

Updated 1/5/2026



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**BUSINESS STATISTICS**

**BUSI 2305.W080**

**M. BOYCE WILSON**

**NOTE: This is an Online 16-week course.**

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2026

# BUSINESS STATISTICS

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## **Disclaimer:**

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice. Proper notice is defined as an announcement in Brightspace or email to student email accounts at least 24 hours in advance of the change.

## **Course Description:**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

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

Prerequisites: MATH 1324 Mathematics for Business & Social Science Majors or  
MATH 1314 College Algebra;

BCIS 1305/1405 Business Computer Applications

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

Welcome to Business Statistics! Not only are statistics a vital component of quantitative research, as will be demonstrated, but statistics also serve a vital role within the business environment. Current technology is utilized in all business statistics courses, so all presentations will involve computer technology in one form or another including an extensive use of Microsoft Excel.

**Important Disclaimer:** you need to realize that this is a technology-driven course and as such, you need to have all of the technology available to you to complete this course. You will need consistent access to a desktop or laptop computer with Microsoft Office installed as an application (not the online version). Microsoft Office is provided to all MCC students at no cost.

**This course offers you the opportunity to begin working toward your internationally recognized Google Data Analytics career certificate at no additional cost to you.** We will utilize Coursera to complete some of the Google Data Analytics coursework during our time together. You will continue to have access to Coursera once the course ends until one year passes. At the conclusion of one year, you will no longer be able to complete the certification. In addition to the Google Data Analytics certification, there are a number of additional

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certifications that you can complete through Coursera at no additional cost. You are strongly encouraged to take full advantage of this opportunity to improve your employment marketability.

**\*\*\*IMPORTANT\*\*\***

You will receive an invitation to Coursera in your **student email account**. You **MUST** use this invitation to join Coursera. If you do not use this invitation, your Coursera access will not be free and you will need to pay for access in order to download or print your certificates.

The Brightspace online learning environment plays an integral role throughout this course. All graded coursework will be submitted in Brightspace. The course syllabus, instructor information, and general gradebook will be provided in Brightspace. Individual activities are directly linked in Brightspace as well so that the course follows a linear approach. Data sets are provided in Brightspace as well.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors' course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies is defined within the course syllabus.

**Instructor Information:**

Instructor Name:	M. Boyce Wilson
MCC Email:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8699
Office Location:	BT 214
Office/Teacher Conference Hours:	M, T, TH      10 AM – 11 AM W              9 AM – 11 AM
Other Instruction Information:	Zoom meetings available – must be scheduled in advance

**Correspondence Policy:**

Email is the preferred method of communication. Emails are returned within 24 hours of receipt, except when received over the weekend or during holidays. Emails received during weekends or holidays will be returned on the first business day that the College is open. Students are to include the course and section number (see instructor note below) in the subject of their emails. Failure to include the course and section number will result in a delay in response.

**\*\*\*INSTRUCTOR NOTE\*\*\***

Brightspace offers the ability to send an “instant message” to me from within the course. Please do not use this feature if you need to contact us and receive a response fairly quickly.

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The instant message (IM) feature does not alert my cell phone or email, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching other courses and unable to respond. Email is the preferred method of communication, followed by Zoom meeting, text message, and then telephone call.

When contacting me by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BUSI 2305.W080 (the class's email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter and will likely not be seen.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (see note in the Required Software section). Avoid sharing documents with your professor through OneDrive, Google Drive, or Dropbox unless absolutely necessary. Work will not be accepted by email.

Failure to do any of the above may result in my not seeing or reading your email. I read my e-mail at least twice a day during the week; however, if you send an e-mail at 11 PM with a question you need answered before tomorrow, I likely will not read it before you need a response. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me. Instructors are not 24/7 call centers, and many students need assistance; you must plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

I do not answer e-mails asking when something is due. You have a schedule both here in the syllabus and in Brightspace, which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

## **Required Text & Materials:**

**Title:** Introductory Business Statistics (e-book)

**Author:** Holmes, A., Illowsky, B., & Dean, S.

**Edition:** 2nd

**Publisher:** OpenStax

**ISBN:** 978-1-961584-33-4

**Access link:** <https://openstax.org/books/introductory-business-statistics-2e/pages/preface>

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### **\*\*\*IMPORTANT\*\*\***

This course utilizes Open Educational Resources (OER). This means that there is no cost for the textbook in this course. You do have the option to download a PDF of the textbook and print it or purchase a printed copy, but the digital text is provided for you at no cost within the course.

### **Required Software:**

Microsoft Office – available at no cost to students. Download for free at

<https://ithub.mclennan.edu/books/microsoft-office-365/page/how-to-access-microsoft-office-365>

Microsoft Data Analysis ToolPak – included with Microsoft Excel. Instructions to enable the ToolPak are included in the course.

