.
   a. To access the free software, go to Microsoft Office 365.
   b. Please do not hesitate to contact the MCC Help Desk by calling 254-299-8077 or emailing helpdesk@mclennan.edu if you require further assistance.

3. **Instructions for Chromebooks**
   a. Most written assignments to be downloaded are in an RTF format (Rich Text File). You will need to download and save the RTF file, rather than double-clicking to open it. You should then be able to open it (using a TXT app) or Google Drive.
   b. If you are using Google Docs, please be sure to download and upload your file as a .docx or .rtf before submitting.
4. **Instructions for MacBook Pro**
   a. After completing the assignment, click the blue share button at the top right corner.
   b. A pop-up screen will appear. Click the copy link at the bottom left-hand corner of the pop-up.
   c. A pop-up screen will appear. Click the blue copy button. Then copy and paste it into Brightspace and click submit.
   Click MacBook Pro Instructions for the PDF of instructions.

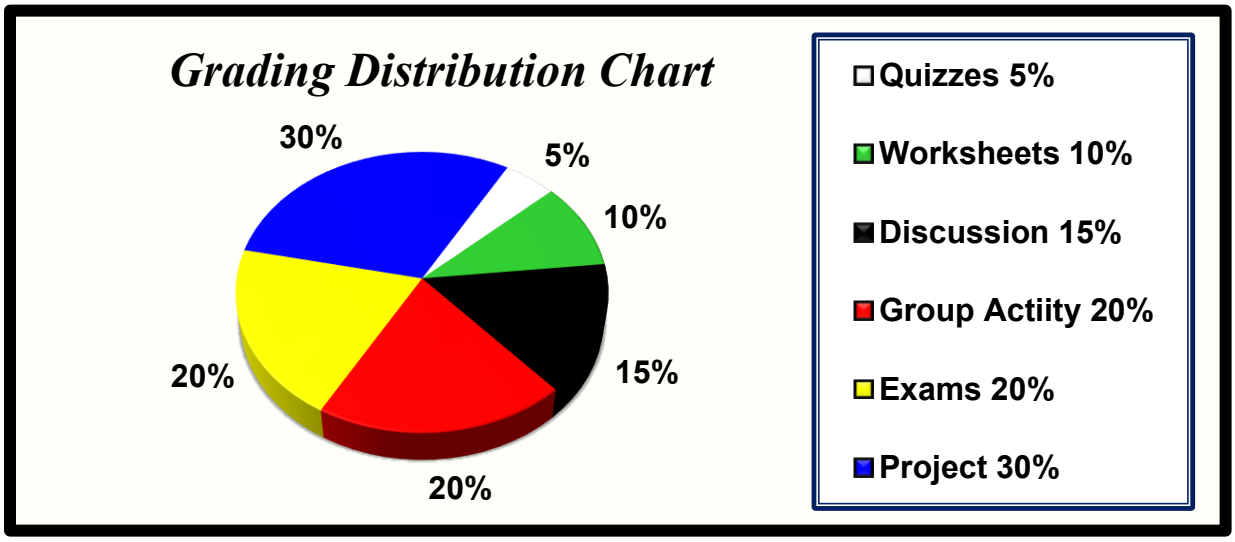
Other Technology Requirements:

1. Microsoft Office 365 or 2013
2. Adobe Reader DC

Back-up Plan if Technology Fails:

Students are responsible for submitting work on time, **regardless of a computer or internet failure**. There are many computers on the MCC campus and in local libraries, and many free hotspots around town: coffeehouses, Panera Bread, or local libraries.

Course Grading Information:



All assignments are due by 11:59 p.m. Central Time on the date indicated.

Chapter Quizzes: 5% of the Overall Grade

- **Due Dates**: Chapter quizzes are due at the end of each chapter.
- **Purpose**: These quizzes act as a preview or pretest to help you prepare for the upcoming unit exams.
- **Format**: Each quiz contains 20 questions and has a 30-minute time limit.
- **Access to Answers**: Correct answers will be released after the quiz deadline has passed for all students.

