



WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**Applied Physics in Respiratory Care**

**RSPT 1227.02**

Erica Williams

**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.

## Applied Physics in Respiratory Care

RSPT 1227.02

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### **Course Description:**

Review of the theoretical and practical applications of mathematics and physics with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. Semester Hours – 2 (2 lecture)

### **End-of-Course Outcomes:**

Describe the basic principles of mechanics, gas laws, fluid dynamics, and thermal dynamics; and relate the laws of physics used in therapeutic procedures and diagnostic tests to respiratory care.

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

None.

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

Find out which study methods work best for you and get ready to put your thinking caps on! ☺

### **Instructor Information:**

Instructor Name: Erica Williams

MCC Email: [ewilliams@mclennan.edu](mailto:ewilliams@mclennan.edu)

Office Phone Number: (254)299-8341

Office Location: HP 104

Office/Teacher Conference Hours:

- ❖ Monday & Wednesday – by appointment or via email
- ❖ Tuesday: 12:00 PM – 1:00 PM ; 2:00 PM – 3:00 PM
- ❖ Thursday: 12:00 PM – 3:00 PM

### **Required Text & Materials:**

Title: Egan's Fundamentals of Respiratory Care

Author: Kacmarek

Edition: 12<sup>th</sup>

Publisher: Elsevier Health Sciences

ISBN: 9780323811217

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

#### Methods of Teaching and Learning:

Lectures are posted on Brightspace in a PowerPoint format and narration on the PowerPoint slides is provided by the instructor. Daily grades are based on individual readiness assessment (IRA) and team readiness assessment (TRA) quizzes and problem-solving activities during class. Exams are administered as an important part of the course evaluation.

Please note: The PowerPoint slides are designed for you to view, using PowerPoint Viewer on a computer.

The PowerPoint lecture slides include animations that emphasize important principles from the topics developed on the PowerPoint presentation.

Students are expected to view and study the PowerPoint lecture slides before class to enable the student to participate in class discussions and problem solving during class.

Be prepared to ask questions prior to class by emailing your instructor. You may also ask questions during class activities. Be prepared to take your IRA/TRA when you arrive to class.

**The methods to evaluate learning in this class include written exams, activities, quizzes, final exam, classroom, and online assignments. Each week's assignment will include the following:**

#### Objectives:

Use the objectives as a tool to determine exactly what you should be learning from the readings and lectures. You should be able to address each of these objectives in your own words in self-testing and studying for the quizzes and exams. Problem solving activities will be assigned during each class. Study questions accompany each online lecture and /or video. Participation in class discussions and problem-based activities will be possible only after answering and mastering all study questions. During class activities, teams will work together to solve new problems based on knowledge gained from the on-line lectures.

#### Reading Assignment:

You will have a reading assignment each week. Be prepared to discuss what you've read during the following class.

#### Lecture Slides (recorded lectures):

The lecture slides (PowerPoint) should be used as a study TOOL, **not to replace your readings**. The recorded lectures provide a nice visual outline of the reading assignment for you to study after reading the assignments.

**Please note:** The PowerPoint slides are designed for students to view, using PowerPoint Viewer. The PowerPoint slides include the weekly lectures. The slides contain an audio component that

## Applied Physics in Respiratory Care

RSPT 1227.02

---

emphasizes important principles. View the PowerPoint slides before class to participate in class discussions and other classroom activities and be prepared to ask questions during class or address questions to the instructor by email or during office hours.

If you do not have Microsoft Office, you should download **FREE** Microsoft Office 365 (which has PowerPoint, MSWord, and Excel) here: <http://www.mclennan.edu/tech-support/>

On the left menu bar: click on “available software and equipment”

- Click on Software for Students, Faculty, and Staff
- Sign Up and Download

NOTE: This software is operable on PC and Mac platforms

MCC now has the technology to check out to students, such as laptops, hotspots, and webcams that students can use **for a semester**. If you need technology, please let your instructor know so they can complete a recommendation form. The student will then be contacted to complete a form with what’s needed.

Students will be able to check out the equipment for a semester at a time.

Due to having a limited number of available laptops, hotspots, and webcams, these resources will be distributed on a first-come, first-serve basis. For students to be eligible for the laptops they must be **enrolled in six credit hours** and **have a GPA of 2.0 or higher**.

