

WACO, TEXAS

**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**COURSE NAME**

**COURSE SUBJECT - NUMBER - SECTION**

**INSTRUCTOR NAME**

AN EQUAL OPPORTUNITY INSTITUTION INSERT SEMESTER & YEAR

**Course Description**:

Insert course description information here from MCC Course Catalog

**Prerequisites and/or Corequisites**:

Prerequisite and/or Corequisite information here from MCC Course Catalog

**Course Notes and Instructor Recommendations:**

Insert and course notes or recommendations

**Instructor Information:**

Instructor Name:

MCC E-mail:

Office Phone Number:

Office Location:

Office/Teacher Conference Hours:

Other Instruction Information:

**Required Text & Materials**:

Title:

Author:

Edition:

Publisher:

ISBN:

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

**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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226.  Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals.  Paulanne’s Pantry (MCC’s food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**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.  Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*\** **[Click Here for the Minimum System Requirements to Utilize MCC’s D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)**

(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC’s D2L|Brightspace learning management system.

**Methods of Teaching and Learning:**

*Examples: Lecture, discussion groups, group projects, field trips, lab exercises, projects, service learning assignments, student performances/presentations, portfolio, written reports/papers, exams, quizzes, simulators, and/or tutorial software.*

**Course Objectives and/or Competencies**:

*Insert course objectives or competencies here*

**Course Outline or Schedule:**

*Provide at least a week by week description of lecture or course topics, major tests, major assignment due dates, and other due dates. Include the departmental learning objectives that are included in each test or graded assignment. Warn students if the schedule is subject to change and tell them how they will be notified about changes (posting information in D2L|Brightspace, announcement in class, etc.)*

**Course Grading Information:**

*Give details about how students’ grades will be calculated in your courses. Include all areas from which the course grade is derived and how much impact each area has on the students’ final grades. Describe grading methods such as the use of a point system or weighted/percentage grades.*

*In courses with performance or skill assessments, explain the primary components that contribute to the student’s earning a particular grade or attach actual grading sheet or scoring rubric. Include penalties for violations of academic integrity and define those (i.e., give your definition of “cheating,” “plagiarism,” etc.)*

**Late Work, Attendance, and Make Up Work Policies:**

*Include late work policies, make-up policies, and other policies specific to the instructor. Be specific about consequences for late work or missing class.*

**Student Behavioral Expectations or Conduct Policy:**

*Describe the behaviors students are expected to demonstrate in class, lab, clinical, including dress policy and reference to the General Conduct Policy in the Highlander Guide. For example, “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.”*

*\** **[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity/)**

(**www.mclennan.edu/academic-integrity**)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*\** **[Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies" \o "Open in a new window)**

**(www.mclennan.edu/highlander-guide/policies**)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**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 the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. 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 the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [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 Center

*\** **[Click Here for more information about Title IX](http://www.mclennan.edu/titleix/)**

(**www.mclennan.edu/titleix**)

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 an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan’s Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.*