McLennan

COMMUNITY

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WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Radiographic Patient Care

RADR 1203_01

Stacy Reeves, BSRS, R. T. (R) (ARRT)

NOTE: This is a 16-week 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 at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

Course Description:

An overview of 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 profession and 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. When course exams are given outside of class, a webcam will be required. The course provides a foundation of information that will be utilized in other Radiography courses.

Instructor Information:

Instructor Name: Stacy Reeves
MCC E-mail: sreeves@mclennan.edu
Office Phone Number: (254) 299-8526
Office Location: CSC C114
Office/Teacher Conference Hours: By appointment Only (M-F/ 8-5)

Office hours are posted on office door. Please email or call for an appointment.

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/**

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:

Chapter 1 Objectives – Introduction to Radiography

1. Recall the history of x-rays
2. Differentiate between primary, scatter, and remnant radiation
3. Recal motions of the x-ray tube and table
4. Identify radiographic equipment
5. Recall the difference between static and dynamic images

Chapter 3 Obectives-

1. Recall ALARA principle
2. List methods used to reduce patient exposure to radiation
3. Describe risks of radiation

Chapter 4 Objectives – The Health Care Delivery System

1. Compare and contrast insruance
2. Recall responsibilities of the health care facility and health care members.
3. List responsibilities of a radiographer
4. Explain the general organizational structure of a health care facility
5. Differentiate between professional organizations to include their purpose and benefit

Chapter 5 Objectives – Professional Roles and Behaviors

1. Define ethics and recall ethical principles
2. List the steps in an ethical analysis and analyze an ethical delima
3. Recall patient rights and the responsibility of a radiographer to protect patient rights
4. Recall elements of job satisfaction and explain how to prevent burnout
5. Describe practice standards for radiographers
6. Explain legal considerations to include crimes and torts
7. Define legal terms associated with legal requirements for behavior.
8. Recall the radiogapher's responsibility for prevention of malpractice.
9. Explain the procedures for incident reporting.

Chapter 6 Objectives – Professional Attitudes and Communications

1. Differentiate between culture and ethnicity

2. Understand how cultural diversity may influence the communication process with patients and affect patients' health care
3. Recall professional responsibility and ethics as it relates to diversity
4. Demonstrate how to communicate using verbal and non verbal communication
5. Describe age-specific approaches to communicate with patients
6. Exaplain the difference between therapeutic and nontherapeutic communication
7. List the stages of grief and describe approaches of dealing with death and loss
8. List factors that affect patients' emotional responses

Chapter 7 Objectives – Safety

1. Recognize goals and how to attain goals found in the National Patient Safety Goals.
2. Exaplain how to identify patients correctly for any procedure.
3. Recognize components required for a fire to burn and elements of fire prevention
4. List important electrical safety precaution
5. Discussion hazards caused by obstructions and spiolls and strategies used to deal with the hazards
6. Recall the purpose of EPA and OSHA
7. Disucss common work injuries
8. Demonstrate the practice of body mechanics when lifting and moving heavy objects

Chapter 8 Objectives- Patient Transfer

1. Discuss techniques for specific types of patient transfer
2. Recognize and demonstrate methods of patient transfer for various health conditions
3. Recall at least two steps to ensure patient identification accuracy

Chapter 9 Objectives- Infection Control Concepts

1. Differentiate types of microorganisms
2. Recall cycle of infection
3. Differentiates between types of disease transmission
4. Recall the body's defense against infection

Chapter 10 Objectives-Preventing Disease Transmission

1. Recognize various infectious diseases and discussion prevention of disease transmission
2. Discuss importance of standard precautions and isolation procedures
3. Demonstrate preparation for examinations in isolation
4. Describe protective precautions

Chapter 11 Objectives- Surgical Asepsis

1. Recall various sterilization methods
2. Recall steps for sterile scrubbing
3. Demonstrate sterile gowning and gloving
4. Demonstrate correct procedure for establishing a sterile field, opening a sterile tray, and adding items to sterile field without contamination.
5. Desribe preocedure for prearping skin for a sterile injection
6. Desribe how to remove and apply dressings

