
McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Workplace Skills for the Occupational Therapy Assistant

OTHA 2230.87

Kristy Stead

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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

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Course Description:

Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment; application of didactic coursework to the clinic; and test-taking strategies for the certification exam.

Course Credit: 2 Semester Hours

Clock Hours: 1 lec hr/wk; 16 lec hrs/semester

4 lab hrs/wk; 64 lab hrs/semester

Prerequisites and/or Corequisites:

Admission to the Occupational Therapy Assistant Program. Concurrent enrollment in OTHA 2266 and 2267 Level II Fieldwork Experiences required.

Course Notes and Instructor Recommendations:

Course meeting days and times:

Online: Weekly Modules Due

Instructor Information:

Instructor Name: Kristy Stead, COTA

MCC Email: kstead@mclennan.edu

Office Phone Number: 254-299-8525

Office Location: CSC C113

Office/Teacher Conference Hours: Wednesday 9:00-3:00

Other Instruction Information: Other Instructor Information: If you need to ensure personal contact during office hours, be sure to schedule an appointment to avoid conflicts with other student meetings, professional meetings, or clinical visits.

Required Text & Materials:

AOTA's NBCOT Online Exam Prep Subscription (instructor will assist with obtaining)

Title: Occupational Therapy Fieldwork Survival Guide

Author: Napier

Edition: 2nd edition

Copyright Year: 2011

Publisher: AOTA

ISBN: 978-1-56900-292-6

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Title: Occupational Therapy Practice Framework: Domain and Process (*Provided to the Student in OTHA 1305*)

Author: AOTA

Edition: 3rd edition

Copyright Year: 2014

Publisher: AOTA

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

Methods of Teaching and Learning:

The material will be presented in an online format. Educational methods will include online discussion forums, individual projects and assignments, written reports, and practice certification examinations. Guest lecturers and audiovisual materials may be incorporated to enhance student learning.

Student learning outcomes will be measured by quizzes, written assignments, discussion participation, and practice certification exams (basic knowledge/comprehension, professional communication, and higher level/critical thinking).

Course Objectives and/or Competencies:

1. Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws.
2. Discuss the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator.
3. Critique personal and professional abilities and competencies as they relate to job responsibilities.
4. Critique readiness for successfully completing fieldwork and taking the NBCOT exam.
5. Discuss the NBCOT certification exam including format, process and testing procedures scoring, scaling, cost, reporting results, retaking the exam and relationship to the state licensing agency.
6. Discuss the technical aspects of successfully completing the computerized national certification exam, NBCOT certification application, and the state license application.
7. Identify the licensing requirements for the first 3 years of practice and methods to fulfill educational requirements.
8. Discuss collaboration in a supervisory situation as is required in the OTA and OTR relationship.

Course Objectives:

B.2.8.	Use sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process as appropriate	Activity Analysis
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	to the setting and scope of practice	
B.5.20.	Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner	Ch. 1,2,5,6,8,12
B.5.21.	Effectively communicate and work interprofessionally with those who provide services to individuals and groups in order to clarify each member's responsibility in executing an intervention plan	Ch. 6
B.7.1.	Identify the impact of contextual factors on the management and delivery of occupational therapy services	Ch. 5,6,8
B.7.2.	Identify the systems and structures that create federal and state legislation and regulations and their implications and effects on practice	Ch. 7, 10
B.7.3.	Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws	Ch. 11
B.7.6.	Participate in the documentation of ongoing processes for quality improvement and implement	Ch. 6,7,9

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	program changes as needed to ensure quality of service	
B.7.8.	Describe the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator	Ch. 1,2,6,7,9
B.8.1.	Articulate the importance of how scholarly activities and literature contribute to the development of the profession	Activity Analysis Ch. 9
B.8.2.	Effectively locate and understand information, including the quality of the source of information	Ch. 1,5,9
B.8.7.	Identify how scholarly activities can be used to evaluate professional practice, service delivery, and/or professional issues (e.g. Scholarship of Integration, Scholarship of Application, Scholarship of Teaching and learning)	Activity Analysis Ch. 6,7,9,10,12
B.9.1.	Demonstrate knowledge and understanding of the American Occupational Therapy Association (AOTA) Occupational Therapy Code of Ethics and Ethics Standards and AOTA Standards of Practice and use them as a guide for ethical decision making in professional interactions, client interventions, and employment status	Handouts Ch. 7
B.9.3.	Promote occupational therapy by educating other	Project