### Assignments:

There will be assignments assigned as homework and/or in-class activities.

### QUIZZES:

- An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the on-line lectures. The quiz is a closed-book, secure exam. IRA scores are a component **(20%)** of the Daily Grades.
- Students will submit a **Team Readiness Assessment (TRA)** quiz during each class. Team members will work on this quiz jointly and submit the completed quiz for the entire group. Full, partial, or no credit will be given. Each team member will receive the same TRA quiz grade. TRA scores are a component **(10%)** of the Daily Grades.
- The lowest IRA and TRA grade will be *exempted*. After this one exemption, missed quizzes, leaving after the quiz, using phone during the quiz, or leaving class early will earn a zero. **NO EXCEPTIONS.**

### Course Objectives and/or Competencies:

Demonstrate knowledge of physical and chemical principles utilized in Respiratory Care therapeutic techniques, procedures, and equipment.

## Applied Physics in Respiratory Care

RSPT 1227.02

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### Course Outline or Schedule:

Date	Topic
Week 1	Tues. 8/23 Syllabus
	Th. 8/25 Atmosphere
Week 2	Tues. 8/30 Gases
	Th. 9/1 Gas Properties
Week 3	Tues. 9/6 Compressed Gases
	Th. 9/8 Compressed Gases (O2 cylinder)
Week 4	Tues. 9/13 Compressed Gases (Liquid)
	Th. 9/15 Compressed Gases (Both)
Week 5	Tues. 9/20 Exam 1 Review
	Th. 9/22 Unit 1 Exam
Week 6	Tues. 9/27 Humidity
	Th. 9/29 Humidity (Cont'd)
Week 7	Tues. 10/4 Gas Behavior Pt 1
	Th. 10/6 Humidity Calculations
Week 8	Tues. 10/11 Humidity Calculations (cont'd)
	Th. 10/13 Unit 2 Review
Week 9	Tues. 10/18 Unit 2 Exam
	Th. 10/20 Gas Behavior Pt 2
Week 10	Tues. 10/25 Gas Behavior Pt 3
	Th. 10/27 Gas Behavior Pt 4
Week 11	Tues. 11/1 Fluid Dynamics Pt 1
	Th. 11/3 Fluid Dynamics Pt 2
Week 12	Tues. 11/8 Unit 3 Review
	Th. 11/10 Unit 3 Exam
Week 13	Tues. 11/15 Fluid Dynamics Pt 3
	Th. 11/17 Oxygen Transport in Blood
Week 14	Tues. 11/22 Pulmonary Mechanics
	Th. 11/29 Calculations Review
Week 15	Tues. 12/1 Final Exam Review
	Th. 12/3 Final Exam Review
Th. 12/8	Comprehensive Final Exam 8:00 a.m.– 10:00 a.m.

See Subject Disclaimer

## Applied Physics in Respiratory Care

RSPT 1227.02

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### Course Grading Information:

The grading is based on a percentage system. Each quiz or examination is graded as the number of correct responses divided by the number of possible correct responses and recorded as a percentage, e.g., 40 correct responses divided by 40 possible correct responses is recorded as 100% or 35 correct responses divided by 40 possible correct responses is recorded as 87.5% rounded to 88% . [The Respiratory Care Technology Program Grading Scale:](#)

90% - 100% = A      80% - 89% = B      75% – 79% = C      60% -74% = D      <60% = F

The course grade is the average percentage grade from the quizzes and exams for the semester. The course grade is an average. Grades are posted on Brightspace and **will not** be communicated in any other way. Students will only be able to access their own grades, a grade of “C” or better defines a passing grade for this course and all other RSPT courses.

### Evaluation:

- ❖ Individual readiness assessment (IRA) quizzes – 20%
- ❖ Team readiness assessment (TRA) quizzes – 10%
- ❖ Exams – 70%

An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the on-line lectures.

- The IRA quiz is a closed-book, secure exam. IRA scores are a component of the Daily Grades.

**Team Readiness Assessment (TRA)** quizzes are closed-book. Team members will work on this quiz jointly and submit the completed quiz for the entire group. Full, partial, or no credit will be given for each of the ten questions on the TRA quiz. Each team member will receive the same TRA quiz grade.

- TRA scores are a component of the Daily Grades.

