

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

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **Practicum 1- Radiologic Technology**

**RADR 2266-01**

**Meredith Brown**

**Michelle Morphis**

**Stacy Reeves**

**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.

# Medical Radiologic Technology Practicum I

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## **Course Description:**

General workplace training supported by an individualized learning plan developed by the employer, college, and student. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations in continuation with the student's clinical competency profile.

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

Successful completion of all previous RADR courses, with a grade of “C” or better. Concurrent enrollment in other second year RADR courses. Semester Hours: 2 (18 clinical hrs/wk)

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

It is recommended to carry a pocket notebook to log clinical observations and competencies. Reference the competencies required for the semester and the ARRT competencies required for the program. Complete competencies when the opportunity presents during the clinical rotation instead of waiting. Refresh the attendance policy and recall point deductions associated with missed scheduled clinical time. The Bontrager’s Pocket Atlas- Handbook of Positioning and Techniques is suggested, but not required.

## **Instructor Information:**

### **Clinical Coordinator**

Instructor Name: Michelle Morphis, MBA, RT (R) (ARRT)

MCC Email: [mmorphis@mcclennan.edu](mailto:mmorphis@mcclennan.edu)

Office Phone Number: 254-299-8584

Office Location: CSC C117

Office/Teacher Conference Hours: Posted outside of office

Other Instruction Information: Appointments available for advising or guidance. Call or email to request an appointment

### **Program Director: Meredith Brown, MS, RT(R)**

MCC E-mail: [mbrown@mcclennan.edu](mailto:mbrown@mcclennan.edu)

Office Phone Number: 254-299-8342

Office Location: CSC C202

Office/Teacher Conference Hours: To be posted at office.

Other Instruction Information: Appointments available for advising or guidance.

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**Instructor: Stacy Reeves, BSRS, RT (R) (ARRT)**

MCC E-mail: [sreeves@mclennan.edu](mailto:sreeves@mclennan.edu)

Office Phone Number: 254-299-8526

Office Location: CSC 114

Office/Teacher Conference Hours: To be posted at office.

Other Instruction Information: Appointments available for advising or guidance

## **Required Text & Materials:**

Title: Bontrager's Textbook of Radiographic Positioning and Related Anatomy

Author: John Lampignano and Leslie E. Kendrick

Edition: 10th

Publisher: Elsevier

ISBN: 9780323653671

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

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

The clinical course consists of rotations in area hospitals and medical clinics with the opportunity to provide hands on patient care under the direct supervision of experienced Radiologic Technologists certified by the ARRT and licensed by the State of Texas and designated clinical supervisors. Students will perform radiographic exams and assist in radiographic procedures. As the student gains competency, they will perform exams without assistance, but remain under direct supervision. Students will evaluate images and perform tasks to understand image production while in the clinical setting. Students are expected to participate in "Class Day" activities scheduled on the MCC campus. These activities count as clinical attendance and will further evaluate the student's progress as a radiologic technology student. The learner is placed in clinical sites by the clinical coordinator and will be supervised and evaluated by clinical faculty.

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

The student will:

1. Support the profession's Code of Ethics and comply with the profession's Scope of Practice.
2. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in areas of patient care and professional relationships.
3. Provide appropriate patient education for all examinations performed.
4. Provide for basic patient care, patient comfort, and anticipate the needs of the patient.
5. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience.

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6. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures.
  7. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience.
  8. Evaluate images with regard to technical quality in the areas of radiographic quality, positioning, centering, patient motion, and processing as appropriate for the student's level of training/experience.
  9. Demonstrate appropriate knowledge and skills relating to medical image processing.
  10. Practice established principles of radiation protection for themselves, patients, and hospital staff.
  11. Describe the anatomy and anatomical relationship of the parts of the following systems:
    - A. gastrointestinal
    - B. genitourinary
    - C. biliary
  12. List the correct central ray locations and choose the correct image receptor for the exam
  13. Discriminate between technically satisfactory and unsatisfactory radiographs in relationship to motion, brightness, contrast, centering and overall positioning of body parts.
  14. Be able to obtain diagnostic studies of the following:
    - A. cardiac series/esophagram
    - B. upper GI
    - C. small bowel series
    - D. barium enema
    - E. intravenous pyelogram
    - F. gallbladder
    - G. retrograde pyelogram
    - H. cystogram
    - I. hysterosalpingogram
    - J. myelogram
    - K. tomogram
  15. Properly prepare the required contrast media.
  16. Properly drape and gown patient for exam.
  17. Recognize patient reactions to contrast media and respond appropriately.
  18. Obtain at least five competency evaluations on examinations of the upper GI, colon, and IVP. After the first competency exam in each category (selected by the student), the four remaining exams may be assigned by the clinical preceptor.
  19. Set technical factors for GI/GU studies.
  20. Demonstrate knowledge of preparation for I.V.'s.
  21. Demonstrate knowledge of location and uses of emergency equipment.
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packages, maintaining the sterile field, and assisting in set-ups.