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	professionals, service providers, consumers, third-party payers, regulatory bodies, and the public	
B.9.4.	Discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards	Project Ch. 7,9,10
B.9.5.	Identify professional responsibilities related to liability issues under current models of service provision	Activity Analysis
B.9.6.	Identify personal and professional abilities and competencies as they relate to job responsibilities	Project Activity Analysis
B.9.7.	Identify and appreciate the varied roles of the occupational therapy assistant as a practitioner, educator, and research assistant	Project Activity Analysis
B.9.8.	Identify and explain the need for supervisory roles, responsibilities and collaborative professional relationships between the occupational therapist and the occupational therapy assistant	Handout Ch. 1,6,7,8
B.9.9.	Identify professional responsibilities and issues when providing service on a contractual basis	Ch. 2,7,9,10
B.9.10.	Identify strategies for analyzing issues and making decisions to	Ch. 6,7,8

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	resolve personal and organizational ethical conflicts	
B.9.11.	Identify the variety of informal and formal systems for resolving ethics disputes that have jurisdiction over occupational therapy practice	Ch. 6,7
B.9.12.	Identify strategies to assist the consumer in gaining access to occupational therapy services	Project
B.9.13.	Demonstrate professional advocacy by participating in organizations or agencies promoting the profession (e.g., AOTA, state occupational therapy associations, advocacy organizations)	AOTA memberships upon enrollment and acceptance into the program

Course Outline or Schedule:

- I. NBCOT OTA Certification Exam Preparation
- II. Licensure Preparation
 - A. Jurisprudence Exam
 - B. Rules Review
- III. Employment Preparation
 - A. Working as a Team Member
 - B. Transitioning from Student to Clinician
- IV. Workplace Ethics
- V. Professionalism
 - A. Behaviors
 - B. Boundaries
 - C. Development and Life-Long Learning
 - D. Teamwork and Team Roles
 - E. Managing Caseload and Productivity
- VI. Professional Associations
- VII. Program Review

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Aug 23-27	Chapter 1 OTPF 4 Review NBCOT Validated Domain, Task, Knowledge Statements	Quiz 1- Aug 27
Aug 30-Sept 3	Chapter 2	Quiz 2- Sept 3 NBCOT Practice Quiz Aug 31
Sept 6-10	**CHECK HOLIDAY PLANS WITH CLINICAL** Chapter 3 AOTA Advisory Opinion on Productivity	Quiz 3 Sept 10
Sept 13-17	Chapter 4 10 Tips for Time Management Foundational Learning- Time Management	Quiz 4 Sept 17 NBCOT Practice Quiz Sept 13
Sept 20-24	Chapter 5 Learning Styles Visual-Auditory-Kinesthetic Learning Styles Inventory	Quiz 5 Sept 24
Sept 27- Oct 1	Chapter 6 Tips for Success Nursing Website on Professional Boundaries AOTA: Social Networking AOTA: Professional Boundaries- Where to draw the line	Quiz 6 Oct 1 NBCOT Practice Quiz Sept 27
Oct 4-8	Chapter 7	Quiz 7 Oct 8

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		PROJECT- Activity Analysis oct 8
Oct 11-15	Chapter 8	Quiz 8 Oct 15 Academic Prep Form Oct 12 NBCOT Midterm Oct 11
Oct 18-22	Chapter 9	Quiz 9 Oct 22 Jurisprudence Exam (under Quiz tab) Oct 18
Oct 25-29	Chapter 10 AOTA: OT/OTA Relationship Link	Quiz 10 Oct 29 NBCOT Practice Quiz Oct 25
Nov 1-5	Chapter 11 Now What	Quiz 11 Nov 5
Nov 8-12	Chapter 12	Quiz 12 Nov 12 NBCOT Practice Quiz Nov 8
Nov 15-19	Chapter 13	Quiz 13 Nov 19
Nov 22-26	**CHECK HOLIDAY PLANS WITH CLINICAL** Chapter 14	Quiz 14 Nov 23 NBCOT Practice Quiz Nov 22
Nov 29-Dec 3		Project- OT ID Dec 3
Dec 6-10	LAST WEEK OF CLINICAL!!!	Final NBCOT Exam Dec 6 Academic Prep Form Dec 7