Worksheets: 10% of the Overall Grade

- The worksheet provides the student with a hands-on approach to the topics.
- All submissions **must** be in **Microsoft Word** or Rich Text Format (.rtf).
- **Correct formatting is required**, **as demonstrated in the Worksheet Format Video.**
- See **Appendix A1** for the Worksheet Grading Rubric.

Discussions: 15% of the Overall Grade

- Participation in discussion board activities is worth up to 100 points.
- You are required to post one original thread and respond to at least two classmates' posts per discussion.
- **Your original post is due before the 2 replies and must be a minimum of 300 words.**
- All posts should be thoughtful and reflective, demonstrating depth and critical thinking.
- Responses must engage meaningfully with your classmates' content, do more than agree; provide insight, ask questions, or build on their ideas.
- **Your posts must be your original work and not taken from generative AI.**
- See **Appendix A2** for the DB Grading Rubric.

Group Activity: 20% of the Overall Grade

- This assignment fulfills the teamwork requirement for the course.
- Students participate in creating a group PowerPoint presentation on the topic of Nonverbal Communication Channels.
- See **Appendix A3** for the Group Activity Grading Rubric.

Exams: 20% of the Overall Grade

- There are four-unit exams. You will have one opportunity to take each of the four exams.
- Each unit exam will have 50 questions (multiple-choice and true/false). You will have 1 hour to complete the exam.
- I will reset for technical reasons only during the semester.

Course Project: 30% of the Overall Grade

Interpersonal communication is more than an academic subject - **it is a lifelong skill**. Through five steps: **self-awareness, feedback from others, goal setting, skill application, and reflection**, this project helps you apply communication concepts to real relationships, increase self-awareness, and develop practical skills for everyday life.

Tentative Weekly Agenda:

Week	Materials Covered
Week 1	Orientation Materials Chapter 1: Interpersonal Process Chapter 2: Mediated Communication Chapter 3: Culture and Interpersonal Communication ***Step 1: Self-Analysis***
Week 2	***Unit #1 Exam*** Chapter 4: Interpersonal Communication & the Self Chapter 5: Perceiving Others ***Step 2: Interviewing Others*** Chapter 6: Language ***Unit Exam #2*** ***Step 3: SMART Goals***
Week 3	Chapter 7: Nonverbal Communication ***Group Activity Due*** Chapter 8: Listening: Receiving & Responding
Week 4	Chapter 9: Emotions ***Unit Exam #3*** ***Step 4: Relational Application*** Chapter 10: Dynamics of Relationships Chapter 11: Relational Communication: Friends, Family, & Romantic Partners Chapter 12: Managing Conflict ***Step 5: Project Reflection***
Week 5	***Unit Exam #4***

***I reserve the right to change the course schedule at any time.**

The Percentage Breakdown of the Final Grade is as follows:

- **Quizzes (5%)**
- **Group Activity (15%)**
- **Worksheets (15%)**
- **Discussions (20%)**
- **Project (20%)**
- **Unit Exams (25%)**

Grading Scale: A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0

Interpersonal Communication Online: Worksheet - Discussions - Projects

Chapter	Worksheet	Discussion	Project
Orientation	Orientation Quiz	----------	----------
Ch 1: IPC Process	NCA	----------	
Ch 2: Mediated IPC	Mediated Comm.	----------	
Ch 3: Culture	----------	Ethnocentrism	Step 1
Ch 4: Self	----------	----------	
Ch 5: Perceiving Others	----------	Empathy	Step 2
Ch 6: Language	I-Messages	----------	
Ch 7: NV	----------	Fake It Until – Become It	Group Activity
Ch 8: Listening	----------	Active Listening	& Step 3
Ch 9: Emotions	Emotion Comm.	----------	
Ch 10: Dynamics of Rel.	----------	Emotional Bank Account	
Ch 11: Close Rel.	----------	Blended Families	Steps 4 & 5
Ch 12: Conflict	----------	4 Horsemen	

- Most chapters include a Worksheet or a DB except for the Orientation module, which has both.
- There are **2 projects** for the course: a Group Activity Slide Presentation & an Improving Interpersonal Communication Skills Course Project.

Academic Integrity: Cheating, Plagiarism, and Use of AI

I take academic integrity very seriously, and I expect all students to submit work that is honest, original, and reflective of their efforts. All assignments are subject to academic integrity checks.