23. Employ correct infection control procedures.

24. Monitor patient vital signs and recognize symptoms of patient reactions.

25. Observe examinations in which he or she is not an active participant.

26. Keep accurate records of examinations performed and observed on the forms provided by the instructor.

27. Monitor radiation exposure monthly

28. Report to clinical duty promptly.

29. Display attention to duty regarding output, performance and time utilization.

30. Exhibit self control and composure in stressful situations.

31. Display honesty and integrity in the performance of clinical duty.

32. Provide a good quality of work by:

A. displaying the ability to follow instructions.

B. organizing and completing work.

C. working independently when appropriate.

D. recognizing and attending to the needs of the patient.

E. recognizing his or her own limitations.

F. exercising proper judgment.

G. observing and reporting appropriately.

33. Display an eagerness to learn.

34. Exhibit cooperation, loyalty, ambition, and courtesy.

35. Accept constructive criticism.

Maintain a neat and professional appearance.

Teach fellow students new skills.

Aggressively pursue request for radiographic examinations

**NOTE:** The student will be evaluated on the objectives listed above by utilization of the forms that follow. Careful attention should be paid to these forms as they will be used to determine the student's grade in the course.

## Radiographic Image Evaluation:

As a part of the clinical rotation experience, the student will be expected to present radiographs to faculty and peers. Items to be detailed by the students are image identification, anatomy, positioning, positioning aids, radiation protection and radiographic quality. Radiographic image evaluations will take place on a regular basis in formal sessions in the campus lab and or classroom.

## OBJECTIVES: RADIOGRAPHIC IMAGE EVALUATIONS

Given routine radiographs, the student should be able to:

1. Identify selected normal anatomy from any routine radiographic position that has been previously covered in the classroom or positioning laboratory.

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2. Identify any routine radiographic position (including part-IR references, centering points, IR size, and CR angulation) that has been previously covered in the classroom or positioning laboratory.
3. Determine the diagnostic value of any standard radiographic position that has been previously covered in the classroom or positioning laboratory.
4. Identify and describe how to correct common positioning errors on any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
5. Identify common radiographic artifacts.

## **Course Outline or Schedule:**

A detailed campus clinical schedule and the semester clinical rotation assignment will be provided in Brightspace.

## **Student Holidays:**

Labor Day September 5

Thanksgiving Break November 23- 26

## **Clinical Days: Mondays, Wednesdays, & Fridays**

Day Shift	8:00 am – 2:30 pm
Evening Shift	2:30pm – 9:00 pm
Meal Break	30 minutes

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## **Course Grading Information:**

Clinical Evaluation	50%
Class Days	40%
Exam Competencies	10%
Total Course	100%

## **Grade Scale**

90-100	A
80-89	B
75-79	C
60-74	D
Below 60	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 without a decimal point. Brightspace has been setup to round up grades that are .5 up to .9. Grades that fall at .4 down to .1 will not round up. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

## **Clinical Competency Exams**

The Radiologic Technology program is competency based. Students are required to demonstrate competency in the laboratory before attempting competency testing in the clinical setting. As the student progress through the didactic education and laboratory practice, they are assigned a specific number and type of competencies to complete each semester. In order to be declared clinically competent, students must successfully complete a minimum number of competency exams for each designated procedure as indicated in the following paragraph. Students receive a copy of a competency profile in the first semester in order to help them track their own progress. Clinical preceptors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

## **Clinical Competency Grading Guideline:**

Competencies prove that a student is performing well in the clinical environment. Failure to complete the required competencies for any semester will result in a point deduction. Competency values will be calculated according to the number required for a semester.

Example:

**RADR 1260-** 10 competencies for the semester at a value of 10 points each will give the student a 100 for a competency grade provided that the student attains all 10 for the semester.

