

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Radiographic Patient Care

RADR 1203_01

Michelle Morphis, MBA, R. T. (R) (ARRT)

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Radiographic Patient Care

RADR 1203

Course Description:

Introduces the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Semester Hours 2 (2 lec)

Prerequisites and/or Corequisites:

Must be accepted to the Radiologic Technology program

Course Notes and Instructor Recommendations:

The course utilizes a required textbook. The schedule will indicate chapter reading and exams for each unit. Additional reading assignments may be provided on Brightspace. Tests and assignments will mostly be completed through Brightspace. The course provides a foundation of information that will be utilized in other Radiography courses.

Instructor Information:

Instructor Name: Michelle Morphis
MCC E-mail: mmorphis@mclennan.edu
Office Phone Number: (254) 299-8584
Office Location: CSC, A-14
Office/Teacher Conference Hours:

Office hours by appointment. Please call or email to schedule a conference.

Required Text & Materials:

Title: Patient Care in Radiography: With an Introduction to Medical Imaging
Author: Ehrlich, R. A., Coakes, D. M.
Edition: 10th
Publisher: Mosby/Elsevier
ISBN: 978-0-323-65440-1

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).

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 [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

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.

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.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

Lecture, discussions, group activities, group or individual projects, videos, lab exercises, project presentations, case studies, quizzes, assignments, and exams.

Course Objectives and/or Competencies:

UNIT OBJECTIVES - RADIOLOGIC HISTORY

After you have completed this section, you will be able, with at least 80% accuracy, to:

1. List by dates and names those individuals responsible for the discovery of x-rays and related equipment. **(C03,F01)**
2. Describe the development of modern day x-ray equipment. **(C03,F01)**

3. Describe the major advancements in the development of radiology as a separate specialty. **(C03,F01)**

4. Describe the development of radiologic technology as a health profession specialty. **(C03,F01)**

UNIT OBJECTIVES - RADIATION PROTECTION

After you have completed all the activities of this section, you will be able, with at least 80% accuracy, to: (applicable to a written and/or oral examination and demonstration)

1. Explain the somatic and genetic effects of x-rays. **(C03,F01)**

2. Describe four factors determining the effects of x-rays on human tissues. **(C03,F01)**

3. List those tissues which are most sensitive and those which are least sensitive to radiation. **(C03,F01)**

4. List and describe five methods for reducing patient exposure. **(C03,F01,F02)**

5. List and describe four methods of protection for the operator. **(C03,F01,F02)**

6. Identify a common method of personnel monitoring. **(C03)** Describe three units for measuring radiation. **(C03)**

UNIT OBJECTIVES - PATIENT-TECHNOLOGIST RELATIONSHIPS

After you have completed this section, you will be able, with at least 80% accuracy, to:

1. Describe methods of establishing rapport with the patient. **(C02,C03,F03)**

2. List courtesies that might be extended to a patient you meet for the first time **(C02,C03,F03)**

3. Be able to describe points that will gain patient's cooperation. **(C02,C03,F03)**

4. Be able to list manipulative maneuvers of patients of all ages, and devise methodologies necessary to obtain a satisfactory radiograph. **(C02,F02)**

5. Be able to list manners which befit the dignity of the patient's psychological state. **(C03,F02)**

6. Be able to list comfort measures that are compatible with high quality radiographs. **(C03,F02)**

7. Be able to describe psychological and social behavior differences in patients which may influence their cooperation in regard to radiographic examination. **(C03,F02)**

8. Be able to list procedures dealing with the conflicting behavior of pediatric, geriatric, and psychiatric patients. **(C03)**

9. Identify the emotional and physical status of the patient and choose methods of restraint that are in accord with the medical state of the patient. **(C02,C03,F02)**

UNIT OBJECTIVES - MEDICO-LEGAL CONSIDERATIONS

After you have completed this section, you will be able to:

1. Describe professional liability. **(C03)**

2. List types of patient records. **(C03)**

3. Define radiographic interpretations. **(C03)**

4. List surgical procedures. **(C03)**

5. Describe forensic radiology. **(C03)**

6. Identify professional guidelines. **(C03)**

7. Identify those examinations which might be of an extraordinary nature. **(C03,F02)**

Identify from a list of situations those which have the greatest bearing on professional liability. **(C03,F02)**8.

