McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

HEALTH INFORMATION SYSTEMS

HITT – 1311 – O080

DEBORAH WILLIAMS

NOTE: This is a 16-week course.
NOTE: This is an Online course.

Course Description:
Introduces health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

Prerequisites and/or Corequisites:
None

Course Notes and Instructor Recommendations:
- **Success in this course** requires a commitment from the student to **reading** and **following** directions, specifically **due dates.** Online courses require students to spend a great amount of time reading, studying, reviewing materials, and researching. To be successful, be prepared to dedicate the time necessary and accommodate your schedule accordingly.
- Students are expected to adhere to the posted deadlines for completing all work weekly. The deadlines are **not** optional.
- Students will need the textbooks and materials required for this online course. These are the primary sources of information. However, read the posted power-points and watch the videos, as they will provide additional information and will help prepare you to be successful in this course.
- Since this is an online course, all communication will be delivered via Brightspace and student email. It is **required** that you check your student email and Brightspace on a **daily** basis. Access to your student email can be set up through this link: www.mclennan.edu/student-email/.
- Any student found to be **cheating** will receive an automatic **zero** if cheating is evident. A **second** offense will result in automatic **failure** of the class and program. Cheating is not tolerated.
- If you feel that you may have a technical problem or if your computer crashes, you are **still expected** to turn your work in by the posted due date. Have an alternate location available in case this happens. One alternate location to be considered is MCC's library, which provides computers for student use.

Instructor Information:

Instructor Name: **Deborah Williams**

MCC E-mail: **dmwilliams@mclennan.edu**

Office Phone Number: **254-299-8973**

Office Location: **BTB 225**

Office/Teacher Conference Hours:

Monday: 9:00 a.m. – 12:00 p.m. (zoom)
Tuesday: 10:00 a.m. – 12:30 p.m. (zoom)
Wednesday: 9:00 a.m. – 11:00 a.m. (zoom)
Friday: 9:00 a.m. – 11:00 a.m. (on campus)
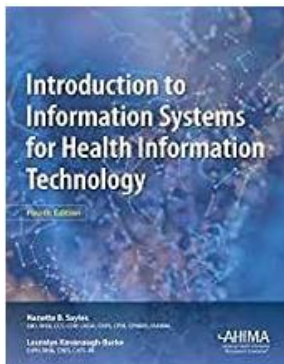
Required Text & Materials:

Title: Introduction to Information Systems for Health Information Technology
Author: Sayles
Edition: 4th
Publisher: AHIMA
ISBN: 9781584267423

Title: EHR Go Annual subscription
Publisher: EHR Go
ISBN: 9780985837907

1. **Microsoft Word, Microsoft Excel, and Adobe Reader.**
2. **Computer with reliable internet connectivity.**
3. **WEBCAM**

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

Methods of Teaching and Learning:
Students will participate in discussions, assignments, worksheets, quizzes, Case Studies, and hands-on activities in software used currently in healthcare facilities.

Course Objectives and/or Competencies:
assignments, worksheets, quizzes, Case Studies, and hands-on activities in software used currently in healthcare facilities.

Course Objectives and/or Competencies:
1. Describe general functions, purposes and benefits of health information systems (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
2. Describe the evolution and adoption of health information systems (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
3. Compare health information systems in terms of their ability to support the requirements of a health care enterprise (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
4. Explain the impact of electronic health records on reporting outcomes (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
5. Explain strategies to minimize major barriers to the adoption of electronic health records (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
6. Explain the principles of health care data exchange and standards (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
7. Review workflow design and assessment, and their relationship to patient care, productivity and data analysis (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
8. Propose the hardware, software, operating system and networking considerations necessary for effective data storage and use in health care organizations (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
9. Utilize the tools and techniques for collecting, storing, securing, retrieving, and reporting health care data (C03, C05, C06, C07, C08, C14, C19, F1, F2, F5, F6, F11, F15)

AHIMA entry-level competency tasks for health information technicians. The objectives of this course relate specifically to those tasks listed below.

Domain I. Data Structure, Content, and Information Governance
1. Describe healthcare organizations from the perspective of key stakeholders (2)
3. Identify policies and strategies to achieve data integrity (3)
6. Describe components of data dictionaries and data sets (2)
6. (DM) Evaluate data dictionaries and data sets for compliance with governance standards (5)

Domain III. Informatics, Analytics, and Data Use
1. Apply health informatics concepts to the management of health information (3)
2. Utilize technologies for health information management (3)
6. Describe the concepts of managing data (3)
7. Summarize standards for the exchange of health information (2)
7. (DM) Identify standards for exchange of health information (3)
Domain VI. Organizational Management & Leadership
1. Demonstrate fundamental leadership skills (3)
8. Describe consumer engagement activities (2)

<u>**Course Attendance/Participation Guidelines:**</u>
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student <u>must complete and submit</u> at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. <u>If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.</u>

<mark>With regards to the above policy, one "Unit" equates to one "Module".</mark>

<u>**Course Outline or Schedule**</u>:

This schedule is tentative and subject to change. Students will be notified via Brightspace or student email of changes.