**RADR 1261-** 20 competencies for the semester at a value of 5 points each will give the student a 100 provided that all 20 are completed.

Etc. for the following semesters

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**Failure to Complete the required number:** If a student fails to complete the required number of competencies for that semester, lab simulations may be an option to attain the required number, BUT only at half the value of the competency. If, while performing lab simulations, the student does not perform to standards, points will be deducted from the half value of the comp.

## Competency Requirement Progression

As the student progresses throughout the program, the number of competency exams will change. The complete progression can be found in the Radiologic Technology Student Handbook.

By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 36 mandatory procedures and at least 15 different of the 34 elective exams as designated by the ARRT. To complete this program, all 36 mandatory and at least 15 different elective ARRT competencies **MUST** be completed. Any student failing to complete the ARRT competency list by RADR 2360 semester end, they will receive an “I” (incomplete) for that course, which will make them ineligible to graduate or take the ARRT registry exam for licensure.

Numerous clinical rotations are assigned to ensure completion of the required comps. It is the responsibility of the student to maintain their competency count and needs for completion. If it is determined that a student has too many comp deficiencies, their rotation through RADR 2360 summer modalities could be modified to allow them additional opportunities to complete necessary comps.

### Competency Requirements:

RADR 1260 Clinical I Complete 10 competency exams from the chest and abdomen category.  
RADR 1261 Clinical II Complete 20 competency exams from the chest, abdomen, extremities.  
RADR 1460 Clinical III Complete 30 competency exams from all categories.  
RADR 2266 Practicum I Complete 20 competency exams from all categories.  
RADR 2267 Practicum II Complete 30 competency exams from all categories.  
RADR 2360 Clinical IV Complete 10 comps & any exams for clinical competency profile

## EVENING ROTATION

Imaging services are provided to the community twenty-four hours a day, seven days a week. Evening rotations provide the student with the opportunity to gain experience in trauma radiography, as well as continuous care of the inpatient population.

All students are expected to participate in evening rotations in order to gain this experience. Clinical assignments will correlate with the student’s didactic background and curriculum. To fulfill this requirement, students will not be assigned to evening rotations until the second clinical semester (RADR 1261). Evening rotations will consist of two consecutive clinical weeks in the trauma/inpatient setting for the semester. Two week rotations in the summer will total approximately 64 clock hours; fall and spring rotations will total approximately 54 clock hours maximum.



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Students participating in evening rotations must be appropriately supervised (student to qualified staff ratio of 1:1). The student will be allowed and encouraged to complete clinical competencies on this rotation.

## **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 all course material and competencies to be successful.

Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of 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 of the course 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.

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

**Clinical Attendance:** Attendance at clinical rotations is crucial to your learning experience. Please read the detailed Attendance & Tardy Policy in the student handbook.

## **Attendance for Clinical Courses**

Completion of clinical hour's accounts for a significant portion of the student's learning experience in the Radiologic Technology program; therefore attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

**HOWEVER**, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Any student absent for more than 25% of the clinical class hours may be withdrawn from the course and may not continue in the program. The following is a breakdown of how an absence will affect your **FINAL GRADE**.

1 day of absence = 0 (which may be saved and taken at end of semester)

2 days of absence= 5 point deduction from **FINAL GRADE**

3 days of absence= 10 point deduction from **FINAL GRADE**

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4 days of absence= 15 point deduction from **FINAL GRADE**

5 days of absence= 20 point deduction from **FINAL GRADE**

6 days of absence= 25 point deduction from **FINAL GRADE**

7 days of absence= Below passing- removal from program

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. **The student must contact the clinical coordinator by leaving a voice message at 254-299-8584 or by email if there is a need to be absent.** Failure to call the **Clinical Coordinator** will result in an unexcused absence and **10 points** will be deducted from the final grade for each occurrence of failure to contact the clinical coordinator in addition to the point deduction for the absence. The clinical coordinator and the supervisor at the clinical site should be notified of absences at least 1 hour prior to clinical start time.

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

1. The death of an immediate family member. (**parent (including step and in-laws), spouse, child, sibling**) (Three clinical days maximum.)
2. The death of extended family member (**grandparent, aunt/uncle, or cousin**)(One day maximum allowed)
3. Subpoena to be present at a court case. (Jury duty does not qualify-court issued work notice required.)
4. Activities outside of clinic that are directed by the program faculty. (award ceremony, advisory committee meeting, and inclement weather).

