

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN
PRACTICUM – RESPIRATORY CARE
RSPT - 1267 - 01

Marighny Dutton

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:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student; provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: arterial blood gas sampling and analysis, therapeutic procedures to achieve adequate spontaneous and artificial ventilation, as well as review lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, tracheostomy care, suctioning, pulse oximetry, patient assessment (patient history, vital signs and physical assessment), medical terminology and symbols, infection control, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity and aerosol therapy. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.

Prerequisites and/or Corequisites:

RSPT 1266

Course Notes and Instructor Recommendations:

Students must obtain:

- Reliable transportation to and from clinical sites
- Stethoscope and security badge prior to first clinical day

Instructor Information:

Instructor Name: **Marighny Dutton**

MCC E-mail: mdutton@mclennan.edu

Office Phone Number: (254) 299- 8132 with voicemail

Office Location: HP #127

Office/Teacher Conference Hours:

- Tuesday: 9:30–10:30 am
- Thursday: 9:30–10:30 am and 2:00–3:00 pm
- Friday: 10:00-11:30 am and 1:30-2:30 pm

By appointment – call (254) 299 – 8132 or email @ mdutton@mclennan.edu :

Required Text & Materials:

Title: E-Value, Clinical Solutions, Edition: N/A

Publisher: Advanced Informatics Solutions

ISBN: N/A

Title: Clinical Practitioner's Pocket Guide to Respiratory Care

Author: Dana Oakes and Scott Jones

Edition: 9th

Publisher: Health Educator Publications:

ISBN:

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

Methods of Teaching and Learning:

Students are required to demonstrate satisfactory clinical progress regarding skills, knowledge and professional behavior. Students will be evaluated every day and at the end of each rotation. The student must not receive an unsatisfactory evaluation on more than one rotation evaluation per semester to pass the clinical course. If a student accumulates a third unsatisfactory evaluation at any time over the course of the five clinical courses, the student will receive no credit in the clinical course in which the third unsatisfactory evaluation.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your **MCC student email address**. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Course Objectives and/or Competencies:

1. Demonstrate professional behaviors.
2. Apply appropriate concepts, principles, laws and theories concerning the safe, competent practice of respiratory care.
3. Apply critical thinking skills in evaluating, planning, and modifying respiratory care practice.
4. Perform and/or observe appropriate respiratory care techniques, as identified in the course description.

Course Outline or Schedule:

The course schedule is flexible and subject to change. Any changes in the course schedule will be posted as an announcement on Brightspace.

