

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Introductory to Clinical SRGT 1260

Mrs. M. Rierson/ Mrs. F. Howard

Mrs. C. Miller

Mrs. H. Lockwood

Mrs. A. Williams

NOTE: This is a 16-week blended 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.

Introductory to Clinical
SRGT 1260

Course Description:

This is a 16-week health-related work-based learning experience that enables the student to apply specialized occupational experience, theory, skills, concepts, and academic integrity in the lab setting. Instructors and clinical professionals provide direct supervision. Introductory level surgical technology competencies are evaluated.

Prerequisites and/or Corequisites:

Prerequisite

HPRS 1206 Medical Terminology
BIOL 2401 A&P I
BIOL 2402 A&P II
HPRS 2301 Pathophysiology

Co-requisites

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Surgical Technology
SRGT 1260 Clinical Beginning
SRGT 2130 Professional Readiness

Course Notes and Instructor Recommendations:

Attendance is mandatory. Missed clinicals cannot be made up.

Instructor Information:

Instructor Name: Mrs. Marcie Rierson MSHRM, CST

MCC E-mail: mrrierson@mcclennan.edu

Office Phone Number: 254-299-8292

Office Location: HP 112

Office/Teacher Conference Hours:

Other Instruction Information: contact instructor for additional appointment times

Instructor Name: Mrs. Felicia Howard AA, CST

MCC E-mail: fhoward@mcclennan.edu

Office Phone Number: 254-299-8301

Office Location: HP 111

Office/Teacher Conference Hours:

Other Instruction Information: contact instructor for additional appointment times

Introductory to Clinical
SRGT 1260

Instructor Name: Mrs. Christina Miller CST

MCC E-mail: cmiller@mclellan.edu

Office Phone Number: 254-299-8301

Office Location: HP 111

Office/Teacher Conference Hours:

Other Instruction Information: contact instructor for additional appointment times

Instructor Name: Mrs. Holly Lockwood CST

MCC E-mail: hlockwood@mclellan.edu

Office Phone Number: 254-299-8301

Office Location: HP 111

Office/Teacher Conference Hours:

Other Instruction Information: contact instructor for additional appointment times

Instructor Name: Mrs. Ashlee Williams CST

MCC E-mail: awilliams@mclellan.edu

Office Phone Number: 254-299-8301

Office Location: HP 111

Office/Teacher Conference Hours:

Other Instruction Information: contact instructor for additional appointment times

Required Text & Materials:

Title: **Bundle:** Surgical Technology for The Surgical Technologist: A Positive Care Approach + Study Guide with Lab Manual + Mind tap

Author: Kevin Frey

Edition: 5th

Publisher: Cengage

ISBN: 9781337584876

Title: Surgical Instrumentation: An Interactive approach

Author: Renee Nemitz

Edition: 3rd

Publisher: Elsevier Saunders

ISBN: 13: 9780323523707

Title: Operating Room Skills
Author: Nancy N. Dankanich
Edition: 2nd
Publisher: Pearson Education
ISBN: 13: 978-0-13-520403-0

Title: Surgical Instrumentation
Author: Phillips
Edition: 1st
Publisher: Cengage
ISBN: 9781285182537

Title: Surgical Equipment and Supplies
Author: Colleen J. Rutherford
Edition: 2nd
Publisher: F. A. Davis
ISBN: 13: 9780803645714

Title: Differentiating Surgical Instruments
Author: Rutherford
Edition: 3rd
Publisher: F. A. Davis
ISBN: 13: 9780803668317

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:

Teaching methods include but are not limited to:

- Supervised work experience in the lab and operating room
- Lectures on course content from faculty and visiting medical professionals
- In-services and demonstrations from medical supply company representatives.

Course Objectives and/or Competencies:

To provide the basic fundamental operating room skills for the entry level surgical technologist and to engage the student in simple to complex problem solving techniques in the operating room setting through:

1. application of learned theory in the classroom setting (physical and biological sciences)
2. demonstration of learned skills in the lab setting (behavioral and social sciences);
3. and practical experience in the perioperative setting.