## Tardy Policy

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving **ANY** time **after** the pre-designated start time for that clinical rotation up to 10 minutes. When the student is going to be tardy, **THEY MUST** contact the clinical coordinator by office phone or office email and **should** contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator. Contacting the clinical site is professional courtesy and **DOES NOT** excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important. An absence will be charged for students arriving after the 10 minute window unless the student contacts the clinical coordinator and requests an occurrence. When the student contacts the clinical coordinator and requests an occurrence, the student will have a 2 hour window (from their original report time) to report to their clinical site.

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## **Failure to provide advance notification**

Should a student fail to contact the clinical coordinator in advance of the occurrence/absence/tardy, 10 points will be deducted from the student's final grade in addition to any other point deductions for absences or occurrences. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their placement in the program.

### **EX: A**

A student is assigned to report at 8:00am. They call the clinical coordinator at 8:05 requesting an occurrence. The student should be clocked in and ready to work by 10:00 am and 2 points will be deducted from their final clinical grade.

### **Ex: B**

A student is assigned to report at 8:00am and but arrives at 8:15. The student did not call prior to their arrival to request an occurrence. An absence will be charged to the student whether they stay at clinical all day or not, and will be included in their semester absences notification".

**\*\*A student is allowed to accumulate up to THREE (3) tardies throughout the duration of the program with no reprimand. When the student is tardy for the FOURTH (4) time, they will be removed from the program.**

It is advisable for the student to establish close communication with the clinical coordinator anytime they need to be tardy/absent/or need an occurrence. If a student has an emergency or time sensitive information, the clinical coordinator may be contacted by cell phone. Cellphone conversations regarding missed time from clinical will not replace the policy for contacting the clinical coordinator. It is expected for the student to email or leave a voicemail on the office phone to take a tardy, occurrence, or absence.

**The clinical coordinator must be contacted by office phone (254-299-8584) or office email [mmorphis@mclennan.edu](mailto:mmorphis@mclennan.edu) as to whether or not the student is needing a tardy or an occurrence.**

## **Contact Information for Clinical Coordinator**

Michelle Morphis  
254-299-8584 Office  
[mmorphis@mclennan.edu](mailto:mmorphis@mclennan.edu)

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

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## Occurrence Policy

An “**occurrence**” is an event that requires the student to vary from their normally scheduled clinical time. A two hour window of opportunity is open for a student to take care of **NECESSITIES** outside of their control that interferes with scheduled clinical time. We understand that there are times when occurrences are a necessary part of life.....

**HOWEVER.....** TWO (2) points will be deducted from their **FINAL CLINICAL GRADE** for every occurrence.

ALSO, just as in absences and tardies, the student is required to notify the Clinical Coordinator and the Clinical Site Supervisor of the need for an “occurrence”. Failure to notify the CC **and** the clinical site supervisor **PRIOR** to the occurrence will result in an absence.

**EX:** If a student has a need to leave within two hours before their scheduled time to leave, it is considered an “**occurrence**”.

**EX:** If a student has an outside appointment that requires they arrive within a two hour window of reporting time, it is considered an “**occurrence**”.

**EX:** If a student has the need to leave clinical in the middle of the day and return within the two hour window, it is considered an “**occurrence**”.

## ABSENCE VS OCCURRENCE

**EX:** *A student makes an appointment to leave early for a doctor’s appointment and forgets to notify the CC but tells the clinical site supervisor..... ABSENCE!!!! You must contact the CC **prior** to taking an occurrence. Just call and leave a message on my voice mail or send a quick email to [mmorphis@mclennan.edu](mailto:mmorphis@mclennan.edu) prior to the time needed to be away from clinical. All messages are kept as a part of documentation.*

Notification of “occurrences” will follow the same procedure as absences. Notification of CC and clinical site supervisor is a sign of professional courtesy and is required. A message must be left on the voice mail phone of the CC at 254-299-8305 or an email [mmorphis@mclennan.edu](mailto:mmorphis@mclennan.edu) for documentation purposes.

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“Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. 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 and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.” A record of absences, incidences of being Tardy or taking an Occurrence will be recorded and available throughout the semester in BrightSpace.

## Clinical Time Tracking

Students are expected to keep accurate records of the time in clinical. Students will document their time electronically through the use of the E\*Value system. Attendance will be monitored by the clinical coordinator on a periodic basis.