8. Discriminate between acceptable and non-acceptable limits of practice. **(F02)**

9. Identify those patient records which may carry medico-legal implications. **(C03,F02)**

UNIT OBJECTIVES - CONFIDENTIAL INFORMATION

After you have completed this section, you will be able, with at least 80% accuracy, to (identify, list, or describe, in regards to patients, physicians, and institutional):

1. Given a list of statements, identify those which contain confidential information. **(C03)**
2. Be able to define confidential and non-confidential material. **(C03,F02)**
3. Given a list of situations, be able to identify the principle of confidentiality relating to colleagues and patients. **(C03,F01,F02)**

UNIT OBJECTIVES - ETHICS

After you have completed this section, you will be able, with at least 80% accuracy, to (identify, list, define or describe, in regards to moral, legal, and professional):

1. Be able to select from a list of definition those pertaining to moral, legal, and professional ethics. **(C03,F01,F02)**
2. From a given statement of various situations, discriminate between those pertaining to moral, legal and professional ethics. **(C03,F01,F02)**
3. Given a list of statements, be able to list those which adhere to and/or violate accepted principles or moral, legal and professional ethics. **(C03,F01,F02)**
4. Define moral, legal and professional ethics. **(C03,F01)**

UNIT OBJECTIVES - INFECTION CONTROL and ISOLATION

After you have completed this section, you will be able, with at least 80% accuracy, to:

1. Be able to describe the cycle of infection. **(C03,F01)**
2. Be able to describe practical asepsis. **(C03)**
3. Be able to define environmental asepsis. **(C03)**
4. Be able to describe isolation technique. **(C03)**
5. Be able to describe surgical asepsis. **(C03)**
6. Define the terminology that is associated with infection control, universal precautions, and the various category specific isolations.
7. Comprehend and properly demonstrate the various skills needed to employ Universal Precautions for Blood and Body Fluids.
8. List the various types of category specific isolations.
9. Discuss the types of protective measures used with each type of isolation and give clinical examples (diseases) for its use.
10. Compare and contrast category specific isolation and Universal precautions.
11. Understand that isolation/protection procedures may change with time. It will be important for you to stay current with these changes during your career in radiology.

UNIT OBJECTIVES – PHARMACOLOGY AND DRUG ADMINISTRATION

After you have completed this section, you will be able, with at least 80% accuracy, to:

1. Define the terminology that relates to drug administration. Know the common abbreviations that are associated with pharmaceuticals and drug administration.
2. List several factors that affect drug action.
3. List and define the common routes of administration used in radiology.

4. Select the proper equipment for preparing and administering iodinated contrast media.
5. List items that should be included in an adequate patient assessment—include patient data that should be relayed to the examining radiologist
6. List the symptoms that indicate infiltration during an intravenous injection of iodinated contrast media.
7. Describe the symptoms of an adverse drug reaction.
8. List the actions to be taken if an adverse drug reaction occurs.

UNIT OBJECTIVES – MEDICAL AND SURGICAL ASEPSIS

After you have completed this section, you will be able, with at least 80% accuracy, to:

1. Define the terminology that relates to medical asepsis.
2. List the four common means by which microorganisms are spread.
3. List and describe the major types of Microorganisms
4. List the six methods for controlling the spread of microorganisms. :
 1. Define surgical asepsis.
 2. Differentiate between surgical asepsis and medical asepsis.
 3. List the most common methods of transmitting microbes in the OR.
 4. List and describe the common methods of sterilization.
 5. Understand the terminology associated with surgical asepsis.

UNIT OBJECTIVES - MEDICAL EMERGENCIES IN RADIOGRAPHY

After you have completed this section, you will be able, with at least 80% accuracy, to:

1. List the emergency action that the RT should take for the fainting patient.
2. List the emergency actions that the RT should take for the patient with convulsive seizures.
3. List the action the RT should take for the patient with hypoglycemia or ketoacidosis.
4. List the symptoms of respiratory failure and the actions to be taken if respiratory failure occurs.
5. List the symptoms of cardiac failure and the actions to be taken by the RT if cardiac failure occurs.
6. List the five types of shock and the causes of each type of shock.
7. Describe the RT actions to be taken with shock.