BSW- TEMPLE														PROVIDENCE													
AUG														Nov													
M	W	M	W	M	W	M	W	M	W	M	W	M	W	W	M	W	M	W	M	W	M	W	M	W	M	W	
22	24	29	31	5	7	12	14	19	21	26	28	3	5	10	12	17	19	24	26	31	2	7	9	14	16	21	23
D	O-TC	McLa	TC	*****HOLIDAY*****		C&S	ER	WAX	ICU	PT	ICU	WAX	ER	HA	D	PFT	McLa	PT	D	ICU	HILL	ICU	FMI	ER	WAX	D	ICU
ER	O-TC	ICU	WAX			TC	ICU	C&S	D	PT	HA	ICU	WAX	ICU	ER	D	ICU	PT	McLa	ICU	ER	ICU	FMI	WAX	HILL	McLa	ICU
ICU	C&S	D	ER			WAX	ICU	D	ER	PT	ICU	C&S	D	TC	HA	ER	WAX	PT	ICU	WAX	McLa	PT	ICU	ER	WAX	HILL	McLa
McLa	O-TC	ICU	TC			ER	D	ICU	WAX	PT	ER	HA	C&S	ICU	D	WAX	ER	PT	ICU	WAX	McLa	PT	ICU	ER	WAX	HILL	McLa
D	O-TC	ER	D			TC	ER	McLa	C&S	PT	WAX	ER	ICU	ICU	D	WAX	HA	PT	ER	PFT	ICU	WAX	McLa	PT	ICU	ER	D
C&S	O-TC	ICU	D			ICU	WAX	ER	D	PT	ICU	ER	HA	TC	WAX	McLa	ICU	PT	D	D	WAX	HILL	FMI	McLa	ER	ICU	ICU
PROVIDENCE														BSW HILLCREST													
AUG														Nov													
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22	24	29	31	5	7	12	14	19	21	26	28	3	5	10	12	17	19	24	26	31	2	7	9	14	16	21	23
ICU	D	ICU	HILL	*****HOLIDAY*****		D	WAX	HA	McLa	ICU	ER	PT	ER	WAX	D	O-OR	ICU	ICU	PT	ER	WAX	OR	ICU	PT	ICU	D	ER
WAX	ICU	HILL	WAX			D	ICU	ICU	ER	D	ICU	PT	ICU	ER	ICU	O-OR	ICU	WAX	OR	McLa	PT	ICU	ER	HA	PT	ER	ICU
D	ICU	HA	ER			HILL	D	ICU	D	WAX	McLa	PT	ICU	D	ER	O-OR	WAX	ICU	WAX	PT	ICU	OR	ER	ER	PT	ICU	ER
D	ICU	ER	D			WAX	HILL	ER	WAX	HA	ICU	PT	McLa	ICU	D	O-OR	ICU	ER	ICU	PT	OR	ICU	D	ER	PT	D	WAX
McLa	D	D	HA			ER	D	HILL	D	ER	WAX	PT	D	ICU	ICU	O-OR	OR	ICU	ICU	PT	D	ER	WAX	ICU	PT	McLa	D
WAX	McLa	ICU	ICU			D	D	ER	HILL	ICU	ICU	PT	WAX	D	ICU	O-OR	ICU	ICU	OR	PT	McLa	WAX	ICU	D	PT	ICU	HA
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22	24	29	31	5	7	12	14	19	21	26	28	3	5	10	12	17	19	24	26	31	2	7	9	14	16	21	23
ICU	O-OR	OR	ICU	*****HOLIDAY*****		McLa	FMI	D	ER	WAX	D	HILL	PT	ICU	ER	ER	C&S	McLa	WAX	PT	PFT	TC	ICU	PT	D	HA	
ER	O-OR	ICU	ICU			OR	FMI	McLa	HA	ER	ICU	WAX	PT	HILL	ICU	O-TC	WAX	C&S	D	PT	WAX	TC	PFT	PT	ICU	ER	
D	O-OR	WAX	McLa			ICU	ER	OR	ICU	D	ER	D	PT	WAX	ICU	D	O-TC	PFT	TC	HILL	PT	HA	C&S	ER	PT	ICU	
D	O-OR	ER	ICU			HA	FMI	ICU	OR	D	ICU	ER	PT	ICU	WAX	ICU	O-TC	HILL	PFT	ER	PT	McLa	ICU	C&S	PT	WAX	
HILL	O-OR	WAX	ICU			ER	FMI	ER	ICU	OR	ICU	OR	ICU	PT	ICU	McLa	O-TC	ER	TC	WAX	PT	ICU	ICU	PT	PFT	WAX	
HA	O-OR	ICU	ER			D	FMI	WAX	ICU	OR	ICU	ICU	PT	ER	HILL	ICU	O-TC	ICU	D	PFT	PT	ICU	WAX	McLa	PT	C&S	

Course Grading Information:

COURSE GRADE: Clinic grades are assigned as “Credit or No-Credit”. Students will earn “Credit” when he/she demonstrates:

- Satisfactory Daily Evaluations, including evaluation of:
 - Cognitive skills
 - Psychomotor skills
 - Affective attributes
 - Attendance and tardy record
- Significant progress in successfully completing Mastery competencies

Grades are posted on Brightspace and will not be communicated in any other way. Students will only be able to access their own grades

Evaluation include the following criteria:

- A. Dependability – Students are expected to adhere to attendance, punctuality, and preparation guidelines.
Clinical attendance – At the beginning and end of the clinical day, students must “Clock In” and “Clock Out” via E-Value from designated computers. The clinical instructor must validate the Time Clock before leaving the clinical areas.
- B. Communication - Students must adhere to minimal standard in verbal and non-verbal language skills.
Documentation - Students will provide satisfactory evidence of all documentation requirements regarding patient charting, Daily Patient Summary, Clock In and Clock, etc.
- C. Interpersonal Skills – Students will participate in teamwork and adhere to standard conduct and attitude expectations.
Affective Behavior - students are required to demonstrate satisfactory professional behaviors, attitudes, cooperation and teamwork.
- D. Clinical Competence – Mastery evaluations will be conducted after the student gains experience performing a procedure in the hospital setting. Students will request to be “checked off” at the Mastery level when he/she is ready. Students must be prepared for this evaluation prior to the request. For more information, see “Mastery Competencies” section in this syllabus.
Daily patient summary reports - students are required to complete one patient summary report each day. If student is assigned to patients who are not hospitalized, the daily patient summary report is waived. The student must complete one patient summary whenever he/she is assigned patient care. Students should be prepared to discuss the patient’s case at the post conference.