Chapter 12 Objectives- Response to Patients' Personal and Physical Needs

1. Identify personal concerns of patients and physiological needs
2. Recognize various body positions used in a healthcare setting
3. Describe immobilization techniques for procedures and patient conditions
4. Identify th correct use of pillows and poistioing aids to ensure patient comfort
5. Recognize signs of child and elder abuse
6. Recall how to drain and measure output from a urinary bag
7. List steps for applying a clean colostomy bag and how to provide colostomy care

Chapter 13 Objectives- Patient Assessment

1. List the elements of the AIDET technique to communicate with patients
2. Demonstrate how to peform vital signs
3. Demonstrate how to take an approiate history for a specific procedure
4. Measure and record temperature, pulse, rate, and respiration rate
5. Recognize terms related to patients' physical status
6. Recal normal adult values for termperature, pulse, respiration, blood pressure, and laboratory tests.
7. Recognize common cardiac arrhythmias on ECG tracing.

Chapter 14 Objectives-Medication Information

1. Differentiate between chemical, generic, and trade names of various medications
2. Desribe medication properties and differentiate between pharmacokinetics and pharmacodynamcs
3. Compare and contrast medication effects to include therapeutic, allergic, toxic, and side effects
4. Recognize frequently used medication classes in the imaging department and provide examples of each
5. Demonstrate how to look up medications in a drug reference book or website.
6. List precautions needed for patients whoe are taking opioid medications
7. Differentiate between medications acting as agonists and antagonists

Chapter 15 Objectives- Medication Administration

1. Recall the six rights of medication administration
2. Describe the radiogapher's role in medication administration
3. Differntiate the routes of medication and recall advantages and disadvantages
4. Identify correct charting of medication administration
5. Rcall sites used for IV infusion and intramuscular injections
6. List step needed when an IV infusion has infiltrated

Chapter 16 Objectives- Emergency Response

1. Identify criteria for trauma centeres to be classified as Levl I, II, or III.
2. Understand the role of the student during a medical emergency
3. Identify specific code and disaster routines of an institution
4. Recall code cart equipment and medications
5. Distinguish between various oxygen administration devices
6. Desribe steps to operate oxygen and suction equipment and list precautions assosciated with each

Cbapter 17 Objectives- Dealing with Acute Situations

1. Idenitfy symptoms associated with specific emergency situations
2. List the four levels of consciousness and the importancs o fthe Glasgow Coma Scale
3. Identify the need for CPR and recognize the indications for using and AED

Chapter 18 Objectives- Preparation and Examination of the Gastrointestinal Tract

1. Recall the purpose of contrast media in GI exams and how to schedule exams
2. Recall the preparation for gastrointestinal tract contrast exams
3. Differetate between types of contrast media
4. Exaplain follow-up care for GI exams that require contrast
5. List indictaions and contraindications for radiographic exams of the lower gastrointestinal tract.

Chapter 19 Objectives: Contrast Media and Special Radiographic Techniques

1. Recognize symptoms of contrast agent reaction and describe necessary medical interventions.
2. Differentiate contrast examinations of the urinary and biliary systems
3. Describe the radiograher's role for introducing contrast media
4. Desribe the procedure for myelography

Chapter 20 Objectives: Bedside Radiography: Special Conditions and Environments

1. Recall appropriate procedures for bedside radiography
2. State the puposes of gastric, nasoenteric, tracheal, and thoracic suction

3. Recognize important factors for bedside radiography in special care units
4. List three types of special beds or mattresses that can be seen in special units and recall precautions to be used
5. Recall speciality equipment
6. Identify correct locations for specialty catheters and pacemakers
7. State the consequences of dislodging a thoracic tube and how to avoid this type of incident