### **\*\*\*IMPORTANT\*\*\***

While the Google Data Analytics Certification content in Coursera allows you to utilize Google Sheets to complete activities, only Microsoft Excel files will be accepted for assignment submission in Brightspace. Be aware that Google Sheets is not capable of running the Data Analytics ToolPak and its statistical calculations are substantially limited in comparison to Excel. This course teaches business statistics through the use of Microsoft Excel – if you choose to use an alternative software, you will not receive support from the instructor.

### **Acceptable File Formats for Assignment Submission:**

Microsoft Office file formats: \*.docx, \*.xlsx, \*.pptx

Portable Document Format: \*.pdf

Image Files: \*.jpg, \*.jpeg, \*.png

### **Required Hardware:**

While no specific hardware is required for the course, students must utilize a desktop or laptop computer that meets the computer system recommendations as defined by McLennan Community College. You may review these system requirements here:

<https://ithub.mclennan.edu/books/teaching-learning-tools/page/computer-system-recommendations>

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

### **Minimum Technical Skills:**

Students should have a basic understanding of how to navigate web pages and utilize hyperlinks within website content.

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Students should be able to develop basic presentations within Microsoft PowerPoint.

Students should be able to create basic documents within Microsoft Word.

Students should have a basic understanding of the use of Microsoft Excel, including data entry, sorting data, and the creation of basic Excel formulas.

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

1. This is an online course and will require a lot of self-discipline from students! You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes textbook reading, online quizzes and assignments, written exercises, and exams to teach toward the course objectives. This online course represents the same course content and rigor as a face-to-face class. As such, you should expect to devote a comparable amount of time each week to reading, self-study, research, and homework assignments. You should also understand that this is a tough course and likely one of the hardest courses that you will take in college. Reading the textbook is not optional. You will likely need to read the text several times in order to gain an understanding of the material. You may also find the need to utilize the practice problems included in the text (OpenStax provides you with access to the answer key) to ensure that you understand concepts before submitting graded work. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course! You will work hard, but the reward of completing the course and receiving your Data Analytics certificate are worth it!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society. Learning to say "no" to things of lesser importance and managing your time well are practical skills that are beneficial in life and in your future profession!

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

Course objectives are listed on the first page of each chapter in the required text. We will cover all chapters of the text throughout the duration of the course. Additionally, the following course objectives will be met during the course:

1. Describe the random processes underlying statistical studies.
2. Calculate and use probability in solving business problems.
3. Compute descriptive statistics, construct graphs for data analysis, and interpret outcomes.
4. Compute and interpret measures of central tendency and dispersion.
5. Calculate expected values to evaluate multiple outcomes of a decision.
6. Describe, interpret, and apply discrete and continuous probability distributions.
7. Construct and interpret confidence intervals for means and proportions.
8. Formulate, perform, and interpret hypotheses tests (one and two population parameters).
9. Calculate, evaluate, and interpret simple linear correlation/regression.
10. Use statistical software to graph, compute, and analyze statistical data.

## **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.

## **Definitions**

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

## **Online & Hyflex Course Attendance Policy (Business Division)**

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment for each learning module prior to the Census date. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing

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content does NOT count. Any student who fails to complete and submit at least one assignment each week prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence (as defined below) 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.

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

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

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Week	Lecture/Assignment Details	Due Date
1	[READING] Syllabus [LECTURE] Course Orientation <b>[ASSIGNMENT] Orientation Quiz (50 points)</b> [LECTURE] What are Business Statistics & Data Analytics? <b>[ASSIGNMENT] Pre-Course Survey (25 points)</b>	1/18/2026 11:59 PM
2	[READING] Chapter 1: Sampling & Data [LECTURE] Defining the Problem [LECTURE] Collecting Data <b>[ASSIGNMENT] Chapter 1 Concepts Quiz (25 points)</b> <b>[ASSIGNMENT] Survey Creation (100 points)</b>	1/25/2026 11:59 PM
3	[LECTURE] Organizing Data: Formulas, Functions, & Operations <b>[ASSIGNMENT] Formulas Lab (100 points)</b>	2/1/2026 11:59 PM
4	[LECTURE] Limitations of Data [LECTURE] Sampling & Sampling Error <b>[ASSIGNMENT] Mitigating Sampling Bias (100 points)</b> <b>[ASSIGNMENT] Coursera's Foundations: Data, Data, Everywhere Certificate (200 points)</b>	2/8/2026 11:59 PM
5	[READING] Chapter 2: Descriptive Statistics [LECTURE] Exploring Data with Descriptive Statistics <b>[ASSIGNMENT] Chapter 2 Concepts Quiz (50 points)</b> <b>[ASSIGNMENT] Exploring Data Lab (100 points)</b>	2/15/2026 11:59 PM
6	[READING] Chapter 3: Probability Topics [LECTURE] Basic Probability Topics <b>[ASSIGNMENT] Chapter 3 Concepts Quiz (50 points)</b> [READING] Chapter 3: Discrete Random Variables [LECTURE] Discrete Random Variables <b>[ASSIGNMENT] Chapter 4 Concepts Quiz (50 points)</b> <b>[ASSIGNMENT] Coursera's Ask Questions to Make Data-Driven Decisions Certificate (200 points)</b>	2/22/2026 11:59 PM
7	[READING] Chapter 5: Continuous Random Variables [LECTURE] Continuous Random Variables <b>[ASSIGNMENT] Chapter 5 Concepts Quiz (50 points)</b> <b>[ASSIGNMENT] Basic Probability Lab (100 points)</b>	3/1/2026 11:59 PM