NOTE: Students will not leave patients unattended during therapy. MCC does NOT support concurrent therapy.

- E. Professional Development: Expectations during clinical assignments include: Resourceful use of time, compliance with dress code, acceptable hygiene standards, acceptance of guidance, accountability, adherence to confidentiality practices, maintaining patient dignity and welfare, displaying professional interest, cooperation and flexibility, maintaining professional composure,

resolving problems, overcoming obstacles, establishing self-direction and motivation as well as professional membership (TSRC and AARC).

Clinical Evaluation: Clinical instructor will evaluate student performance every day and at the end of each clinical rotation using the E-Value system. Instructors will confidentially review evaluations with each student. Clinical evaluations are designed to advance or confirm the student's development of clinical skills, knowledge and behaviors. Students' clinical competence will be evaluated as either:

- Satisfactory
- Area of Concern
- Needs Improvement
- Unsatisfactory

To earn "CREDIT" for this clinical course, the student must achieve at least one satisfactory of the two End-of-Rotation Evaluations. If a student receives two unsatisfactory End-of-Rotation evaluations this semester, he/she will receive a grade of no-credit. If a student accumulates three unsatisfactory clinical evaluations for three different rotation evaluations, the student will be withdrawn from the program and will be required to wait 5 years before reapplying.

In addition, specific unacceptable behaviors may be sufficient grounds for receiving an unsatisfactory semester grade (no-credit), thus jeopardizing the student's enrollment in the program.

If for any reason a student isn't evaluated on the designated clinical dates, the student must contact the current MCC Director of Clinical Education to reschedule an evaluation time.

Students are required to comment whether he/she agrees or disagrees with an evaluation. **NOTE:** *all students are expected to provide information that is both truthful and accurate during an evaluation, failure to do so or providing any information that is determined to be untruthful or inaccurate, may result in suspension of the student from the program.*

MASTERY COMPETENCIES

Mastery Competency is a **formal evaluation procedure** conducted at the clinical site. A Mastery evaluation will be conducted after the student gains experience performing a procedure in the hospital setting. Students will request to be "checked off" at the Mastery level when he/she is ready. Students should be prepared for this evaluation prior to the request. To earn "Mastery" level, students should perform all steps WITHOUT assistance or prompting. If prompting or assistance is required, the student will earn an "unsatisfactory" for the procedure

If a student does not achieve mastery on a procedure, the clinical instructor will document the attempt using the E-Value Competencies form. The instructor will remediate the student, reviewing the proper procedure and/or concepts. The student may attempt the Mastery Level check off again when ready. The student may attempt the competency as many times as necessary to achieve Mastery.

During this clinical rotation, Mastery competencies are limited to **first and second-semester** procedures, including:

REQUIRED MASTERY COMPETENCIES

***ALL competencies MUST be Mastered BEFORE Attending Specialty Rotation

Taught 1st year SPRING – CHECK OFF during SUMMER & FALL

Vital Signs and Auscultation
Gas Cylinder Initiation
Nasal-Cannula
Simple Mask – Lab Only, Mastery not required
Partial Rebreather Mask – Lab Only, Mastery not required
Non-Rebreather Mask
Air Entrainment Mask
Small Volume Nebulizer
Metered Dose Inhaler
Dry Powder Inhaler
Face tent – Lab Only, Mastery not required
Aerosol (Face) mask
Trach collar
T-piece

} (only 2 of 3 large volume aerosols required)

Adult CPR-Ventilation
Adult CPR-Compressions
Manual ventilation during transport
Incentive Spirometry
IPPB – Lab Only, Mastery not required
Chest Physiotherapy

Taught 1st year SUMMER – CHECK OFF during 2nd year FALL & SPRING

Arterial Blood Gas Sampling
Arterial Line Sampling

Intubation - Lab - Lab Only, Mastery not required
Tracheostomy Care
Nasotracheal Suctioning - Lab Only, Mastery not required
Endotracheal and Tracheal Tube Suctioning
In-Line Suctioning

W - WITHDRAWAL - This grade is given for an instructor- or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent 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:

CLINICAL ATTENDANCE POLICY

Regular and punctual attendance is expected of all students. Clinical instructors will maintain a record of attendance for each rotation via E-Value. Clinical instructor will submit a “SICK” day to the E-Value Time Tracking module when a student is absent. **Daily Evaluation: Absent will be marked as “Unsatisfactory”.**

Students must “Clock In” and “Clock Out” on designated computers. Students may not clock in via cell phone or personal computer. Students may not clock in via hospital computers that have not been previously approved. Clinical Instructors will assess the IP addresses each day during the Daily Evaluation.