Cheating - "Cheating" includes, but is not limited to:

1. Using unauthorized assistance during quizzes, tests, or exams.
2. Relying on unauthorized sources when writing papers, preparing reports, solving problems, or completing assignments.
3. Acquiring, without permission, tests or academic materials belonging to MCC faculty or staff.

Plagiarism - "Plagiarism" includes, but is not limited to:

1. Using, by paraphrase or direct quotation, another person's published or unpublished work without proper acknowledgment.
2. Failing to cite the use of outside materials, including those purchased from paper mills or online platforms.
3. Submitting work that is not your original creation.

Restricted Use of Generative AI - This course maintains a Restricted AI Use policy.

Yellow Light: Restricted AI Use

- **Meaning**: AI is allowed under specific instructor-defined parameters.
- **Use**: Applied to tasks where AI aids learning without replacing critical thinking.
- **Examples**: Using AI for brainstorming ideas or formatting assistance.

1. **Generative AI tools** (e.g., ChatGPT, Midjourney, DALL·E, Bard**) may not be used to** complete assignments **unless explicit instructor permission** and clear usage guidelines are provided.
2. These platforms generate content that is not considered original student work.
3. I am committed to assessing your own thinking and communication skills, not the output of a machine.

Consequences

1. A **first offense** may result in a grade of **zero** for the assignment and a formal report to the MCC Academic Integrity Office.
2. A **second offense** may result in a **failing grade** and a formal report to the MCC Academic Integrity Office.

AI tools may be used within the following parameters for this course/assignment:

- **Permitted Uses:**
  - Brainstorming ideas.
  - Creating SMART Goals with AI assistance for Step 3.
- **Prohibited Uses:**
  - Using AI to write full paragraphs or complete assignments.
  - Submitting AI-generated content as original work.
- **Disclosure Requirements:**
  - Clearly state when AI was used and for what purpose.

Late Work, Attendance, and Make-up Work Policies:

- **Due Dates**: All assignments are due by midnight Central Time on the date specified. Late work is generally discouraged. If you anticipate a conflict with a deadline, it's best to complete the work early or contact me in advance to discuss your options.

- **Free Passes:** I allow **two free passes on missed work**. If you miss a deadline, you have two opportunities to submit the work late without documentation. After that, all late submissions must be accompanied by MCC-documented excuses. This policy is an act of grace. I recognize that life can bring unexpected challenges.

- **Make-Up Work**: Following McLennan Community College (MCC) policy, students are allowed to make up missed work for full credit in the event of:
  1. Authorized participation in official College activities
  2. Personal illness
  3. Illness or death in the immediate family
  4. Observance of a religious holy day (up to 2 of 5 recognized by MCC)

- **Non-Participation**: Missing **six** consecutive assignments will be considered evidence of non-participation and may result in being dropped from the course.

- **Attendance**: Please familiarize yourself with the College Attendance Policy.

- **Course Drops**: I do not drop students after the last day for student-initiated drops (**Monday, June 22, 2026**) unless there is a compelling reason. A failing grade is not considered a compelling reason.

Student Behavioral Expectations or Conduct Policy:

- Students will engage in appropriate online behavior according to the Online Rules of Netiquette.pdf in your orientation module.
- Always communicate **politely and respectfully** with your instructor and classmates—courtesy is essential to productive online learning.
- Students are responsible for all due dates.
  - **Forgetting that an assignment is due is not a documented excuse.**
  - **Print your calendar and place it where you can see it daily**.
- Students are responsible for their work and due dates, and their technology.
- This is an online class, and it is your responsibility to have all the hardware and software listed above. Always have a backup plan.

(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.