## E\*Value Time Tracking

Students using the Time Tracking program of E\*Value will use the name of the clinical coordinator (Michelle Morphis) as the Time Tracking supervisor. This will allow more consistent and accurate record keeping. Students must use the designated computer provided for E\*Value clock in and clock out. No use of any other type of electronic device is permitted. IP addresses are checked frequently to ensure that students are using the appropriate computer. If it is determined that a student is using their cell phone or some other electronic device to clock in and out, this is considered falsification of records and a 2 day suspension for the first offense will be given. A subsequent infraction will result in removal from the program.

The faculty of the program views the clinical time documentation as a binding contract between the student and the program. **Falsifying any documentation (written/electronically) in any manner is unethical and will result in dismissal from the program.** Students who are dismissed from the program for falsification of records will not be allowed to return to the program.

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## **E\*Value Technical Issue Procedures**

If at any time a student experiences technical issues or forgets to clock in or clock out at the start of the day, end of day, before or after meal break **the following procedures must occur:**

- 1) Contact the clinical coordinator via email with details
- 2) Ask the clinical preceptor or a staff technologist to email clinical coordinator verifying your time/attendance for that day and verifying the details

Frequent incidents that are accessed to be oversights by the student could result in a 2 point deduction from the final semester grade. Time tracking will be checked frequently so being forthcoming and honest is the best way to handle such incidences. Any attempts to avoid this deduction by not reporting it, could mean a student will incur a tardy or an absence and the penalties that go along with them.

## **Missing in Action**

Students will not leave the clinical site anytime during the scheduled clinical shift without notifying the clinical preceptor, clinical supervisor or immediate supervising technologist, the clinical coordinator, and properly documenting in E\*Value time-tracking. **Failure to comply will be considered falsifying documentation and will result in dismissal from the program**

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

Students are expected to maintain a professional demeanor that includes respect for other students, technologist, hospital staff, 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 adults and are expected to act appropriately. Behavior that is disrespectful or disruptive will not be tolerated; any student who is asked to leave a clinical facility will be removed from the program.

A written deficiency notice in the areas of knowledge, skills, attitude, reliability, dependability, tardiness, or attendance will lead to academic probation. Failure of the student to abide by the terms of this academic probation will lead to failure of the course and may lead to withdrawal from the radiologic technology program. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Regular and punctual attendance is expected of all students, and a complete record of attendance will be maintained for the entire length of each course.

Students will be counted absent from clinical missed, beginning with the first day of clinical. 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. If inappropriate behavior continues, a report will be filed with the Grievance Committee in Student Development.

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## Electronics/Mobile Devices Policy

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 material/lectures without permission, counseling with the professor and program director will occur to document the situation and discuss consequences of violating academic integrity.

Cellular phones must be silenced during class and lab. Cell phones or other smart devices may not be brought into testing areas.

These are a convenience to us all, and we understand that a case might arise to need to be contacted regarding emergencies with family, children, day cares, etc. Due to those emergent notification situations, students are allowed to keep their cell phones with them at the clinical sites, but, they are not to be out in the clinical or patient areas at any time. Please keep all devices silenced or turned off while at clinical so there is no temptation to sneak a peek. You may use them in lounge areas of the facilities (if that facility allows such) when you are at lunch and/or on break. No other time!

## Emergency/Personal Phone Calls

*If there is an emergency, your families may contact the clinical site. Please make certain that families are informed of your clinical rotation and the appropriate phone numbers*

Smart watches, being an extension of your cell phone, are not permitted while you are participating in your clinical rotations. (A "smart" watch is defined as any watch or watch-like device that performs any of the following tasks similar to your cell phone: receiving or placing calls or texts, recording audio, accessing applications, taking pictures or videos, etc.)

## Ramifications of cell phone or smart watch use at a clinical site:

1st infraction- written and verbal warning

2nd infraction- 1-day suspension from clinical 3rd infraction- 2-day suspension from clinical

These suspensions will count as absences, so this will affect your clinical grade with the appropriate absence policy point deductions.

4th infraction- Removal from the program

This is policy will be strictly enforced and the clinical site supervisors are aware of this policy. Please don't let something such as cell phone use jeopardize your position in this program.

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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.





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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 [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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 (<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. For more information about your student email account, go to [www.mclennan.edu/student-email](http://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](mailto: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](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**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](mailto: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.