

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**ESSENTIAL OF MEDICATION ADMINISTRATION**

**VNSG 1327\_01**

**DAVID ROSEN**

**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.

# ESSENTIAL OF MEDICATION ADMINISTRATION

VNSG 1327\_01

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## **Course Description:**

Discusses general principles of medication administration, including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Drug classification will be included.

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

Prerequisite: Admission to program and concurrent enrollment in VNSG 1423, VNSG 1360, and VNSG 1122. Semester Hours 3 (3 lec)

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

*None.*

## **Instructor Information:**

Instructor Name: David Rosen  
MCC E-mail: [drosen@mclennan.edu](mailto:drosen@mclennan.edu)  
Office Phone Number: 299-8303  
Office Location: HPN 234  
Office/Teacher Conference Hours: Posted  
Other Instruction Information: None

## **Required Text & Materials:**

Title	Author	Edition	Publisher	ISBN
Medical Dosages Calculations	Giangrasso	11 <sup>th</sup>	Pearson	978-0133940718
Basic Pharmacology for Nurses	Clayton	18 <sup>th</sup>	Mosby	978-0323550611
Mosby's Drug Guide for Nursing Students	Skidmore	14 <sup>th</sup>	Mosby	978-0323874892

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

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

Lecture, lab exercises, student performances/presentations, exams, simulators.

**Course Objectives and/or Competencies:**

1. Change Arabic Numerals to Roman Numerals and Roman Numerals to Arabic Numerals. **F3**
2. Solve problems using common fractions, decimals and percentages. **F1, F3-F4**
3. Convert measurements of weight and volume in Metric, Apothecaries' and Household systems. **F3**
4. Solve problems related to drug & solutions using Dimensional Analysis. **F9, C1**
5. Calculate correct dosages of medications for children as well as adults. **F12**
6. Describe the basic rules and procedures for administering medications. **F13, F17, C3, C13**
7. To gain basic knowledge of a variety of drugs and their effect on body systems. **F1, F6, C5, C18, C19**
8. Explore the impact of medication and medication administration on age specific populations. **F1, F2, F5, F6, C5-8, C13**

- ❖ Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss safe medication administration; and accurately document medication administration.

**Course Outline or Schedule:**

- A detailed outline is available in the Unit Guide
- VNSG 1327 is taught three hours per week in the first semester of the program.

**Course Grading Information:**

**PROGRESSION REQUIREMENTS**

**In order for the student to progress in the nursing program, the following requirements must be met:**

1. Achievement of a grade of "C" or better in all nursing and identified prerequisite courses in the curriculum.
  - The Vocational Nursing Program requires a 78% as the minimum passing grade
2. Prerequisites to each nursing course have been successfully completed with a grade of C or higher.
3. Achievement of the grade of "Credit" in the clinical area.
4. Current CPR course for Healthcare Providers certification.
5. Documentation of TB skin test and/or chest x-ray must be current throughout program of study.

**Grading Policy:**

- ❖ Grade Determination

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A grade of "C" (78) or better in theory is required to pass all nursing courses. Clinical laboratory grades are on a credit/non-credit basis.

The student must pass both theory and clinical to progress in the Vocational Nursing Program.

❖ College Grading System Scale

The following shall be the system used for reporting and evaluating student grades at McLennan Community College.

COURSE GRADE		GRADE POINTS PER SEMESTER HOUR
A	EXCELLENT	4
B	GOOD	3
C	FAIR	2
D	POOR	1
F	FAILURE	0

**Grade Determination – Effective with classes entering nursing school starting Fall 2012 to present.**

A grade of "C" (78) or better in theory and a grade of SATISFACTORY in clinical is required to pass the course. The grade values are as follows:

A	=	90 – 100
B	=	80 – 89
C	=	78 – 79
D	=	65 – 77
F	=	Below 65

❖ Grade Calculations:

All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to two decimal places. The final exam for the course will be computed to two decimal places. **No grades will be rounded.**

❖ Weekly Assignments (Chapter Exercises) – 2% of Final Grade (1<sup>st</sup> 8 weeks)

Weekly assignments include exercises worked from each chapter as well as any other assignments scheduled from time to time during the 1st 8 week class. Usually, 20 math problems will be assigned, worked longhand and due the morning after instruction

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lecture. Homework assignments will be submitted by you the day following lecture (see calendar).

All chapter exercise (assignments) are due the morning following chapter lecture. To receive 2% (2 pts) credit for assignments, exercise must be received at start of class.

All homework = +2 pts, miss only 1 assignment = +1 pt, miss 2 assignments = zero pts

### **BONUS – 5 points \***

One bonus question will be included on each of the **first 3 Major (MATH)** exams. If problem is worked correctly, 5 points are given. No deduction if wrong.

