

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

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

MECHANICAL VENTILATION

RSPT 2414.01

RSPTL 2414.01

RSPTL 2414.02

Donna Mendoza

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.

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Course Description:

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, physiologic effects, and principles of mechanical ventilation.

End-of-Course Outcomes: Describe procedures for mechanical ventilation as related to spontaneous and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics; explain indications, complications, and physiologic effects/principles of mechanical ventilation; and apply initiation, management, and weaning of ventilatory support.

Prerequisites and/or Corequisites:

Prerequisites: RSPT 1411 and RSPT 1260

Corequisite: RSPTL 2414.01 or 2414.02 (Lab)

Course Notes and Instructor Recommendations:

NONE

Instructor Information:

Instructors' names:

- **Lecture:** Donna Mendoza and Erica Williams
- **Lab:** Robert Flores, James Shamblin, and Erica Williams
- **Lab remediation and simulation:** Donna Mendoza

Instructor Name: Donna Mendoza, MSRC, RRT

MCC E-mail: dmendoza@mclennan.edu

Office Phone Number: 254-299-8426

Office Location: Health Professions Building, Room 128

Office/Teacher Conference Hours:

- Monday and Wednesday – by appointment or via e-mail
- Tuesday and Thursday: 9:00 am – 9:30 am and 2:00 pm – 4:00 pm

By appointment or via email – call 254-299-8426 or dmendoza@mclennan.edu

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Instructor Name: [Erica Williams](#)

MCC Email: 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: Pilbeam's Mechanical Ventilation, Physiological and Clinical Applications

Author: J. M. Cairo

Edition: 7th, 2020

Publisher: Elsevier

ISBN: 978-0-323-55127-4

Title: Mosby's Respiratory Care Equipment

Author: J.M. Cairo

Edition: 10th, 2018

Publisher: Elsevier

ISBN# 978-0-323- 41636-8

Title: Egan's Fundamentals of Respiratory Care

Author: Kacmarek, Stoller, and Heuer

Edition: 12th

Publisher: Elsevier

ISBN: 978-0-323-81121-7

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

Methods of Teaching and Learning:

Instructional methods include: online lectures via power point, reading assignments, daily quizzes, electronic exams via Brightspace, and in-class problem-solving learning activities.

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Lab: competencies

To achieve the Daily Academic Goal, the student will read the weekly textbook assignments, attend the online lectures, *and answer and master the study questions*. The student will come to campus prepared to participate in problem-solving activities designed to apply the information learned from the online lectures and reading 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 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**.

Problem-solving activities will be assigned during each class. The “Ticket-To-Class” is your documented study questions answered. Study questions accompany each online lecture and/or video. **Students must show their answered study questions at the beginning of each class in order to be eligible to participate in the IRA, TRA, and problem-solving activities.** If a student cannot show their answers, the student will be dismissed from class. **NO EXCEPTIONS.**

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Participation in class discussions and problem-solving 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 online lectures.

The methods to evaluate learning in this class include:

- exams via Brightspace
- daily quizzes (IRA & TRA)
- demonstration and passing competencies in the laboratory setting

Course Objectives and/or Competencies:

The student will learn to Identify, comprehend and apply:


- Initiation of mechanical ventilation
- The standard techniques and principles of ventilator management, including modes of ventilation.
- Monitoring the ventilator-patient system and troubleshooting problems with the patient/ventilator system.
- Weaning and discontinuing the patient from mechanical ventilation.
- Advanced techniques and principles of ventilator management.

Course Outline or Schedule:

Week	Date	TOPIC
Week 1	Aug. 23	Syllabus and NIV defined
	Aug. 25	NIV Indications, Contraindications, and Hazards
Week 2	Aug. 30	NIV Equipment, Modes of Ventilation, and Initial Settings
	Sept. 1	NIV Procedure, Monitoring, Weaning, and Troubleshooting
Week 3	Sept. 6	Ventilator Initiation
	Sept. 8	Indications and Contraindications for Mechanical Ventilation
Week 4	Sept. 13	Hazards of Mechanical Ventilation
	Sept. 15	Exam 1