Chapter 21 Objectives- Radiography in Surgery

1. Define sterile corridor and explain the significance
2. Recall steps to prevent contamination from imaging equipment
3. Recall surgical setup and surgical team in an surgical environment
4. Identifiy spurgical procedures that involve radiography or fluoroscopy

Chapter 22 Objectives- Special Imaging Modalities

1. List common diagnostic applications of magnetic resonance3 imaging
2. List safety precautions for personnel working in the area of an MRI scanner
3. Explain the use of contrast agents and medications in MRI and the procedures for monitoring sedated patiens during MRI examinations

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.*

IC: In Class

RADR 1203_01 Patient Care	
Week 1	*Introduction*
Monday *8/22/2022*	**CH 1 & 3**
Wednesday 8/24/2022	**CH 4**
Week 2	*UNIT 1*
Monday *8/29/2022*	**Chapters 5 & 6**
Wednesday 8/31/2022	**Chapters 5 & 6**
Week 3	
Monday *9/5/2022*	*CAMPUS CLOSED*
Wednesday 9/7/2022	**Unit 2 Chapters 7**

Week 4	Unit 2
Monday *9/12/2022*	**Chapter 8**
Wednesday *9/14/2022*	**Chapter 8**
Week 5	*Unit 3*
Monday *9/19/2022*	**Chapter 9**
Wednesday *9/21/2022*	**Chapter 9**
Week 6	*Unit 3*
Monday *9/26/2022*	**Chapter 10**
Wednesday *9/28/2022*	**Chapter 10**
Week 7	*Unit 4*
Monday *10/3/2022*	**Chapters 11 & 12**
Wednesday *10/5/2022*	**Chapters 11 & 12**
Week 8	*Unit 4*
Monday *10/10/2022*	**Chapter 13**
Wednesday *10/12/2022*	**Chapter 13**
Week 9	*Unit 5*
Monday *10/17/2022*	**Chapters 14 & 15**
Wednesday *10/19/2022*	**Chapters 14 & 15**
Week 10	*Unit 6*
Monday *10/24/2022*	**Chapters 16 & 18**
Wednesday *10/26/2022*	**Chapters 16 & 18**
Week 11	*Unit 6*
Monday *10/31/2022*	**Chapter 19**
Wednesday *11/2/2022*	**Chapter 19**
Week 12	***Dealing w/an Acute Situation***
Monday *11/7/2022*	
Wednesday *11/09/2022*	**Chapter 17**
Week 13	*Unit 7*
Monday *11/14/2022*	**Chapters 20 & 21**
Wednesday *11/16/2022*	
Week 14	*Unit 7*
Monday *11/21/22*	**Chapters 20 & 21**

Wednesday	11/23/22	THANKSGIVING BREAK
Week 15		
Monday	11/28/2022	**PROJECT CHAPTER 17**
Wednesday	11/30/2022	*Review for FINALS*
Week 16		**FINALS WEEK**
Monday	12/05/2022	**TBD**
Wednesday	12/07/2022	**TBD**

Course Grading Information:

	Assessment	Percentage of Course Grade
1	Assignments & Quizzes	20%
2	Exams	40%
3	Project(s)	15%
4	Final	25%
Total	Course Grade	100%

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)

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

Late Work, Attendance, and Make Up Work Policies:

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. 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.

Use of electronics in class:

Electronic devices may be used to accompany lectures or complete assessments. Taking pictures of lecture material without the instructor's approval is not allowed. Recording of lectures is prohibited. If a student is caught recording or taking photos of course matierial/lectures without permission, counseling with the professor and program director will occur to document the situation and discuss consequences of violating acadmic integrity.

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 additional 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

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ACADEMIC RESOURCES/POLICIES

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 https://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 https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp.

Go to McLennan's Title IX webpage at https://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.

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.

MCC Academic Integrity Statement:
Go to https://www.mclennan.edu/academic-integrity/ for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

Email Policy:
McLennan Community College would like to remind you of the policy regarding college email, which can be found at https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf. 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. For more information about your student email account, go to https://www.mclennan.edu/student-email/.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

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.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

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.