### ❖ Major Tests:

- Major test dates will be included in the tentative class schedule, if changes are necessary, an announcement will be made in class.
- Tests at the discretion of the instructor. Major test dates will be announced at least 2 days prior to the date to be given if a change is made on the tentative schedule.
- All students are expected to take major tests at the scheduled time.
- In case of absence on a scheduled major test day, an alternate test will be given as a “make up” and may include essay, short answers, or multiple choices.
- Major tests are usually written as multiple choice questions, but alternative formats will be utilized.
- Each major test may include material covered in all previous chapters.
- Late arrivals distract those who are already concentrating on the test. Student arriving after another student has completed the test and left the room will take the “make up” test.
- In the event of absence on a scheduled major test day, an alternate major test may be given as a makeup.
- Make-up test will be limited to one (1) per semester. Late arrivals distract those who are already concentrating on the test. Students arriving after another student has completed the test and left the room will take a make-up test. If more than one (1) test is missed, a zero (0) will be recorded for the grade.
- Make-up tests will be given at the end of the semester.
- The number of tests will be determined by the instructor. The date of the tests will be announced by the instructor.

### ❖ Final Examinations:

A comprehensive exam will be given at the termination of the course. All critical skills for the course must be completed satisfactorily before the final exam can be taken. All regular examination policies apply to the final exam. The final exam grade **will not** be rounded off.

<b>VNSG 1327</b>	
Exam 1	13%
Exam 2	13%

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Exam 3	13%
Exam 4	13%
Exam 5	13%
Exam 6	13%
Final	22%

### ❖ Grading of Math Problems:

- Work must be shown on all problems.
- Answers by themselves will be counted as incorrect.
- Work must be neat and legible.
- Math problems may be worked with pencil with final answers placed in ink & circled.
- Answers must be labeled correctly for credit.
- **Calculators may not be used. All work must be shown to receive credit.**

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### CONTINUATION POLICY

Credits for the certificate include a minimum grade of “C” or better in each pre-requisite and a minimum grade of 78 within the vocational nursing curriculum. A minimum grade of “C” (78) will be required for courses transferred or substituted to satisfy certificate requirements.

A student has three (3) years to complete the Vocational Nursing Program after official enrollment in the first program course.

#### Withdrawal & Failures in the Vocational Nursing Program

- ✓ Failure of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ Withdrawal of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ One (1) course failure and one (1) course withdrawal of two program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.

#### Re-Entry or Re-Admission into the VN Program

- ✓ Only one (1) course failure or one (1) course withdrawal may be repeated while in the VN Program. This course can only be repeated once.
- ✓ One (1) course failure or one (1) course withdrawal can be repeated once while in the VN program during a three (3) year period.

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- ✓ A student who is unsuccessful due to one (1) course withdrawal or one (1) course failure may re-enter or re-apply to the VN program only one (1) additional time
- ✓ During a second re-admission/re-entry into the VN program; if the student is unsuccessful due to a withdrawal or failure (theory/clinical); the student must wait three (3) years from the exit date/year from the program before applying to the VN program as a new student.

(Please see Unsuccessful Completion)

The student may complete a new application after the initial three-year period ends and repeat the application process as a new student. Three (3) years will be measured from the date/year the student left the program the second time.

**Due to inter-relationship of nursing courses taught each semester, if a withdrawal from one nursing course is necessary, the student must repeat all courses if he/she returns to the nursing program.**

### Vocational Nursing Contact Hours and Absences

Absence from 25 percent (25%) of scheduled **lecture and/or laboratory** meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W.

- Theory

<b>COURSE NAME</b>	<b>CONTACT HOURS</b>	<b>ABSENCE HOUR (25%)</b>
VNSG 1327	48	12
VNSG 1423 (LEC)	32	8
VNSG 1423 (LAB)	96	24
VNSG 1119	16	4
VNSG 1122	16	4
VNSG 1509	80	20
VNSG 2510	80	20
VNSG 1330	48	12

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VNSG 1334	48	12
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- Clinical

<b>COURSE NAME</b>	<b>CONTACT HOURS</b>	<b>ABSENCE HOUR</b>
VNSG 1360	272	27
VNSG 1260	144	7
VNSG 1261	144	7
VNSG 1262	144	7
VNSG 1263	144	7

A learning contract will be initiated once 7 hours of absence in any clinical or simulation class has been accrued. Clinical & simulation absences that exceed the maximum hours can result in dismissal from the Vocational Nursing Program.

### **Differentiated Essential Competencies**

#### **I. Member of the Profession**

- Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- Contribute to activities that promote the development and practice of vocational nursing.
- Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

#### **II. Provider of Patient-Centered Care**

- Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
- Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.



- D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. Patient Safety Advocate

- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Assist in the formulation of goals and outcomes to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team

- A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
- C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
- D. Communicate patient data using technology to support decision-making to improve patient care.
- E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.
- F. Supervise nursing care by others for whom the nurse is responsible.
- G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

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

*Include late work policies, make-up policies, and other policies specific to the instructor. Be*

**Final exam:** If the final exam is missed, an alternate test may be given as a make-up test.

❖ **Classroom Safety**

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are **not allowed** in the classroom, lab, or simulation area.