Unit 01 Due Date: 8/29/2023 Orientation; HIT Chapter 1; EHR Go		
Overview:	Learning Objectives:	Assignments:
▪ Identify the input and output, storage, primary processing, network, and other hardware associated with health IT systems ▪ Review types of software that support health IT systems ▪ Evaluate strategies for addressing emerging technologies	▪ Identify the types of software that support health IT systems ▪ Explain five experiences you have had or witnessed in which any aspect of the healthcare was electronic rather than manual ▪ Discuss whether the electronic version of the process improved your experience or negatively impacted it	**Watch** ▪ Orientation Video ▪ HIT Chapter 1 Video ▪ EHR Go Video(s) **Discussion** ▪ Orientation Discussion **Homework** ▪ Orientation Assignment ▪ HIT Chapter 1 Assignment ▪ HIT Chapter 1 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 01 Quiz
Unit 02 Due Date: 9/5/2023 HIT Chapter 2; EHR Go		
Overview:	Learning Objectives:	Assignments:
▪ Describe the various data sources that populate the EHR ▪ Identify AHIMA data quality management model characteristics ▪ Explain field types and their relationships to data elements	▪ Identify the various data sources that populate the EHR ▪ List and give an example of each of the AHIMA data quality management model characteristics ▪ Choose the appropriate field type for a data element	**Watch** ▪ HIT Chapter 2 Video ▪ HIT Chapter 2 Case Study Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 2 **Homework** ▪ HIT Ch 2 Assignment ▪ HIT Ch 2 Case Study ▪ HIT Ch 2 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 02 Quiz
Unit 03 Due Date: 9/12/2023 HIT Chapter 3; EHR Go		

Overview:	Learning Objectives:	Assignments:
- Distinguish between types of data architectures, including data sets, registries, and data warehouses - Describe the purpose and construction of a data dictionary and the importance of metadata in an electronic environment - Discuss the importance of data, information, and knowledge governance and data quality and data integrity	- Identify the database design causing end-user entry errors - Apply database guidelines in order to develop a fix for the design flaw - Report your findings to resolve the database design flaw causing the end-user entry errors	**Watch** - HIT Chapter 3 Video - HIT Chapter 3 Case Study 1 Video - HIT Chapter 3 Case Study 2 Video - EHR Go Video(s) **Reading** - HIT Chapter 3 **Homework** - HIT Ch 3 Assignment - HIT Ch 3 Case Study 1 - HIT Ch 3 Case Study 2 - HIT Ch 3 Review - EHR Go Activity(s) **Quiz** - Unit 03 Quiz

Unit 04 Due Date: 9/19/2023 HIT Chapter 4; EHR Go; EXAM 1		
Overview:	Learning Objectives:	Assignments:
- Describe the strategic planning process - Identify critical success factors in health IT strategic planning, including the importance of a procedure for conducting a functional needs assessment	- Summarize the meanings of Best of Fit and Best of Breed - Explain the difference between Best of Fit and Best of Breed in regards to selecting health information systems Describe a purchase you personally made where you had to	**Watch** - HIT Chapter 4 Video - HIT Chapter 4 Case Study Video - EHR Go Video(s) **Reading** - HIT Chapter 4 **Homework** - HIT Ch 4 Assignment - HIT Ch 4 Case Study - HIT Ch 4 Review - EHR Go Activity(s)

▪ Define the meanings of Best of Fit and Best of Breed	consider Best of Fit versus Best of Breed to accommodate your needs	**Quiz** ▪ Unit 04 Quiz <mark>**EXAM 1**</mark>

Unit 05 Due Date: 9/26/2023 HIT Chapter 5; EHR Go		
Overview:	Learning Objectives:	Assignments:
▪ Review the processes in booking, rescheduling, and canceling patient appointments in Harris CareTracker ▪ Review the vendor selection process for acquiring an EHR ▪ Describe the steps commonly taken in selecting a vendor	▪ Summarize the vendor selection process for acquiring an EHR ▪ Explain why cost should not be the determining factor when choosing an EHR vendor Identify five criteria you would expect to be used in the decision-making process for selecting an EHR vendor	**Watch** ▪ HIT Chapter 5 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 5 **Homework** ▪ HIT Ch 5 Assignment ▪ HIT Ch 5 Case Study ▪ HIT Ch 5 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 05 Quiz