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8	[LECTURE] The Normal Distribution [READING] Chapter 6: The Normal Distribution <b>[ASSIGNMENT] Chapter 6 Concepts Quiz (50 points)</b> [READING] Chapter 7: The Central Limit Theorem <b>[ASSIGNMENT] Chapter 7 Concepts Quiz (50 points)</b> <b>[ASSIGNMENT] Coursera's <i>Prepare Data for Exploration</i> Certificate (200 points)</b>	3/8/2026 11:59 PM
<b>SPRING BREAK 3/9-15/2026</b>		
9	[READING] Chapter 8: Confidence Intervals [LECTURE] Confidence Intervals <b>[ASSIGNMENT] Chapter 8 Concepts Quiz (50 points)</b> [LECTURE] Data Visualization <b>[ASSIGNMENT] Data Visualization Lab (100 points)</b>	3/22/2026 11:59 PM
10	[READING] Chapter 9: Hypothesis Testing with One Sample [LECTURE] One-Sample Hypothesis Testing <b>[ASSIGNMENT] Chapter 9 Concepts Quiz (50 points)</b> <b>[ASSIGNMENT] One-Sample Hypothesis Testing Lab (100 points)</b>	3/29/2026 11:59 PM
11	[READING] Chapter 10: Hypothesis Testing with Two Samples [LECTURE] Two-Sample Hypothesis Testing <b>[ASSIGNMENT] Two-Sample Hypothesis Testing Lab (100 points)</b> <b>[ASSIGNMENT] Coursera's <i>Process Data from Dirty to Clean</i> Certificate (200 points)</b>	4/5/2026 11:59 PM
12	[READING] Chapter 11: The Chi-Square Distribution [LECTURE] The Chi-Square Distribution [LECTURE] Testing for Fit, Homogeneity, and Normality <b>[ASSIGNMENT] Chi-Square Lab (100 points)</b>	4/12/2026 11:59 PM
13	[READING] Chapter 12: F-Distribution and One-Way ANOVA [LECTURE] One-Way ANOVA [LECTURE] Two-Way ANOVA <b>[ASSIGNMENT] ANOVA Lab (100 points)</b> <b>[ASSIGNMENT] Coursera's <i>Analyze Data to Answer Questions</i> Certificate (200 points)</b>	4/19/2026 11:59 PM
14	[READING] Chapter 13: Linear Regression and Correlation [LECTURE] Correlation [LECTURE] Simple & Multiple Regression <b>[ASSIGNMENT] Regression Lab (100 points)</b>	4/26/2026 11:59 PM

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15	[CLASS ACTIIVTY] Final Project Work [ASSIGNMENT] Coursera's <i>Share Data Through the Art of Visualization</i> Certificate (200 points) [ASSIGNMENT] Final Project Submission (500 points)	5/3/2026 11:59 PM
16	[ASSIGNMENT] Post-Course Survey (50 points)	5/5/2026 11:59 PM

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### **Course Grading Information:**

Grades will be reported in Brightspace based on the percentage of points earned from the total number of points available in the course. Letter grades (which are reported to WebAdvisor and your transcript) are as follows:

3,015-3,550 points	A
2,680-3,014 points	B
2,345-2,679 points	C
2,010-2,344 points	D
0-2,129 points	F

Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

### **Cheating & Plagiarism**

Cheating is defined as “acting dishonestly or unfairly in order to gain an advantage.” Any form of plagiarism, the use of anyone else's work, the completion of someone's work for them, or the use of artificial intelligence to complete coursework beyond the allowed use of AI as defined below **are** considered cheating for the purposes of this class.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.” Plagiarism includes but is not limited to, copying someone else's work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning, be reported to the Conduct Officer, and will receive a zero on the assignment for the first offense. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “F” for the course, without the option to drop the course for the grade of a “W,” and will be reported to the Conduct Officer with the possibility of academic suspension. For more information on plagiarism, visit <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

### **Use of Artificial Intelligence (AI) in the Course**

In this course, students may utilize AI writing aids only to generate ideas, provide feedback on written work, to assist in refining a near-complete draft of a written assignment, to generate foundational graphics that will be revised and edited to fit the needs of the student, or to craft complex analytical formulas. To align with the principles of academic integrity, the use of AI tools must be clearly and explicitly cited and the student must include the exact prompts utilized in any interactions with the AI tool. Failure to clearly and explicitly cite the use of AI tools within student submissions will be considered plagiarism and a breach of MCC's academic integrity policy.