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Week 5	Sept. 20	Modes Of Ventilation - Introduction, VCV, PCV
	Sept. 22	Modes of Ventilation - A/C, SIMV
Week 6	Sept. 27	Modes of Ventilation - VT, f, FiO ₂ , PEEP
	Sept. 29	Ventilator Settings: Flow Rate, Sensitivity, Humidification, Alarms
Week 7	Oct. 4	Ventilator Settings: PSV & PRVC
	Oct. 6	Patient – Ventilator System
Week 8	Oct. 11	Exam 2
	Oct. 13	Monitoring Airway Pressure, Part 1
Week 9	Oct. 18	Monitoring Airway Pressure, Part 2
	Oct. 20	Compliance and Airways Resistance
Week 10	Oct. 25	Flow Time Scalar
	Oct. 27	Pressure Time Scalar
Week 11	Nov. 1	Pressure Volume Loop
	Nov. 3	Flow Volume Loop and Volume Scalars
Week 12	Nov. 8	Exam 3
	Nov. 10	Alveolar Recruitment Maneuvers
Week 13	Nov. 15	Ventilator Management – Strategies to Improve Ventilation
	Nov. 17	Ventilator Management – Strategies to Improve Oxygenation
Week 14	Nov. 22	Ventilator Troubleshooting
	Nov. 24	Thanksgiving Holiday  (Nov. 23 – 25 th)
Week 15	Nov. 29	Ventilator Weaning
	Dec. 1	Review for Final Exam
Week 16	Dec. 6	Comprehensive FINAL EXAM 0935 – 1135

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RSPT 2414 FA2022 LABORATORY SCHEDULE:

Dates	Topic/Assignment	Notes
Aug. 26 Sept. 2 Sept. 9	Noninvasive Ventilator Initiation	Initiation Exercises Phase 1 Phase 2
Sept. 16	Convocation	No Lab
Sept. 23	Noninvasive Ventilator Check	Phases 1 and 2
Sept. 30	Vent Initiation Exercises	Worksheet
Oct. 7 Oct. 14	Ventilator Initiation	Phase 1 Phase 2
Oct. 21	Routine Patient - Ventilator System Check	Phase 1
Oct. 28	Professional Development for staff and faculty	No Lab
Nov. 4	Routine Patient - Ventilator System Check	Phase 2
Nov. 11 Nov. 18	Ventilator Circuit Changeout	Phase 1 Phase 2
Nov. 25	Thanksgiving Holiday	No Lab
Dec. 2	Ventilator Troubleshooting APRV/BiLEVEL	Exercises- Troubleshooting and setting the different ventilators in the APRV/BiLEVEL mode

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Course Grading Information:

In order to satisfy laboratory assignments, the student must receive a satisfactory for each competency.

1. Competency evaluations – Phase II of the competencies will be evaluated as **Pass** or **Fail (Needs Remediation)**. If a student requires remediation on two Phase II attempts to complete a competency (student will not be allowed more than **two attempts** during their lab), then the student will be required to contact Mrs. Mendoza @ dmendoza@mclennan.edu or 254299-8426 to complete the competency the following week. The student will observe the remainder of the lab. If the student is unable to complete the competency during the remediation session, the student may be advised to withdraw from the course.
2. Completion of competencies – Completion of each competency will be evaluated as satisfactory, based on the satisfactory completion of the steps outlined on the E-Value competency. To satisfy grading requirements, students must complete and receive a Summary Performance Evaluation of **satisfactory** on all the competencies. Failure to complete all competencies will result in an **Incomplete** in the course. Persistent remediation will prompt a meeting with the instructors to discuss whether or not the student will be able to complete the course, resulting in the withdrawal of the student from the course.

Lab dress code: Scrubs and/or scrub pants with a Rho Kappa Pi t-shirt and a **face covering**.

Unit Exams and Final Exam (70%)

Three unit exams (50%) and a Comprehensive Final Exam (20%) constitute 70% of the total course grade. If a student fails to appear for the test date, a grade of zero (0%) will be awarded for that exam.

Please see **Make-Up Work Policy** below. **HINT:** work, a family vacation, a night on the town, a hang-over, a shopping trip, car trouble, a rainy day, a July 4th family reunion, an annual family reunion, a friend's wedding, rehearsal dinner, getting the date wrong in a day planner, or not being ready for the test are **NOT** examples of a college approved absence.