UNIT OBJECTIVES – VITAL SIGNS AND OXYGEN ADMINISTRATION

On completion of this section, you will be able, with at least 80% accuracy, to accomplish the following:

1. Define the term **vital signs** and explain when the radiographer is responsible for their assessment. **(C03 F02)**
2. List the rates of **pulse, respiration, and blood pressure** that are considered to be within normal limits for a child, an adult male or female. **(C03, F01)**
3. Accurately monitor pulse rate. **(C03)**
4. Accurately monitor blood pressure. **(C03)**

5. Identify the most common types of oxygen administration equipment and explain their potential hazards. **(C03,F01, F02)**
6. Describe the equipment that must be available and functional in all radiographic imaging departments to monitor blood pressure and to administer oxygen. **(C03, F02)**
7. List the precautions that must be taken when oxygen is being administered. **(C03, F01, F02)**

UNIT OBJECTIVES - BASIC PATIENT CARE AND SAFETY IN RADIOGRAPHIC IMAGING

On completion of this section, you will be able, with at least 80% accuracy, to accomplish the following:

1. Give clear verbal instruction to an ambulatory patient concerning the correct manner of dressing and undressing for a radiographic imaging procedure. **(C03, F02)**
2. Correctly assess a patient's need for assistance in order to complete an imaging examination safely. **(C03)**
3. Demonstrate the correct method of moving and positioning a patient to prevent injury to self or to the patient. **(C03,F02)**
4. List the safety measures that must be taken when transferring a patient from a hospital room to the radiographic procedure. **(C03, F02)**
5. Explain the criteria to be used if immobilization of a patient is necessary. **(C03, F01)**
6. List the types of immobilizers or restraining devices available and demonstrate the correct method of applying each one. **(C03,F01,F02)**
7. Demonstrate the correct manner of assisting a patient with a bedpan or urinal. **(C03)**
8. List the departmental safety measures that must be taken to prevent control fires, patient falls, and to evacuate patients in case of a disaster. **(C03,F01,F02)**

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Course Outline or Schedule: ***This schedule is subject to change. The student will be given notice of any changes in class and/or on Brightspace. Chapters may not be in sequential order***

Fall 2020 Week	Content	Reading	Graded Assessments
1	Unit 1 <i>Welcome unit; Intro to Radiography; Image Quality Factors</i>	CH 1,2	-Quiz Syllabus: 8/27 -CH 1 Assignment: 8/27
2	Unit 1 <i>Radiation Effects and Safety</i>	CH 3	-UNIT 1 EXAM: (1-3) 09/04
	Labor Day: Campus Closed 09/07/2020		
3	Unit 2 <i>The Health Care Delivery System; Professional Roles & Behaviors</i>	CH 4,5	
4	Unit 2 <i>Professional Roles & Behaviors</i>	CH 5	-CH 5 Ethics Assignment 9/16 -CH 5 Assignment: 9/15 Unit 2 EXAM: (4&5) 09/18
5	Unit 3 <i>Professional Attitudes & Communications; Safety; Discuss Communication Assignment</i>	CH 6,7	-CH 6 Age Communication Quiz: 9/23 -CH 7: RACE/PASS Assignment: 9/24
6	Unit 3 <i>Continue Safety;</i>		Communication Assignment: 9/30 (oral assignment) Unit 3 EXAM: (6 & 7) 10/02
7	Unit 4 <i>Surgical Asepsis</i>	CH 11	--Sterile Field Competency : 10/7 Unit 4 Exam (11) 10/09
8	Unit 5 <i>Infection Control Concepts; Preventing Disease Transmission</i>	CH 9,10	-CH 10 Assignment: 10/14
9	Unit 5 <i>Preventing Disease Transmission; Response to Patients' Personal & Physical Needs</i>	CH 10,12	-CH 12 Positioning for Safety/Comfort; Restraints & Mobilization Quiz: (In-Class quiz) 10/21 -UNIT 5 EXAM: (9,10,12) 10/16