### **Use of Turn-It-In for Ensuring Academic Integrity**

**Turnitin (<https://www.turnitin.com/>):** To help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism and the unauthorized or uncited use of AI. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

**\*\*\*IMPORTANT\*\*\***

Deviation from any of the aforementioned course policies, will result in the following penalties:

**1<sup>st</sup> Offense:** Written warning from the instructor, a zero grade issued for the activity in which the offense occurred, and a report made to the Conduct Officer. Conduct issues not involving a graded activity will be addressed by written warning from the instructor and a report made to the Conduct Officer.

**2<sup>nd</sup> Offense:** Report made to Conduct Officer and immediate removal from the course with an "F" grade given for the course.

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

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time (Sundays of the week in which the material was covered)! Late work will be penalized 15% for each day an assignment is late without substantial written documentation of a significant issue (i.e. doctor's note, note from an attorney).** If there is something that you believe may hinder the completion of the final exams on time, it is your responsibility to contact the instructor to inform them **well in advance** of the due date. Also, you do not want to procrastinate in this course. The assignments and course activities will require that you spend an appropriate amount of time on them. If you wait until Sunday to complete your coursework, you will find that you do not have enough time and will miss the opportunity to submit some of your coursework.

### **\*\*\*INSTRUCTOR NOTE\*\*\***

I understand that people get sick. I understand that family events occur, work requires attendance, and many other things can temporarily disrupt a student's academic experience. However, less than 20% of students receiving extensions on their work actually complete the work within the extended timeframe.

All coursework is available from the first day of the module. While an absence in class may be excused in accordance with the policy provided in this syllabus, you have ample time to complete course activities prior to the due date. As such, there are very few justified reasons why coursework will be allowed to be submitted following the due date. The attendance policy requires only that coursework missed during a scheduled class meeting be allowed to be submitted in the event of an excused absence. **As all coursework is approached as homework that is submitted in Brightspace, no late work will be accepted without the occurrence of a significant issue lasting more than 5 days and is reflected in written documentation from a physician, the Title IX office at MCC, or other appropriate source.**

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester. Some of the work in each week may require significant time to complete. Plan ahead for this!

A grade of Incomplete (I) will only be issued for students who need to take only the comprehensive final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

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

This is a business course in which you are learning the skills necessary to succeed as a professional in today's workforce. As such, you are expected to behave as a professional in all aspects of the course. Use this opportunity to emulate the behaviors expected of a professional. Yes, you are a college student, but you aspire to be something more – something greater...so start 'walking the talk' today!

### **Timeliness:**

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that "life happens," but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when "life happens," you will be caught off-guard and may not be able to submit work on time.

### **Responsibility:**

Whether you are a high school student, 100 years old, or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. Essentially, you must assume responsibility for your education. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don't understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the me or within your textbooks/course resources. Failure to follow instructions will result in a loss of points on your assignments and course activities.

### **Accountability:**

Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work not submitted, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

### **Effective Communication:**

You will be expected to communicate with me just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow

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classmates at all times. You are expected to maintain a professional tone in your communication with all the people associated with this class or college. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact me or one of your peers late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructors or classmates, be sure to include the course and section number in your email's subject line. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

### **Professionalism:**

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce, all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with me (including a Zoom teleconference) wearing pajamas or anything that would be deemed inappropriate in the business world.

### **Integrity:**

Integrity is defined by Merriam-Webster as "a firm adherence to a code of especially moral value." A person with integrity is incorruptible. Each of us comes from a different background – our stories differ – but we each share one common trait: we are each born with integrity. Our integrity cannot be taken away by anyone or anything unless we choose to sacrifice it. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

**[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.

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### **Extenuating Circumstances and Title IX**

**\*\*\*INSTRUCTOR NOTE:\*\*\***

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earn an F or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances. If your extenuating circumstances involve pregnancy or parenting, please contact MCC's Title IX office at [titleix@mclennan.edu](mailto:titleix@mclennan.edu). Exclusions to the policies defined in this course syllabus may apply in instances involving Title IX protections. Such situations must be addressed by the Title IX office before accommodations in the course can be made.

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If, during the course of our discussions, an issue arises that I believe warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.