To provide an integrated educational experience culminating in a certificate in Surgical Technology that will enable the graduate to qualify as an entry level practitioner of surgical technology.

Course Outline or Schedule:

Environmental Hazards

1. Describe the principles of environmental safety controls and guidelines.
2. Discuss the potential hazards in the operating room environment.
 - a. Fire safety
 - b. Radiation precautions
 - c. Surgical plume
 - d. Body mechanics

Upon completion of the course the student will be able to:

Preoperative

1. Don OR attire
2. Basic Hand wash
3. Back Table
 - a. Open sterile pack
 - b. Arrange supplies and instruments
 - c. Assemble a Balfour abdominal retractor
4. Open sterile basin on ring stand
5. Instrument set
 - a. Open wrapped set
 - b. Open container system
 - c. Remove instruments from container system
6. Open sterile supplies
 - a. Small wrapped package place onto sterile field
 - b. Small wrapped package secured by surgical technologist
 - c. Peel Pack
7. Pour Sterile Solution
8. surgical scrub
9. Gown and glove self
10. Mayo stand set-up
 - a. Drape
 - b. Arrange instrument and supplies
 - c. Construct a sponge stick
 - d. Load and unload scalpel blade on scalpel handle
11. Sutures and ties)
 - a. Transfer suture packets to the sterile back table
 - b. Straighten sutures
 - c. Cut ties in $\frac{1}{4}$, $\frac{1}{3}$, and $\frac{1}{2}$ lengths
12. Fill bulb syringe
13. Draw up medications
 - a. Vial held by circulator

- b. Receive medication(s) onto sterile field
 - c. Label medications
- 14. Gown and glove another person
- 15. Drape patient
 - a. Laparotomy
 - b. Vagina
 - c. Extremity – leg

Intraoperative:

1. Recognize, prepare and pass instruments
 - a. Sutures and ties
 - b. Load and pass NH swaged needle holder: right – and left –handed surgeon
 - c. Load free needle onto NH; thread suture ; pass and reload
 - d. Tag and cut sutures
 - e. Pass ties: free hand; instrument
2. Contaminated sterile attire
 - a. Re-glove
 - b. Re-gown

Postoperative:

1. Dressings
 - a. Assemble and apply abdominal dressings
 - b. Assemble and apply Montgomery strap dressing
2. Connect ostomy bag to stoma site
3. Drains
 - a. Connect Hemovac
 - b. Connect Jackson-Pratt
 - c. Connect chest tube to chest drainage system
4. Remove sterile gown and gloves
5. Disinfecting OR
 - a. End of case
 - b. Terminal

Perioperative:

1. Sponge, sharp, and instrument counts

Assistant Circulator Role

1. Turn and tie sterile gown
2. Transporting patient
 - a. Prepare patient stretcher
 - b. Transport patient from ward room to preop holding or OR
3. Transferring patient
 - a. Stretcher to OR table
 - b. OR table to stretcher

4. Taking vital signs
 - a. Temperature
 - b. Pulse
 - c. Respirations
 - d. Blood Pressure
5. Electrosurgery
 - a. Position grounding pad
 - b. Connect Bovie Pencil cord to ESU
 - c. Complete ESU checklist
6. Sellick's Maneuver
7. Positioning the patient
 - a. Supine
 - b. Lateral
 - c. Prone
8. Urinary Catheterization
 - a. Straight catheter a male
 - b. Straight catheter a female
 - c. Foley urinary catheterization – male and female
9. Positioning a pneumatic tourniquet cuff
10. Skin Prep
 - a. Abdomen
 - b. Vagina
 - c. Extremity
11. Connect suction
12. Documentation
 - a. Lab test requisition
 - b. Pathology – specimen

Disinfection and Sterilization

1. Hand wash Instruments
2. Disinfect an endoscope
3. Assemble an instrument set
4. Packing items for sterilization
 - a. Peel Pack
 - b. Container system
 - c. Envelope fold wrap
 - d. Square fold wrap
5. Operate Steam sterilizer
 - a. Flash
 - b. Routine
6. Operate Sterrad Steris System

SCANS: The Secretary's Commission for Achieving Necessary Skills (SCANS) are incorporated into the learning outcomes and activities for the course.