Unit 06 Due Date: 10/3/2023 HIT Chapter 6; EHR Go		
Overview:	Learning Objectives:	Assignments:
▪ Identify the information systems needed to support efficient operations in the HIM department ▪ Differentiate between the various software products used in the HIM department	▪ Utilize the Texas Department of Health's website for cancer and trauma registries ▪ Compile statewide death rates due to certain cancers and trauma	**Watch** ▪ HIT Chapter 6 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 6 **Homework** ▪ HIT Ch 6 Assignment ▪ HIT Ch 6 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 06 Quiz

▪ Improve the quality of the data within the HIM systems	▪ Identify geographical areas with the highest and lowest rates	

Unit 07 Due Date: 10/10/2023 HIT Chapter 7; EHR Go; Midterm Exam Review		
Overview:	Learning Objectives:	Assignments:
▪ Determine what administrative information system is needed for a particular task ▪ Compare and contrast the concepts of big data and business intelligence ▪ Differentiate among the administrative information systems	▪ Differentiate between a decision support system and an executive information system ▪ Describe how administrative systems impact health information management policies ▪ Explain the role of HIM in data stewardship	**Watch** ▪ HIT Chapter 7 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 7 **Homework** ▪ HIT Ch 7 Assignment ▪ HIT Ch 7 Review ▪ EHR Go Activity(s) ▪ MIDTERM Exam Review **Quiz** ▪ Unit 07 Quiz

MIDTERM EXAM Due Date: 10/17/2023 Units 01-07		
Overview:	Learning Objectives:	Assignments:
▪ Covers Units 01-07		**MIDTERM EXAM - Taken from home through Respondus Lockdown Browser with Webcam**

Unit 08 Due Date: 10/24/2023 HIT Chapter 8; EHR Go		
Overview:	Learning Objectives:	Assignments:

▪ Review the various clinical information systems ▪ Explain how clinical information systems are used in a healthcare facility ▪ Identify the clinical information systems used within individuals departments	▪ Differentiate between the various clinical information systems ▪ Define clinical information systems ▪ Determine what clinical information system is needed to meet the needs of the healthcare facility	**Watch** ▪ HIT Chapter 8 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 8 **Homework** ▪ HIT Ch 8 Assignment ▪ HIT Ch 8 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 08 Quiz

Unit 09   Due Date: 10/31/2023   HIT Chapter 9; EHR Go

Overview:	Learning Objectives:	Assignments:
▪ Create a development and implementation plan for an EHR ▪ Explain the role of clinical vocabularies in the EHR ▪ Support the need for and address issues related to the EHR	▪ Educate the provider on benefits of the EHR ▪ Identify the need for the multiple information systems required to support the EHR ▪ Support the need for the personal health record	**Watch** ▪ HIT Chapter 9 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 9 **Homework** ▪ HIT Ch 9 Assignment ▪ HIT Ch 9 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 09 Quiz

Unit 10   Due Date: 11/7/2023   HIT Chapter 10; EHR Go; EXAM 2

Overview:	Learning Objectives:	Assignments:
▪ Explain consumer informatics ▪ Describe the importance of health literacy to the state of health	▪ Differentiate between the patient portal and a personal health record	**Watch** ▪ HIT Chapter 10 Video ▪ HIT Chapter 10 Case Study Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 10

▪ Describe the role of consumer informatics in the elimination of health disparities	▪ Clarify telehealth's impact on the delivery of healthcare	**Homework** ▪ HIT Ch 10 Assignment ▪ HIT Ch 10 Case Study ▪ HIT Ch 10 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 10 Quiz ==EXAM 2==

Unit 11 Due Date: 11/14/2023 HIT Chapter 11; EHR Go		
Overview:	Learning Objectives:	Assignments:
▪ Illustrate why the health information exchange (HIE) is a postitive step for healthcare ▪ Describe the role and function of the health information organization (HIO) in the HIE efforts ▪ Explain the concept of interoperability and its importance in healthcare	▪ Compare and contrast the benefits and barriers of HIE ▪ Compare and contrast the models and methods of HIE ▪ Explain the requirements of Meaningful Use and its role in the Merit-based Incentive Payment System	**Watch** ▪ HIT Chapter 11 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 11 **Homework** ▪ HIT Ch 11 Assignment ▪ HIT Ch 11 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 11 Quiz

Unit 12 Due Date: 11/21/2023 HIT Chapter 12; EHR Go		
Overview:	Learning Objectives:	Assignments:
▪ Educate staff on security issues ▪ Discuss federal security regulation ▪ Recommend security measures	▪ Develop policies and procedures on security practices ▪ Control access to protected health information ▪ Conduct an audit for security violation	**Watch** ▪ HIT Chapter 12 Video ▪ EHR Go Video(s) **Reading** ▪ HIT Chapter 12 **Homework** ▪ HIT Ch 12 Assignment ▪ HIT Ch 12 Case Study 1 ▪ HIT Ch 12 Case Study 2