Course Grading Information:

Quiz (14)	140 (10 each)
NBCOT Practice (6)	300 (50 each)

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Midterm	100
Final	200
Academic Prep	40 (20 each)
Jurisprudence Exam	20
Project- Activity Analysis	100
Project- OT ID	100

The following percentage system for letter grade assignment will be utilized for reporting grades: A=90-100%; B=80-89.99%; C=75-79.99%; D=65-74.99%; F=below 64.99%.

A student must receive a "C" or above for successful completion of an OTA course or science course. Any student receiving a "D" or "F" must withdraw from the OTA program, but may reapply for admission the following year following failure of only one OTA course if there are no documented counseling's due to professional behavior issues (including such items as attendance, generic professional abilities, etc.). Refer to the student handbook.

There will be no make-up exams for written exams or skills practicals except with permission from the instructor for excused absences only (i.e., death in family, illness with note from MD, acts of God, etc). *Minor illnesses do not constitute excused absences.* When make-up exams are granted, they will be scheduled at the instructor's convenience. Absence or tardiness for a make-up exam will result in a grade of "zero". In general, work "re-do's" will not be allowed. If, at the discretion of the instructor, a re-do is permitted, a maximum grade of 75% will be given.

Late Work, Attendance, and Make Up Work Policies:

ATTENDANCE:

Attendance is essential for attainment of course objectives and skills competencies. A student who is not present at the scheduled start time of class is considered tardy (this includes start of day as well as return from breaks and return from lunch). A student who misses more than 50% of a class period, whether it is due to late arrival or early departure, will be counted as absent. **Three (3) tardies will constitute one absence.** At the instructor's discretion, the door may be locked at the beginning of class with the late student being denied entry.

- Two (2) absences: verbal warning
- Three (3) absences: written warning
- Four (4) absences or one no call/no show: program probation

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- Five (5) absences or two no call/no show's: ***withdrawal from program***

Additionally, the third absence, and each additional absence, will result in a reduction of the ***final course grade*** by two points.

Students must notify the instructor in advance via e-mail or phone message whenever tardiness or absence is unavoidable. Failure to notify the instructor will result in program probation.

Make-up work may be required for absences in order to ensure that students acquire information and skills presented during their absence.

Students should not schedule travel events during any class day from the first day of the semester to the last day of finals per the college calendar. Students who plan travel and miss course content or exams will receive a grade of 0 unless ***prior*** written approval is given by the faculty for an excused reason (i.e., death in the family, approved professional conference, etc.). It is the ***student's*** responsibility to attain the information that is missed due to his/her absence.

STUDENT RESPONSIBILITIES:

It is the responsibility of the student to come to class having read the assigned material and ready to participate in discussion and activities. This will provide a more positive learning experience for the student. It is also the responsibility of the student to turn in assignments on time.

Assignments are due at the beginning of the class day or as stated in each assignment in D2L. Late assignments will not be accepted unless it is due to a documented excused absence (i.e., death in family, illness with note from MD, acts of God, etc). *Minor illnesses do not constitute excused absences.*

The following are not acceptable forms of assignments:

- assignments in other than "Word" or pdf format
- hard copy of assignments that were to be uploaded
- illegible assignments
- emailed assignments that were to be uploaded
- jpg. or other digital formatting
- assignments sent through text message
- handwritten assignments unless specified as such by the instructor (must be in blue or black ink)
- assignments with unprofessional presentation including being incomplete
- assignments with extensive grammatical errors will not be graded and will receive a "zero"
- assignments that use identifying information of a subject/supervisor/facility (must use initials only) will receive a "zero".

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In-class assignments, including but not limited to quizzes, presentations, and lab activities, missed due to an absence, late arrival, or leaving class early will be awarded an automatic “zero” and cannot be made up. Arriving to class after the morning quiz or exam has started will result in an automatic grade of “zero”.