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10	Unit 6 <i>Patient Assessment; Patient Transfer</i>	CH 13, 8	
11	Unit 6 <i>Patient Transfer; Medication Information</i>	CH 8, 14	-In-Class Assignment CH 14: 10/28 -UNIT 6 EXAM: (13,8,14) 11/06
12	Unit 7 <i>Medication Administration; Emergency Response</i>	CH 15,16	-CH 16 Assignment: 11/12 -UNIT 7 Exam: (15,16) 11/13
13	Unit 8 <i>Dealing with Acute Situations; Preparation & Exam of GI Tract</i>	CH 17, 18	-Ch 18 Assignment : 11/18
14	Unit 8 <i>Contrast Media & Special Rad Techniques</i>	CH 19	-UNIT 8 EXAM: (17,18,19) 11/24 (TUESDAY)
	Thanksgiving Break: 11/25-11/28		
15	Unit 9 <i>Bedside Radiography; Radiography in Surgery</i>	CH 20, 21	No graded assignments this week Unit 09 Exam: (20,21) 12/04
16	FINAL (Comprehensive)		Final Exam: 12/07 @ 9:00 am Online Respondus Lockdown Browser

Course Grading Information:

	Assessment	Percentage of Course Grade
1	Assignments	15%
2	Quizzes	20%
3	Exams	35%
5	Final	30%
Total	Course Grade	100%

Late Work, Attendance, and Make Up Work Policies:

The course grade will be applied to the following scale:

90% - 100%	A
80% - 89%	B
*75% - 79%	C
60% - 74%	D
59% or less	F

***This is an RT course—C is the minimum acceptable grade. Any grade below 75 is considered a failing grade for this program. In order to progress through the program, you must meet the minimum acceptable grade requirement.**

Throughout the course, grades in Brightspace will indicate grades with a decimal following such as, 85.3, 89.5 etc....

These grades will remain as posted in the grade book but the final course grade will be rounded up or down to the nearest score depending on the number in the tenth place after the decimal. If a score is .5 to .9 the grade will be rounded up to the next number. If a score is .4 or below to .1, it will remain that number. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

Hybrid/blended attendance: In addition to recording attendance for on campus instruction, attendance will also be monitored on days when students are not on campus. The completion of assessments or time spent on Brightspace activity will be monitored and recorded. Instructions for assessments, videos, or other course activity will be given each week. If a student does not complete these, an absence will be recorded. If any assessment or activity with a due date is completed late, a tardy will be given.

Extra credit will not be given in this course.

Brightspace Use and Activity

The instructor of this course intends to utilize Brightspace as a communication tool and for course features such as announcements, resources, grades, and assessments. It is the student's responsibility to check Brightspace daily to ensure successful completion of each assignment and to receive important announcements about the course.

Late Work, Attendance, and Make Up Work Policies:

Absenteeism will result in the student having less information and will usually result in a lower grade. When absences accumulate to 25% in the course, the student may have a low probability of success and will be at risk for being dropped for unsatisfactory performance. A roll sheet will be passed around the classroom for your initials to attest to your presence in class. If a student is tardy and/or leaves early three times during the eight-week course, then one absence will be counted. Students whether present or absent, are responsible for all material presented or assigned for the course and will be held accountable for that material in the determination of grades in the course.

Late assignments will be given a 10 point deduction on the first day missed and five points on the 2nd day missed. On the 3rd day, the student will not be allowed to submit assignments and will be given zero (0) points for the missed assignment. If worksheets are missed, see the make-up instructions below the calendar due dates in the syllabus.

Make-up tests will only be allowed under certain circumstances and is up to the discretion of the instructor. There will not be any make-up quizzes or in-class assignments (worksheets are an exception). If a missed test occurs due to illness, medical documentation will be necessary for consideration to take the test.

Respondus Lockdown Browser:

The browser must be downloaded prior to taking an exam

[Download Respondus Browser \(Click Here\)](#)

When using Respondus Lockdown Browser to complete exams, the student must follow these rules:

- Student will read and follow all instructions of Respondus prior to beginning the exam.
- The student will use a flat surface such as a desk or table and a chair. The student must remain seated throughout the length of the exam.
- When performing the environment scan, it must be done slowly to include a 360 degree view of the room and the entire surface where the computer is located.

- The student will be in view of the camera throughout the exam and allow recording of sound throughout the exam.
- All problems will be communicated to the instructor during the exam and an email with explanation should follow after the completion of the exam.
- Students should always strive to look at the monitor. Any eye movement that indicates cheating may result in the student retaking the exam in person. Should cheating be found, the student will receive a zero and risk being removed from the program.
- Do not wear caps, hats or other head coverings that will cast a shadow onto your face
- Do not take exam in a dark room. Avoid backlighting situations, such as sitting with your back to a window. Always have light in front of your face, not behind your head.
- Choose an environment that is distraction-free. This includes people, television, animals, or any other item that will draw your eyes away from the monitor.
- Do not take exam with laptop computer in your lap. Instead, place it on a flat surface. Be careful not to move the laptop during the exam. This may result in lack of face detection.