		▪ HIT Ch 12 Review ▪ EHR Go Activity(s) **Quiz** ▪ Unit 12 Quiz

Unit 13 Due Date: 11/28/2023 HIT Chapter 13; EXAM 3		
Overview:	Learning Objectives:	Assignments:
▪ Describe technology and other solutions that can help support privacy and security management ▪ Explain risk analysis and identify the importance of performing this process regularly	▪ Predict patient safety issues that could arise during an EHR outage ▪ Identify privacy and security protocols that can assist in creating a disaster recovery plan Develop a disaster recovery plan that should be in place in case of an EHR outage	**Watch** ▪ HIT Chapter 13 Video **Reading** ▪ HIT Chapter 13 **Homework** ▪ HIT Ch 13 Assignment ▪ HIT Ch 13 Case Study ▪ HIT Ch 13 Review **Quiz** ▪ Unit 13 Quiz ==EXAM 3==

Final Exam Review Due Date: 12/5/2023 Units 08-13		
Overview:	Learning Objectives:	Assignments:
▪ Complete the Final Exam Review ▪ Study for the Final Exam	▪ Complete the Final Exam Review ▪ Study for the Final Exam	**Homework** ▪ Final Exam Review

FINAL EXAM Due Date: 12/5/2023 Units 08-13		
Overview:	Learning Objectives:	Assignments:
▪ Covers Units 08-13		==**FINAL EXAM**== **- Taken from home through Respondus Lockdown Browser with Webcam**

Course Grading Information:

Grades for this course will be weighted. To determine your grade at any point in the semester, calculate the average and multiply by the percentage for each category. **Passing grade for this course is 75 or higher.**

Assignments will be averaged and multiplied by 20%
Case Studies/Quizzes will be averaged and multiplied by 20%
Exams will be averaged and multiplied by 20%
Midterm Exam will be multiplied by 20%
Final Exam will be multiplied by 20%

Category	Percent toward final grade	Grade range	
Assignments	20%	A	90-100%
Case Studies/Quizzes	20%	B	80-89%
Exams	20%	C	75-79%
Midterm Exam	20%	D	60-74%
Final Exam	20%	F	0-59%

Late Work and Make Up Work Policies:
Unit Work:

Students are encouraged to **complete and submit work early in the week**. You have the ability to check your submitted work via Brightspace. If you see an error in the submission, you have another chance to resubmit the assignment correctly at any point before the due date.

Based on the nature of this course, you will easily fall behind by submitting work late. Weekly coursework builds on each other as you progress through the course. You must complete weekly work accurately and on time to be able to move on to the next section. During the semester, you will be given **ONE** occasion to submit work late (excluding Exams, Midterm, or Final Exam) **regardless of the circumstance**, without receiving a grade deduction. **After this ONE**

opportunity is used, any work incorrectly submitted or submitted past the due date will **receive an automatic zero**.

Weekly work will be graded within 7 days of the due date. Feedback will be provided in the feedback area and/or through the D2L|Brightspace gradebook. You are **required** to **review the instructor's feedback on all work** – even if you are satisfied with the assigned grade.

Exams:

There will NOT be a make-up for any exams. There will be a total of **3 exams.** The exams are timed and will be administered through **Respondus Lockdown browser, but no webcam.** Students are encouraged to complete all work prior to taking the exam, as this will better prepare you. Students will receive a score for exams almost immediately and/or within 48 hours after the due date. Due dates are given on Brightspace.

Midterm and Final Exam:

There will NOT be a make-up for the Midterm Exam nor the Final Exam. I will **not reset** the Midterm Exam nor the Final Exam. All students will take the Midterm Exam and Final Exam from home through **Respondus Lockdown browser AND webcam.**

Student Behavioral Expectations or Conduct Policy:
Students are expected to use appropriate language and display respect for fellow students and instructor regardless of the method of communication: face to face, email, discussion board, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior used in any form of communication will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all emails should be free of typos, grammatical, spelling, and other errors. Any inappropriate behavior or language may result in the student being dropped from the course immediately.

Instructor Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open. Students are encouraged to complete work and contact the instructor with questions regarding the class, assignments, etc. early in the week as there will be no responses after the time noted above.

Emails:

Emails should be sent using your student email. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language. At times the instructor may have an extenuating circumstance or may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Technical Support:

Students who need technical support should contact MCC's Information Systems and Support at 254-299-8077. You can access the link by going to the External Links tab, MCC's Information Systems and Support.
Click Here for the MCC Attendance/Absences Policy
(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.

MᶜLENNAN COMMUNITY COLLEGE

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 2542998122   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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail.

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
- Email Setup for Androids

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.