Student Behavioral Expectations or Conduct Policy:

Generic Abilities & Professional Behaviors:

Students are expected to maintain a professional 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 educational opportunity. Likewise, all communications with the instructor are to be professional (**e-mails that are discourteous, use improper grammar, and/or simulate a text message will not be responded to**).

Students in the Occupational Therapy Assistant program have willingly applied for, and entered into, a professional degree program. Implicit in professional degree programs is the need to develop the student’s professional behaviors as well as minimum basic entry level competencies. The tool utilized in the OTA Program is the Generic Abilities assessment tool. Students will be evaluated on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of the generic abilities, the student will be called in by the faculty member who will fill out the form and review any deficiencies.

The faculty member, and if deemed necessary the program director, will then discuss with the student a plan of action to assist the student in development in the areas that have been deemed deficient. Any student who persists with the same deficiencies with no improvement in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. It will also be at the faculty member’s discretion to take 2 points from the student’s final grade for each documented episode related to unprofessional behavior.

Concerns regarding academic and/or clinical advising or instruction should be first addressed to the Faculty Member in question within five (5) working days from the time of occurrence. If the student feels that a problem has not been resolved, then the student should present the issue to the Program Director. If no resolution is reached at this level, in accordance with the McLennan Student Grievance Procedure, the student may discuss the issue with the Dean of Health Professions. If resolution is still not reached, then the Vice President of Instruction is contacted. A formal grievance may be initiated by submitting a request in writing to the President of the College to have the issue considered by a formal grievance committee. This procedure is outlined in the Highlander Guide, available at www.mclennan.edu.

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[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.

Attachment #10 Generic Abilities

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at the University of Wisconsin at Madison in 1991-1992. The ten abilities and definitions developed are:

	<i>Generic Ability</i>	<i>Definition</i>
1	Commitment to learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2	Interpersonal skills	The ability to interact effectively with patient, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3	Communication skills	The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.
4	Effective use of time and resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5	Use of constructive feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6	Problem-solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7	Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8	Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
9	Critical thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

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10	Stress management	The ability to identify sources of stress and to develop effective coping behaviors.
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May W, Morgan BJ, Lemke J, Karst G, Stone H. Model for ability based assessment in physical therapy educate; *Journal of Physical Therapy Education* 1995;91:3-6.

Technology Devices:

Personal Computer/Electronics Use: Computer use is expected throughout the Program. The MCC library has computer availability for after class hours if necessary. Access to library search engines is required and will be a part of the student's required class participation.

Students are not to use laptop computers, smart phones, iwatches/smart watches, or other electronic devices in the classroom unless prompted by the instructor. These devices are to remain stored in the student's backpack during class.

Students are not to post any classroom materials on any internet or social media site without the express written consent of the faculty.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

Video & Tape Recordings: Students may only tape record or video class activities and instructors with permission of the instructor and in no circumstance are allowed to post recordings on any internet site or social network site. The recording may only be utilized by the individual. Students who do not remain in compliance with this policy will be written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded.

Beepers, cellular telephones, text, and personal telephone calls. Students are NOT to receive or place telephone calls/beeper calls/texts during class. Beepers, smart watches, and cellular telephones are to be turned off or set to vibrate before entering the classroom and stored in backpack during class. Messages may be left with the Health Professions executive secretary at 299-8568. Messages for a student during an emergency will be delivered immediately. At the discretion of the instructor, students may be asked to leave cell phones and electronic devices in a box during class.

Additional Items:

- ✓ **Verbal, non-verbal, and written communications** are to be polite and respectful at all times
- ✓ **Food** is not allowed in class
- ✓ **Children** are not allowed in class
- ✓ **Sleeping** is not allowed in class

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- ✓ **Drinks** with screw-on lids are permitted if the student leaves the lid in place
- ✓ **Smoking, vaping, using tobacco**, using simulated tobacco or similar products are not allowed in class
- ✓ **Alcohol and drugs are not allowed** in the classroom and students should not attend class under the influence of them nor with the smell of any of them

Any of the above will result in being asked to leave the classroom and receiving an absence for the day at a minimum but could result in being written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded.

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C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at 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 notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> 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 their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.