The instructor may **remove Respondus testing privileges** if the student does not comply with the rules or experiences more than **one** problem with testing away from campus. Reliable technology and internet is the responsibility of the student. A student may use computers at MCC Testing center and should inform instructor for scheduling purposes.

If a student fails to take the exam during the allotted time frame, a zero will be given with no opportunity to re-take the test. This only applies to tests that are not begun and completed during the time frame. If a technology glitch occurs when taking the exam at the Testing Center, the student must report the issue to a designated staff member. If the Testing Center is not used and the student is taking an exam via Brightspace, a technology glitch must be reported to the instructor immediately through email or phone. The instructor may test you over any material covered in lecture, power point presentations, assigned reading, or class discussions. Attendance is very important to assure that you are well prepared for testing.

A comprehensive final will be given at the end of the semester. It is important to start the exam as instructed by the instructor. If a student experiences a delay in starting the exam and fails to notify the instructor, a zero will be given. If the comprehensive exam is given in the classroom and the student is late and does not notify the instructor prior the start time of the exam, a zero will be given. Unless the instructor approves reason for delay, all comprehensive final exams will include a 10 point deduction if exam is not started on time. All final exams must be completed by the deadline. Otherwise, the student will submit the exam without the opportunity to complete the remainder of the exam. Medical emergencies are situations in which the instructor will work with the student to make up the exam without any penalty.

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of course material and competencies to be successful.

Therefore, the minimum grade expectation of all coursework and assessments in this course is to achieve an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

All remediation for exams must be submitted through Brightspace 1 week from the due date of the exam. Any late remediation will result in a 5 point deduction of the respective exam.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students in this program are seeking a career in the healthcare profession and are expected to exhibit professional behavior that is conducive to learning among peers and the instructor. Behavior that is disrespectful or disruptive will not be tolerated; the student will be asked to leave the class. Each occurrence will be documented and may result in counseling from the instructor and program director.

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, 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. In the case of online or hybrid courses, attendance will be determined in terms of participation, as described in the syllabus

Cheating:

If a student is caught in the act of cheating, a zero will be given and may result in potential expulsion from the college. This includes offering students verbal or written information when any assignment, quiz, or exam is measuring the performance of an individual; students viewing another student's work or answers; students submitting work that is not their own; any act of plagiarism; using any mechanism to obtain answers or information that is not approved by instructor prior to assignment, quiz, or exam.

Midterm Counseling

A student's success is important. Many elements contribute to a student's success in completing a course and a degree. Therefore, grades and attendance will be monitored. Between the 8th and 9th week, the instructor will evaluate attendance and the course average. Should a student's attendance drop below 80% or course average drop below 80%, the student will be asked to attend midterm counseling.

Electronic Communication Policy

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business. It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

Privacy and Confidentiality

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

Instructional Uses of E-mail

It is expected for students to check college e-mail on a regular basis as this will be the preferred method of communication

*** Click Here for the MCC Academic Integrity Statement**

(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**

(<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 guidelines specific to this course.

Class Tardy/Late:

Is defined by the instructor of this class as any time past the originally scheduled time class is to begin. **At 8:00, class has officially begun** and a student is considered late if arrival is any time after that. Habitual tardiness indicates a lack of discipline and will be dealt with on an individual basis.

The doors to the classroom will be locked at 8:00am and the student will be denied access until the first break of the class which is usually at 50 minutes after the beginning of class.

Class breaks:

Students will be allowed to take a brief break at approximately 50 minute intervals. A break is designed to allow the student restroom facility time as well as technology breaks to check cell phones/messages, etc. Leaving while class is in session can be disruptive to others. Students may leave but need to understand that the classroom doors are locked and will remain locked and no re- entry will be allowed until the next break or class has officially ended. Should you have an emergent situation and need to leave during class, please gather your belongings quietly and leave since you will not be allowed class access until the next break or until class is over. Special considerations need to be discussed with the instructor

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.

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 Center

*** Click Here for more information about Title IX**

(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 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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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.*