❖ **Examination Policy for MCC VN Program**

1. Dates for unit exams will be included with syllabus/calendar for the particular course.
2. All students are expected to take exams at the scheduled time.
3. Students with disabilities may request special examination accommodations as outlined in the general catalog.
4. Exams may cover material from previously mastered levels.
5. There will be only 1 make-up exam per course. *A grade of zero will be given if a second exam is missed in any course.*
6. Any student unable to take an exam at the scheduled time, FOR ANY REASON, will contact the VN faculty prior to and up to 5 minutes after scheduled examination time.
7. No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs (provided by student) if needed.
8. Grades will be delivered by Brightspace. The Brightspace posting will be the student's grade.

**No grades will be given out by phone or personal e-mail.**

9. The purpose of the exam review is to provide a learning experience for the student.
  - a. Exams must be reviewed in the presence of an instructor.
  - b. There will be no note taking during the exam review process.
  - c. No prior exams may be reviewed.
  - d. No cellphones or other electronic devices may be taken out or used during the review.
10. Although exams may be reviewed during the specified time, the exams themselves are the property of the Vocational Nursing program.
11. The VN department reserves the right to make changes in the scheduling of exams in order to meet unexpected circumstances that might occur.
12. All make up exams will be given at the end of the semester. Make up exam date will be placed on course calendar.
13. Only 1 make-up exam per course.
  - If a student misses second exam in the same course, they will be given a zero (0) for that exam.

❖ **Testing Policies and Procedure for Security Measures:**

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- No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs if needed.
- Any student arriving after a student(s) has already completed the exam will take the make-up exam rather than the scheduled exam.
- Any student unable to take an exam at the scheduled time, FOR ANY REASON, will contact the VN faculty prior to and up to 5 minutes after scheduled examination time.
- The Program Director will investigate any misconduct or reported dishonesty related to testing and preparation of written assignments and will document the results of the investigation.

❖ **Exam Review** - The purpose of the exam review is to provide a learning experience for the student.

- Exams must be reviewed in the presence of an instructor.
- There will be no note taking during the exam review process; no cell phones will be out during the review.
- The student has a 30-minute time period to review the exam.
- No prior exams may be reviewed.
- Although exams may be reviewed during the specified time, the exams themselves are the property of the nursing program.
- All make up exams will be given at the end of the semester.
- No cellphones or other electronic devices may be taken out or used during the review

❖ **Vocational Nursing HESI Exit Exam Policy**

The goals of Evolve Reach Exit Exam are to:

- a. Assist the graduate nurse to enter the health field as a safe practitioner.
- b. Predict licensure success with a computerized comprehensive nursing exam
- c. Assist the graduate nursing student with identifying strengths and weaknesses of content necessary to successfully complete the NCLEX –PN exam on the first attempt.
- d. Develop a plan to strengthen any weakness thus enabling the likelihood of success on the graduate's initial NCLEX-PN exam.

**POLICY:** All Vocational Nursing Students are required to take the HESI-PN exit exam during the semester of graduation from the program. Students are responsible for ALL HESI exit exam fees. Only students who have a HESI Score of 900 or above on the HESI-PN Exit Exam and receive credit for VNSG 1334/1263 and VNSG 1510/1261 will be eligible to take the NCLEX-PN licensure exam. Affidavits of Graduation (AOG) will be mailed to the Texas BON after final grades have been submitted thru WebAdvisor by faculty. The HESI-PN will be used as a final exam in the capstone courses.

The HESI-PN Conversion Score will be used as a final exam grade.

❖ **Students who receive a HESI Score below 900 will have to follow the plan outlined below:**

Students will be required to meet with their advisor and develop a study plan that includes answering NCLEX-PN practice questions. The Board of Nurse Examiners Affidavit of Graduation will not be mailed until the study plan has been complete. Please see Brightspace for a list of online and live reviews and remediation's.

**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.”

❖ **Required Verbal Announcement in Class**

"If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements."

“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.”

❖ **Classroom Safety**

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are **not allowed** in the classroom, lab or simulation area.

❖ **Cellular Telephones & Personal Phone Calls**

All cellular telephones must be turned off at the beginning of class. In the event of an emergency the Health Professions Secretary will notify the student. No personal calls will be accepted. (Health Professions Secretary – 254-299-8347.)

❖ **Electronic Communication**

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

❖ Privacy and Confidentiality

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

❖ Instructional Uses of E-mail

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on regular bases unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

❖ Appropriate Use of Electronic 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.

❖ Liability Statement

McLennan Community College, its staff and/or clinical facility and staff are not financially liable for illness, injury or medical expense that may occur in the Vocational Nursing Program. It is the student's responsibility to provide adequate health care by medical insurance or other means.

❖ "Subject to Change" Disclaimer

The policies, regulations, procedures and fees associated with the Vocational Nursing 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 Vocational Nursing 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 the Vocational Nursing Program.

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**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

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

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

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

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

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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



**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

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

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.