If a student misses a clinical day, he/she must present documentation of the reason for the absence to the Attendance Committee. If the student cannot provide documentation to meet the course requirements for absences, the student may be withdrawn from the course.

Students will be permitted to make up class work and assignments missed due to absence caused by:

1. Authorized participation in official college function.
2. Personal illness.
3. Illness or death in the immediate family.
4. Observance of a religious holy day.

Students should NOT come to campus or clinic, when sick! Return only when:

- Afebrile (fever-free) for 24 hours

- No vomiting for 24 hours
- No diarrhea for 24 hours

If a student is ill when he/she reports to the clinical site and/or if the student is febrile, the faculty will dismiss him/her. The student will be considered, “absent” for the day. The student will appear before the Attendance Committee to discuss ACT. If the student objects to being dismissed, he/she may present the concerns to the attendance committee.

The attendance committee will be composed of the clinical faculty member, the Program Director, and the Director of Clinical Education. **The committee has the prerogative of determining whether or not a student may make up work missed due to absences for other reasons.** If the student accrues more than 16 total hours absent, he/she may receive “No Credit” in the course. Mrs. Dutton will schedule the ACT date and time.

All missed clinical hours (regardless of reason) must be rescheduled and completed **before the end of the semester**. If a student does not complete the required clinical hours by the end of the semester, he/she will be awarded an “I” for the course. If the student accrues more than 16 total hours absent, he/she may receive “No Credit” in the course.

Absence Procedure: All absences must be “Notified”. A “Notified” absence is defined as: the student providing timely notification of clinical absences to the:

- 1) Assigned clinical site,
- 2) Assigned clinical instructor, and
- 3) Mrs. Dutton’s voice mail (254) 299-8132, **prior to the start** of the clinical assignment assigned time. Also see other requirements noted on the clinical schedule.

Failure of the student to notify the clinical affiliate, the instructor, **AND** Mrs. Dutton’s voice mail of that clinical absence **within 1 hour and 1 minute** of the assigned start time is defined as a “Non-Notified” absence. **“Non-notified” absences for any clinical assignment are strictly prohibited and will automatically result in an unsatisfactory Affective Evaluation for that rotation and thus jeopardize the student’s enrollment in the course.** The student will also be marked as “Unsatisfactory” on the E-Value system with explanation from the Clinical Instructor. The student must contact the Attendance Committee for appointment.

Student Responsibilities following an absence:

FIRST absence: student should contact Mrs. Dutton to present documentation and schedule Additional Clinical Time (ACT).

SECOND absence: student should request a meeting with the Clinical Attendance Committee. During the meeting, the student will explain the absences, present documentation, and discuss the possibility of ACT. Students will also sign a contract, indicating that he/she understands that with one more absence the Rotation Evaluation will be marked, “Unsatisfactory” and he/she may receive “No Credit” in the course.

Daily Evaluation of Absence: In the **E-Value Affective section**, Absence will be marked as “Unsatisfactory”. The clinical instructor will also enter an E-Value “Sick Day” with explanation re: the absence and proper notification.

Rotation Evaluation of Absences: In the **E-Value Affective section**:

- 1 absence during a rotation should be ranked as “Area of Concern” - Student must contact Mrs. Dutton.
- 2 absences during a rotation should be ranked as “Needs Improvement” - Student must meet with the Attendance Committee.
- 3 or more absences during the first rotation should be ranked as “Unsatisfactory” and student may receive “No Credit” in the course. Student must meet with the Attendance Committee.

Three absences are considered excessive. Depending on the situation the student may receive “No Credit” for the course with 3 or more absences.

End of Semester Evaluation of Absences:

NOTE: If the student has no other Absences during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional absence during the second rotation, absences will be considered “cumulative”. Absences from first and second rotation will be added together to determine end-of-semester evaluation.

NOTE:

- 1) Time for which the student is paid by a clinical facility cannot be used as additional clinical time.
- 2) Additional clinical time (ACT) does not remove clinical absences.

- 3) If student is absent from the pre-arranged ACT day, he/she will go through the Attendance Committee again. **Missed ACT days are considered an additional “absence”.**
- 4) Leaving the clinical affiliate site will result in an absence.

Leaving the Clinical Site: The student must first gain authorization from the assigned clinical instructor and MCC adjunct instructor of their intentions to leave the clinical assignment. If the student leaves the clinical site without notification or authorization, this will be considered a non-notified absence and the student will receive an unsatisfactory evaluation. Leaving the clinical site prior to the assigned time results in an absence for that day. In order to be dismissed from the clinical site, students must:

- 1) **Obtain prior approval** from the clinical instructor and/or MCC faculty and
- 2) **Accurately record “Time out”** on E-Value Time Clock. Failure to do so will be considered a non-notified absence and the student will receive an unsatisfactory evaluation.