Any date/time conflicts must be resolved with the instructor **BEFORE** the exam.

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Each exam will consist of multiple-choice questions. Exams will be administered electronically via Brightspace in class.

Daily Grades 30%: (IRA 20% and TRA 10%)

- An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the online lectures and reading assignments. 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)** 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 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 (10%) of the Daily Grades.

The lowest IRA and TRA grades will be exempted. After this one exemption, missed quizzes, leaving after the quiz, using the phone during the quiz, or leaving class early will earn a zero.

NO EXCEPTIONS.

Testing Policies and Procedure for Security Measures:

- Classroom doors will remain locked during class.
- All student possessions will be left at the front of the room, or at the instructor's choice, during an exam and IRA/TRA quiz. No smartphones/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 ear plugs if needed.
- No food or drink on the desk during exams or quizzes.
- Watches/Smart Watches & Smartphones/cell phones will be placed in a backpack or purse during the exam & may NOT be taken out until after the student is dismissed from the exam or quiz.
- Students may use smartphones/cellphones & smart watches/watches after the class is dismissed from the exam and/or quiz.

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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 faculty will re-set your exam.

NOTE: If you lose internet connection during the quiz or Exam, log out, restart the Internet, and log back into the quiz or Exam. Your answers prior to losing the Internet will have been saved.

Follow these rules during the computer exam:

- With Brighspace, each answer is saved before moving on to the next question
- Do not use the scroll button during the test (this can possibly change the answer you selected)

Course GRADING SYSTEM:

GRADE SCALE: The grading scale adopted by the Respiratory Care Program is as follows:

90 – 100% = A

60 – 74% = D

80 – 89% = B

59% or less = F

75 – 79% = C

PLEASE NOTE: a course grade of 88.5 = 89, is a B. A course grade of 89.4 is also a B. Do NOT EXPECT the instructor to "bump" grades!

COURSE GRADES: Grades for this course will be determined as follows:

IRA quiz	20%
TRA quiz	10%
3 Unit Exams	50%
Comprehensive Final Exam	20%

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.

Remediation Plan – Academic Courses

When a student is struggling in the classroom, the faculty will respond, proactively. Students that consistently score less than 80% on their daily F2F quizzes or score less than 80% on any exam 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 student's 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.

Course Evaluation: The student evaluation of faculty is an important part of course participation at McLennan Community College. Participation will give the instructors valuable insights to understand what instructors are doing well and what needs to improve. Identifying information, such as name, student ID, or email address **will not** be shared with the instructors.

EXTRA CREDIT: Grades for this course will be determined as stated, above. There will be NO extra-credit projects accepted.

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COURSE REQUIREMENTS: Respiratory Care Technology Program students are required to maintain at least **75%** average in all respiratory care courses.

All students must meet the course requirements to be successful in this course and continue within the program.

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

Make-up Work: Students are responsible for all material presented or assigned in class and lab.

Students will be held accountable for such materials in the determination of course grades.

If a student misses an EXAM or LAB COMPETENCY, the student **MUST 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.**

Otherwise, the student will receive a zero (0%) for that exam or UNSATISFACTORY for the lab competency.

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.

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

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>

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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.
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.

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) or labs (3 meetings)** 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.

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If the student's 25 percent absences from **lecture classes (8) or labs (3 meetings)** 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 percent 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 will be permitted to make up **Exams** and **Lab competencies** missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.

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.**

Students are expected to be in class, on time.

If the student cannot be in the classroom or Lab by the time class starts, or if the student must leave the classroom or Lab 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.**

Lab – Students who are tardy to Lab will be admitted during the scheduled break. On the third tardy, the student will receive an unexcused absence. The instructor will monitor this policy for repeat offenders.

Lab absences – will be monitored the same as above. **Leaving early will be counted as an absence.**

LAB MAKE-UP:

If a student misses a lab, the student **must provide** documentation 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.

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The student must make up the lab the following week during their lab time. If the student cannot provide documentation to meet the class requirements for absences from lab or the student doesn't make up the lab during the week following the absence from lab, the student will be withdrawn from the course.

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 educational 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.**

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.

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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.

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

(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:

(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.

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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.



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.