Clinical Times

Monday and Wednesday

Campus 8:00-4:00 (times will be assigned to students see BrightSpace)

HP 133 and HP 137

***Hospital clinical is 6:30-3:00**

Clinical Facilities:

Baylor Scott and White Hillcrest
100 Hillcrest Medical Boulevard
Waco, TX 76712
254-202-2000

Ascension Providence Health Center
6901 Medical Parkway
Waco, TX 76712
254-751-4200

Clinical Rotations:

Clinicals will be held in both the hospital setting and on campus. While in the hospital students may be placed in different areas to observe different duties and functions of surgical personnel. Students are not to assign themselves. Students will be required to wear the proper clinical attire. Please refer to the student handbook for the specifics.

Clinical Attire:

All students are required to wear the Caribbean top and pants with the white cover-up within the clinical setting. The MCC-ST patch must be sewn on and the student must wear the appropriate identification badge for that particular clinical site. Failure to do so may result in the student being sent home to change, sent home for the day, and/or points taken off the final clinical grade.

While in the hospital setting the student will wear the designated hospital identification as well.

Going to campus or clinical site?

Don't forget your mask!



Introductory to Clinical SRGT 1260

Help us protect our community.
Face coverings are now required on campus and at the clinical sites.

For more information, visit the [COVID-19 updates page](#).



[You] matter. [I] matter. [Face coverings] matter.

***Students will be notified about any changes to schedule by posting in Brightspace announcement by clinical instructors, or student email.

Course Grading Information:

Evaluation System:

Evaluation of Students

1. Assignments
2. Performance in meeting clinical competencies
3. Attendance
4. Clinical, staff, instructor performance evaluations
5. Professionalism and teamwork

Evaluation of Course

1. Results of student competencies
2. Student Course Feedback

Grading Rubric:

A – 100 – 89.5	Final grade will be determined on the following percentages:
B – 89.4 – 79.5	50% Clinical Skills Practicum
C – 79.4 – 74.5	30% Clinical Journal/Quizzes/Assignments
D – 74.4 – 69.5	20% Clinical Performance Assessment
F – 69.4 – 0	100%

Late Work, Attendance, and Make Up Work Policies:

Assignments:

All students are required to turn in graded assignments on the date due. Late assignments will be penalized 10 points per day that they are late. No assignments will be accepted past 1 week. Assignments are to be turned in at the beginning of the clinical day they are due.

Attendance for Clinical Courses:

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. In the SRGT program setting your clinical instructor is your supervisor and must be notified about these instances. Clinical is an important part of a student's education. Failure to show up on time or to appear will put the student behind. It is the student's responsibility to call the clinical instructor, clinical coordinator, or program director if the student knows they will be late or cannot appear. Texting is **not** an acceptable way to notify the clinical instructor. **If you text an instructor instead of calling this will be viewed as a no-call, no-show.** Students are expected to report their absence as soon as possible and at least 30 minutes before scheduled clinical time. Students are required to call their clinical instructor for that day however, if you are not able to contact that instructor please call the clinical coordinator's office phone at 254-299-8301 and leave a message. Students are required to report to clinical at the designated time. Students will be marked tardy at 15 minutes after the assigned clinical time. Assigned clinical time is typically 6:30 am. After 7:30 am, the student will be counted absent.

Students who request to leave the clinical site early due to personal reasons will receive an incomplete for the day. Instructors will relieve the student from the operating room when it is safe for the patient.

"No call, No show" will result in a program review and a higher point deduction from the student's overall grade. Point deduction for a "No call, No show" is **5 points** from the student's overall grade. Students will need to contact the program director before being allowed to return to the clinical site.

Points will be deducted from the student's overall grade for excessive tardies, incompletes, and absences. Attendance may be found in D2L|Brightspace.