Daily Time Clock: All students are required to document their clinical time by accurately signing in and out on the E-Value Time Clock. The student’s Time Clock serves as proof of attendance. Failure of the student to sign in may result in a clinical absence. Log in IP addresses are checked regularly. Logging in from a non-approved device (i.e. cell phone, i-pad, or home computer) is unacceptable and may result in an “unsatisfactory” evaluation.

Tardy: Students are expected to be at the clinical assignment on time. The student will be tardy when the student arrives at a clinical assignment after the assigned time. The student must notify the clinical instructor immediately when he/she arrives at the clinical site. If the student arrives an hour after the assigned time, the student will be counted absent, be dismissed from the clinical assignment and additional clinical time will be required.

Daily Evaluation: In the **E-Value Affective section** Tardy will be marked as “Unsatisfactory”. The clinical instructor will also post comments explaining the tardy.

Rotation Evaluation of Tardy: In the **E-Value Affective section:**

- 1 tardy during a rotation should be ranked as “Area of Concern”.
- 2 tardies during a rotation should be ranked as “Needs Improvement”.
Student must meet with the Attendance Committee.
- 3 tardies during a rotation should be ranked as “Unsatisfactory”.
Student must meet with the Attendance Committee.

End of Semester Evaluation of Tardy:

NOTE: If the student has no other tardies during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional tardy during the second rotation, tardies will be considered “cumulative”. Tardies from first and second rotation will be added together to determine end-of-semester evaluation.

Dismissal From Clinical Site: Students who are dismissed from the clinical area for specific reasons (e.g., no name tag, inappropriate dress, hygiene, illness, etc) shall receive an absence that will require appearance before the attendance committee. Student should contact the Mrs. Dutton immediately upon dismissal to schedule an appointment.

Communication Policy

Using the Internet –The faculty use e-mail and Brightspace to communicate. According to the Official MCC E-mail Communication Policy (E-XXXI-b):

All students are provided an official e-mail address. 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.

The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

Use of College e-mail must comply with the following policies:

- (a) “Responsible Use of College Computing Resources” (E-XXXI); and
- (b) “General Conduct Policy” (E-VIII).

Student Behavioral Expectations or Conduct Policy:

PREPARATION FOR CLINICAL ASSIGNMENTS

It is the student's responsibility to be adequately prepared to achieve clinical objectives. The student is responsible for required paperwork (e.g. patient summaries, etc.). The student must also bring the clinical handbook, name badge, stethoscope, watch, calculator, pen, and all other required materials to each clinical assignment and clinical evaluation session. Failure to do this may result in the student's dismissal from the clinical area and the student will receive a clinical absence for the day. **Failure to wear the appropriate security badge will result in dismissal from the clinical site. The dismissal will be considered an absence that will require appearance before the faculty committee.**

The student is expected to prepare in advance for clinical learning experiences and arrive ready to start the clinical assignment at the designated time.

CLINICAL INSTRUCTOR AND SITE EVALUATIONS

At the end of each rotation, students are expected to complete an evaluation for the respective **clinical instructor and clinical site**. Evaluations are conducted via E-Value. Clinic grades will be held until the student completes the required evaluations. The student will be awarded an “I” (Incomplete) until instructor evaluations are completed. Students will be unable to register for the subsequent clinical course until the “I” is converted to “Credit”.

CELLULAR TELEPHONES and PERSONAL TELEPHONE CALLS:

Cell phones are NOT permitted in the patient care areas. “Patient care” areas include any location in which patients are treated or other health care professionals work. Examples include (but are not limited to): general floor areas, nurses’ stations, specialty care units, patient gymnasiums, sleep labs, etc. Students may NOT use cell phones to “study”. Cell phones MUST be turned OFF or on silent (NOT on vibrate) when left in the Respiratory Care Department. The health careers secretary will notify a student of an emergency situation (254) 299-8347. No personal phone calls (non-emergency) will be accepted.

*** [Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

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

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.”

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 are subject to suspension.

- The term “cheating” includes, but is not limited to:
 - (1) use of any unauthorized assistance in taking quizzes, tests or examinations;
 - (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. Collaboration in the completion of course work is prohibited unless explicitly permitted by the instructor. Where such collaboration is permitted by the instructor, students must acknowledge any collaboration and its extent in all submitted work.

[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.

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 programs’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.



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.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

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 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.

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](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.

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.