The lowest daily grade will be *exempted*. After this one exemption, missed quizzes, leaving after the quiz, using phone during the quiz, sleeping during class, or leaving class early will earn a zero. **No exceptions.**

### Testing Policies and Procedure for Security Measures:

- All student electronics will be left at the front of the room during an **exam AND IRA/TRA quiz**. No smart phones/cell phones or smart watches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during an exam or quiz. No sunglasses, hats, visors, or hoodies will be worn during an exam or quiz. Students may use

## Applied Physics in Respiratory Care

RSPT 1227.02

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ear plugs if needed.

- No food or drink on the desk during exams or quizzes.
- Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam or quiz & may NOT be taken out until after student is dismissed from the exam or quiz.
- Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam or quiz.

### Exam and Quiz Review –

The purpose of the exam and quiz review is to provide a learning experience for the student.

- Exams and quizzes must be reviewed in the presence of an instructor.
- There will be **no note taking** during the exam or quiz review process; no cell phones will be out during the review.

### Computer Testing Software:

You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the instructor will re-set your exam.

### Follow these rules during computer exam:

- Brightspace saves each answer before moving on to the next question automatically.
- Do not use scroll button during test (this can possibly change the answer you selected).

### Remediation Plan – Academic Courses

When a student is struggling in the classroom, the faculty will respond, proactively. If a student consistently performs poorly on the daily Individual Readiness Assessment quizzes (IRA's) or scores lower than **80%** on the **first exam or subsequent exams**, the faculty member will contact that student by email, **REQUIRING** that the student make an appointment with the teacher to discuss their preparation for class (IRA's) or to review the exam. If the student does not respond to the request for a meeting with the faculty, the instructor will refer the student to the MCC Success Coaches. The Success Coaches of McLennan Community College are committed to building growth-oriented relationships that inspire students to achieve academic and personal success. While helping students develop intellectually, emotionally, and socially, we will serve as guides for sustainable success and empower students to connect to MCC and their community.

**W - WITHDRAWAL** - This grade is given for an instructor- or student-initiated course withdrawal through the 60% point in the semester or term. After the 60% point, an instructor may authorize a course withdrawal and assign either a W, if passing work was being accomplished, or an F if the student was failing the course. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

**I - INCOMPLETE** - This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this

grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, an Incomplete (I) will be changed to an F, and the course must be repeated if credit is to be given.

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

Students are responsible for all material presented or assigned in class and will be held accountable for such materials in the determination of course grades.

If a student misses an exam, the student will be permitted to make up the exam if the following occur (the student must **notify the instructor and provide proof of**):

- 1) illness, or illness of a family member for whom the student is a caretaker (e.g., single parent),
- 2) death in the family
- 3) approved college activity or
- 4) observance of a religious holy day

The student will be permitted to make up missed exams.

Exams will be made up in the MCC testing center within one week following the date the exam was administered. **If a student fails to follow these instructions for making up an exam, the student will receive a zero for that exam. No exceptions.**

After notifying the instructor of an absence and providing a date for making up the exam, the instructor will contact the testing center with the make-up request. After the testing center approves the date and time, the student will receive an email from the testing center with registration instructions using the RegisterBlast software for the make-up exam. (see Proctored Exam guidelines for students): [www.registerblast.com/mclennan](http://www.registerblast.com/mclennan)

Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

#### **TESTING CENTER INFORMATION:**

Proctored testing is offered Monday-Friday:

- ❖ Monday 8:30 a.m.-8:00 p.m.
- ❖ Tuesday & Wednesday 8:30 am – 6:00 pm
- ❖ Thursday 10:30 a.m.-6:00 p.m
- ❖ Friday 9:30 a.m.-5:00 p.m



The latest a student may schedule an appointment depends on the time limit set for the exam. Exams are picked up 10 minutes prior to closing, so students should consider this when scheduling their exams. Please see more instructions @ <https://www.mclennan.edu/testing-center/Schedule.html>