The point deduction for absences is as follows:

- 1 day of absence = **0 point** deduction from overall clinical grade
- 2 days of absence = **2 point** deduction from overall clinical grade
- 3 days of absence = **4 point** deduction from overall clinical grade
- 4 days of absence = **6 point** deduction from overall clinical grade
- 5 days of absence = **8 point** deduction from overall clinical grade
- 6 days of absence = **10 point** deduction from overall clinical grade
- 7 days of absence = **12 point** deduction from overall clinical grade
- As each absence increases by 1 the point deduction will increase by 2

The point deduction for tardies and incompletes is as follows:

- 3 tardies = 1 absence
- 3 incompletes = 1 absence
- Any combination of tardies and incompletes that equal 3 will result in 1 absence.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member (i.e. grandparent, parent, spouse, child, sibling – three clinical days maximum)
2. Subpoena to be present at a court case. (Jury Duty does not qualify – court issued work notice required)
3. Activities outside of clinical that are directed by the program faculty (i.e. award ceremony, advisory committee meeting, and inclement weather)
4. Illnesses will be reviewed on a case by case basis.

Any student that is absent for more than 25% of the clinical class will be withdrawn from the course and may not continue in the program.

Students that are absent due to a medical condition are required to bring a doctor's release to be allowed back into the clinical setting – **NO EXCEPTIONS**

Clinical Journal/Quizzes/Assignments Requirements:

All students are required to keep a clinical journal where they will document their clinical activities and competency accomplishments. A template/outline will be given to each student so that the journal will be consistent for grading purposes. Journals are to be turned in at the beginning of the clinical day or designated time. Failure to do so will result in 10 pts. deduction per day and will not be taken after one week (no exceptions). ***The clinical journal/quizzes/assignments are 30% of the total clinical grade.***

It is the responsibility of each student to keep up with the surgical cases or clinical activities they participate in by documenting them in their Clinical Journals. Confirmation of the activity and cases ***must*** be signed off by the clinical preceptor or clinical instructor each day.

Quizzes and Assignments will be completed in class, online, or at the clinical site whichever is applicable. Students will be notified of assignments due dates when they are assigned. Assignments turned in after the due date will be deducted 10 points for every day it is late. No assignments will be taken after 1 week.

Clinical Performance Assessment:

The Clinical Performance Assessment (CPA) is an evaluation of the student's skills according to workforce education. Student's skill levels are assessed according to accreditation standards and state standards or the Secretary's Commission on Achieving Necessary Skills (SCANS). ***The CPA consists of 20% of the total clinical grade.***

Clinical Skills Practicum:

All students are required to pass the clinical skills practical test with an 80% or better to advance in the clinical setting. This is a clinical skills competency test. Students will be tested after the first 11 weeks of class. Those that pass with an 80% or better will advance to scrubbing at the clinical facilities. Those that do not meet the required 80% will report to campus for remediation the remainder of the semester and re-test at the end of the semester during finals week with a 10 point deduction. *The clinical skills practicum is 50% of the total clinical grade.*

Student Behavioral Expectations or Conduct Policy:

Competency Policy:

The surgical technology student is expected to have a competent knowledge base of aseptic technique as well as technical skills that will allow them to work safely and confidently within a perioperative setting.

****NOTE****

2 non-recognized contaminations in the clinical setting will result in program status evaluation. The student will be evaluated for type of contamination and reasons for not recognizing the contamination. If it is determined that the student should have known how to recognize, prevent or correct the contamination then the student may be removed from the clinical setting and either placed in remediation or dismissed from the program

Patient Care:

Students are required to meet the workforce standard of providing care to any and all patients assigned to their care by a clinical instructor. Students **CANNOT** refuse to provide care for a patient unless they are a personal friend or relative. The only exception is in the case of active TB cases and known COVID-19 cases. Students have not been properly fitted for the required mask and will not be allowed in these cases. Students are to treat every patient with dignity, respect and provide quality care, abiding with the Patient's Bill of Rights.