Appendix: Grading Rubrics

A1 - Worksheet Grading Rubric

Criteria: DB Rubric	Level 4 (20 points)	Level 3 (15 points)	Level 2 10 points)	Level 1 (5 points)	Level 0 (0 points)
Format & Appearance	All 4 formatting requirements are met.	3 of the 4 requirements are met.	2 of the 4 requirements are met.	1 of the 4 requirements are met.	None of the requirements were met.
Knowledge of Topic	Shows in-depth understanding of the material.	Shows a good understanding of the material.	Shows a fair understanding of the material.	Shows little understanding of the material.	Shows no understanding of the material.
Answers to Questions	Answers all questions with detailed answers.	Answers most questions with detailed answers.	Some answers lack detail.	Not all questions were answered.	Most questions were neither detailed nor answered correctly.
Supportive Evidence	Supports all answers with examples and relates them to the course materials.	Supports most answers with examples and relates some of them to the course materials.	Supports all answers with examples but does not relate them to the course materials.	Lacks support for most answers.	Does not support answers with evidence.
Writing Mechanics	No spelling or grammar mistakes are evident	At least 5 spelling or grammar mistakes are evident.	At least 5-10 spelling or grammar mistakes are evident.	Has numerous spelling and grammar errors.	Too many mistakes are evident.

Format & Appearance Requirements

- Correct Heading (name and title)
- Name & Section #
- Spaces between Questions & Answers
- Margins Aligned/ Professional Appearance

A2 - Discussion Board Grading Rubric

Criteria: DB Rubric	Level 4 (20 points)	Level 3 (15 points)	Level 2 (10 points)	Level 1 (5 points)	Level 0 (0 points)
Quality of Answers	Answers all questions with original thought and analysis and applies their answer to previous course materials.	Answers most questions with thought and analysis and applies their answer to previous course materials.	Answers some of the questions adequately and does not apply to previous course materials.	Answers some, but not all of the questions, with no application to previous course materials.	Does not answer any of the questions.
Supportive Evidence	Uses original examples to support their points and cites outside sources.	Uses examples to support their point and cites outside sources.	Some examples were used to support their answers, but lacked outside source citations.	Lacks support for all questions with no examples or cited sources.	Plagiarizes classmates or online sources.
Timeliness of Original Post	The original post was made by the specified due date.	The original post was made one day late on the specified due date.	The original post was made two days late on the specified due date.	The original post was made three days late on the specified due date.	No original post.
Quality of Responses to Classmates' Posts	Very detailed feedback that directly addresses their classmates' posts.	Some feedback that addresses their classmates' posts.	Little feedback and uncreative responses, such as ***"I agree with …" statements."***	Respond to one classmate's post only.	Do not respond to any classmate's posts.
Word Count & Mechanics	Word Count was 300 or above and free of all spelling and grammar errors.	Word count was between 300 250 and/or free of most spelling and grammar errors.	The word count was between 250 and 200 and had spelling and grammar errors.	Word count was below 200 150 and has spelling and grammar errors.	Word count is way below 150 and has spelling and grammar errors

A3 - Group Activity Grading Rubric

Criteria	Outstanding (20 points)	Good (15 points)	Satisfactory (10 points)	Unsatisfactory (5 point)	Not Present (0 points)
Organization/ Development of Ideas	-Exceptional outline format: clear and logical, with no missing components.	-Clear and logical outline order with no missing components.	-Somewhat clear and logical outline with a few missing components.	-The paper lacks clear, logical development of ideas and does not follow the outline.	-No organization or development of ideas.
Presentation & Slide Commentary	-Consistent theme that follows all of the guidelines given. -Commentary was present and excellent on every slide.	-Mostly consistent theme that follows most of the guidelines given. -Commentary was present and good on most slides.	Inconsistent theme and does not follow most guidelines. -Commentary on some slides.	Sloppy slide show that has no consistent theme and does not follow guidelines. -Commentary is inconsistent among group members.	-Incomplete presentation. -Commentary was missing from the slides.
Quality Graphics	-Every slide reveal quality graphics that aid understanding.	-Most slides reveal a quality graphic that aids in understanding	-Uses a mix of clip art and cartoonish art throughout the presentation.	-Uses clip art or cartoonish art throughout the presentation.	- No graphics were in the presentation.
MCC Database Source Citation	-Exceptional in-slideshow citation.	-Mostly correct in slideshow citation.	-Some incorrect citations.	-No credible citation in the slideshow.	-No source cited.
Reference Page	Correct APA format	-Mostly correct APA format	-Some errors in APA format	-Lack of proper format and limited details, with many sources missing or incomplete.	-Reference page not submitted.

06/24/2025

MCLENNAN COMMUNITY COLLEGE

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.