### **Proctored Exam Guidelines for Students with accommodations and/or make-up EXAMS**

1. All students are responsible for registering for their exams through RegisterBlast scheduling software, available at [www.registerblast.com/mclennan](http://www.registerblast.com/mclennan).
2. Students approved for and requesting a human reader or scribe must request these services 24 business hours (1 working day) in advance.
3. All students must bring a valid, **unexpired** government-issued ID to be allowed to test. Acceptable forms of ID include a driver's license, state ID card, passport, military ID, national ID, tribal ID, naturalization card, certificate of citizenship, or permanent resident card (Green Card). Photos must be clear and recognizable. A photo or photocopy of an ID is not acceptable.
4. Students should bring only items approved for testing. No prohibited items are allowed in the testing center. This includes sunglasses, hats/caps, backpacks, bags, purses, hooded garments, jackets/coats, pocketed sweaters, food/drinks, unauthorized calculators, unauthorized textbooks and study materials, cell phones, smart watches, or any device which can receive or transmit a wireless signal (unless permitted as a medically documented device, authorized testing accommodation, or for religious purposes).
5. Children under the age of 18 are not allowed to be left unattended in the Testing Center or any other area of the college during testing.
6. Students should arrive 10 minutes prior to their scheduled appointment time for check-in.
7. **Students who arrive later than 10 minutes past their scheduled appointment time, are considered late and will not be allowed to test and will be required to register for a new testing appointment.**

The MCC Testing Center is located on the 2nd floor of the Student Services Center. Need help or have questions? Contact the Testing Center at 254-299-8453 or [testingcenter@mclennan.edu](mailto:testingcenter@mclennan.edu).

If the student cannot provide documentation to meet the class requirements for absences from Lab or a missed exam, or the student doesn't make up the missed exam or lab competency during the week following the absence, the student will be withdrawn from the course.

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. **Absence from 25 percent** of scheduled lecture **meetings (8)** will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of **W**. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25% absences from **lecture classes (8)** are reached after the official drop date, the instructor may assign a **W**, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25% point after the official drop date, the student will receive an **F**. In extenuating circumstances, the instructor may assign a **W** to a student who is not passing.

Each absence will count toward attendance requirements in this course.

Students are expected to be in class, on time.

If the student cannot be in the classroom by the time class starts, or if the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave. This will result in an absence, therefore, zeros for the daily quizzes. **The students' cooperation is required and appreciated.**

#### 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."*

#### **Cell phones and other electronic devices, and PERSONAL TELEPHONE CALLS:**

**All cellular phones, tablets, laptops, and smart devices must be turned OFF at the beginning of class and placed in a designated area set by the instructor. This also includes smartwatches, Fitbits, etc.**

**This is NOT optional.** If you choose to keep your device in a book bag or purse, you **MUST** place this book bag or purse in the instructor's designated area until all quizzes and/or Exams are completed.

If a student is caught with any of the above devices during ANY portion of the daily quiz or Exam, the student will immediately receive a ZERO on the quiz or Exam, be referred to Student Conduct for disciplinary action, and be subject to suspension. **NO EXCEPTIONS.**

## Applied Physics in Respiratory Care

RSPT 1227.02

---

Under extraordinary circumstances and with permission, the student may receive emergency phone calls if placed on vibrate and placed on the instructor's desk during daily quizzes or Exams. Responding to emergency phone calls must be conducted outside the classroom. Take your books and personal items with you when you leave to answer the call. You won't be able to return to the classroom. No personal phone calls (non-emergency) will be allowed during class.

**Texting during class not pertaining to classwork will result in the withdrawal of that student from this course.**

**Students may use laptop computers, tablets, or smartphones** to access class work with permission during class, and only after the daily quizzes. Accessing other material or websites during class **WILL RESULT** in the withdrawal of that student from this course.

**NO EXCEPTIONS.**

**[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.

**[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

**([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**

The link above will provide you with information about academic integrity, dishonesty, and cheating.

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your **Highlander Student Guide**.

Students who cheat or plagiarize will receive a **zero** for the assignment and will be referred to Student Conduct for disciplinary action and are subject to suspension.

The term “cheating” includes, but is not limited to:

## Applied Physics in Respiratory Care

RSPT 1227.02

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(1) use of any unauthorized assistance in taking quizzes, tests, examinations, or **“ticket” to class**; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**All exams and quizzes are closed book and proctored.**

If the instructor suspects that a student is cheating, the student will be asked to leave the class, immediately, and will receive an F (zero) on that quiz or exam. The student will then be referred to Student Conduct for disciplinary action. The Dean of Allied Health will be notified, in writing, of the incident.

### **Subject to Change Disclaimer**

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.



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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.