General Practices:

Campus Clinical

- Complete the COVID-19 assessment before coming to campus
- Wear a mask while on campus
- Arrive 5 minutes before assigned lab time to have your temperature taken and don PPE
- Appropriate attire must be worn at all times in the Lab.
- Treat the OR lab just like the hospital OR.
- Be aware of sharps at all times.
- Be courteous to your classmates.
- Keep the noise to a minimum.
- Clean and organize your workstation.

- DO NOT “pop” tapes on sponges.
- DO NOT throw wrappers away.
- Place trash in trash reciprocals.
- NOTHING on the floor. (The only thing that belongs on the floor is your feet)
- Re-package, Re-fold, and Re-wrap what you use (when applicable).
- Make sure everything is back in its place before you leave.
- No Eating or Drinking in the Lab.
- No recording other than through MCC devices
- No cell phones in Lab.
- No pictures of classmates unless approved by instructors
- No food or drink left overnight in lockers.
- Inform instructors of any sensitivity or allergy to medical products
- Be encouraging to one another
- Please call at least 30 minutes before your scheduled time if you will be absent from campus clinical
- Students that are more than 10 minutes late for campus clinical will be counted as tardy
- Students that are 30 minutes or more late for campus clinical will be counted absent for the day

Hospital Clinical

When assigned to a clinical affiliated the student is to act professionally at all times. Students are considered a guest at the facility and may be asked to leave. If this occurs, the student will be made aware of the decision and other suitable arrangements may be made, *if possible*. This in no way assures that an alternate site is available. If no alternate site is available, the student will be removed from the program.

Artificial or acrylic nails are not allowed in the clinical settings. Artificial nails harbor bacteria and possible fungus that can be transmitted to the patient if there is an accidental tear or hole in the sterile glove. Nails are to be kept short, clean and polish free.

Students must make the program faculty aware of any environmental allergies related to latex, neoprene, or iodine-based products. The medical community is aware of the seriousness of these allergies and has tried to eliminate the use of latex in the medical environment. Not all patient contact items are latex-free. In addition Betadine scrub and solutions contain iodine which can cause an allergic reaction. If you have sensitivity to either latex or iodine you must make the faculty aware of this.

Proper clinical attire is required which consists of a clean and pressed scrub suit designated by the program (2 pairs). Clean socks and shoes with minimal emblems on them. These must be solid toe shoes of either leather or a durable material that is resistant to liquids or stains. No clogs, sandals or open-toed shoe is allowed. One clean and wrinkle-free lab coat with the MCC-

ST program patch and name tag. Students must wear the hospital ID badge. Failure to do so will result in the student being sent home for the day.

All students are encouraged to be prepared for the clinical experience by having the required textbooks, folders and supplies with them for each day.

Students are encouraged **not** to bring any valuables into the clinical setting. Neither McLennan Community College, Baylor Scott and White Hillcrest nor, Ascension Providence Hospital is responsible for student belongings or valuables.

Cell phones and beepers are ***not allowed*** during clinicals or in the lab.

Students are to remain in their assigned areas until the clinical instructor relieves them. Students are not to enter any of the operating rooms while surgery is going on unless they are assigned to that case.

Talking and noise must be kept to a minimum while in the clinical setting. Please do not congregate around the front desk and stay busy.

When in the clinical setting lunches are 30 minutes and breaks are 15 minutes only. All students are required to report to the clinical instructor before leaving and upon arrival to the surgery department. Students must be dismissed by the MCC clinical instructor and not the hospital staff. Lunches must be taken in the cafeteria and not the employee lounge.

Due to the personal nature of what goes on in the operating room students will not discuss any confidential information about surgeries outside the classroom. Taking topics that are discussed in the classroom or the operating room into a public setting is a direct violation of program policies and will not be tolerated. This will lead to dismissal from the program.

Students are expected to use their MCC issued student email for all communications for this program. Those that need help setting-up or accessing their student email should seek help immediately. The student will be held responsible for all communications that are sent to the student email.

*****Please refer to the MCC-ST handbook for all other information.***

*** [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](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 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.

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.*