



WACO, TEXAS

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**COURSE  
SYLLABUS AND  
INSTRUCTOR  
PLAN**

**Internship – Hospitals/Health  
Facilities Administration  
LTCA 2689**

**Dr. Natalee Oliver, DSW, LCSW, MSG, LNFA, BBA**

Note: This is a 16-week online course

**Course Description:**

**LTCA 2689 Internship – Hospital/Health Facilities Administration**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken two times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 6

**Prerequisites and/or Corequisites:**

Be enrolled in or have completed the coursework associated with the Long-Term Care Administration program.

**Course Notes and Instructor Recommendations**

**COURSE DOCUMENTS /REQUIRMENTS:**

The completion of several documents is required during the AIT Internship. These documents were either provided to you by the instructor or are contained in the AIT Manual. Some key documents are as follow:

1. **AIT Self-Assessment Tool**--The student completes this document, with collaboration from the supervising administrator, to identify the student's skills, strengths and weaknesses. This information should then be used to determine which functions and tasks the student will need to work on during the internship. This must be completed and submitted your FIRST semester in your internship within the first 2 weeks of class.
2. **External Training Plan**--An MCC document that "creates" your internship. This is to be completed EACH semester at the BEGINNING of the semester to help you plan out your semester activities. Refer to your ATI Self-Assessment Tool to help you complete the External Learning Plan. This document needs to be completed and submitted within the first 3 weeks of class.
3. **Your Administrator's NFA copy of up to date License Renewal**--This is to be submitted your FIRST semester only-unless it is updated during your internship-then you need to continue to update the latest/current copy of your administrator's license.
4. **The Department Head Certifications**--As the student works through each assigned department, the head of that department will complete the appropriate form. The completed form must be submitted by the last semester.
5. **Weekly Hour Sheets**--Provided by the instructor, these forms function as weekly time sheets to document the actual time the student spent in training. The student is to complete forms and submit weekly. Per regulations, students cannot earn more than 40 hours per week.
6. **AIT Final Report**— (requires a Notary) This document should be completed and submitted when either of the following events occur:
  - a. when the student completes a semester at a facility and does not plan on returning to that facility for another semester, or
  - b. when the student completes all 1,000 hours of training at one facility.

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**Elements OF THE INTERNSHIP**

1. Instructor/Coordinator: This person shall be an employee of the college assigned to coordinate the learning process of the student.
2. Supervisor/Administrator: The licensed administrator of the facility in which the student is working. This person is responsible for the supervision of the intern in the field. **No formal disciplinary actions may have been taken against this administrator in the past 2 years.** To document this status, the student will provide a photocopy of the supervising administrator's most recent licensure certificate.
3. Paid vs. Unpaid: The internship may be paid or unpaid; the decision rests with the nursing facility. The college does not solicit facilities to pay wages to interns nor is such remuneration prohibited.
4. Training Station: The nursing facility where the internship is conducted. It must be licensed by the Texas Department of Human Services for at least 60 beds and **must be in "significant compliance" as of their last survey. Should the facility be deemed out of compliance during the course of the internship, it must return to good standing within 60 days or the internship will be terminated. To document this status, the student will provide a photocopy of the facility's most recent inspection summary report.**
5. Discussion Boards: Students enrolled in the internship are required to participate in the group discussion boards.
6. Contact with the Work Station: The instructor will communicate with the supervising administrator as needed, during the semester. During these contacts, conferences may be held with the supervisor/administrator to review the student's progress in meeting the objectives stated in the training plan.

LTCA 2689 is offered every semester. It must be repeated two (2) times to accumulate the 1,000 field hours required by the State of Texas to satisfy the AIT field work requirement.

The successful completion of the internship is dependent on a working partnership between the student, the instructor, and the supervising administrator of the facility in which the student is placed. Each individual has specific duties and responsibilities as are outlined below:

**A. The STUDENT agrees to:**

1. arrange for her/his internship training site. The training site must be established by the third week of the Fall & Spring semesters and by the end of the first week of the Summer term.
2. complete the External Training Plan each semester with realistic and meaningful learning objectives.
3. work a minimum of 31 hours at no more 40 hours per week in a nursing facility under the supervision of the administrator.
4. participate in group discussion boards
5. submit all required written reports/documents/assignments within the specified time frames.
6. complete all the requirements as provided in the Responsibilities section of the AIT Job Description and act in a professional manner as part of the course activities AND at the training site.
7. use your MCC email only for all communications with your instructor.

**B. The INSTRUCTOR agrees to:**

1. assist students in locating an approved internship training site, as needed.
2. contact the supervisor/administrator at the training site of the student of the student, as needed.

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3. coordinate the completion of the External Training Plan.
4. conduct conferences with the student and/or supervisor as necessary to resolve any difficulties.
5. facilitate group discussion boards which coordinate with work activities to enhance the learning experience for the student.
6. maintain all student files necessary.
7. recommend credit or non-credit for the course.

**C. The Supervisor/administrator agrees to:**

1. provide for on-site supervision of the student.
2. arrange for work experience that will enhance the student's learning about the functions of the nursing home.
3. work with the student to develop meaningful and realistic learning objectives.
4. work with the student and/or instructor to resolve any difficulties that may arise.
5. evaluate the student's performance at the training site through contact with the instructor and by completing a written evaluation at the end of the semester.

Please contact your instructor for more information.

**Instructor Information:**

Instructor Name:	Dr. Natalee Oliver, DSW, LCSW, LNFA, MSG, BBA
MCC E-mail:	noliver@mclennan.edu
Office Phone Number:	254-299-8787
Cell Phone (text/call)	254-717-6622
Office Location:	CSC E 129 D
Office/Teacher Conference Hours:	By Appointment

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

The primary course materials will be delivered in Brightspace via the INTERNET. There will be one mandatory zoom meeting with the instructor per semester. Periodic guest speakers and/or field visits may be scheduled.

The primary evaluation tool for this course will be the satisfactory completion of prescribed training tasks (aka assignments/documents/discussion boards) along with the completion of your required internship hours. the LTCA internship is set up as a credit/no credit course. So, you will not be receiving a letter grade (A, B...) but a grade of CR (CREDIT) or NC (NO CREDIT).

Since the course requires significant online participation, the student should have knowledge of using a Web browser, computer, and e-mail; the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

### **Course Objectives and/or Competencies:**

The content of this is based on the requirements in the most recent version of the Texas AIT Internship Manual. In any given semester, the student will not be required to address each area of skill, but all skill domains should be addressed during the student's tenure at MCC. The skills addressed each semester should be mutually agreeable to the student and the supervision administrator. The skills chosen for each semester should be based on:

1. the existing knowledge and skills of the student,
2. the materials being addressed in the student's academic program,
3. the knowledge and skill of the supervising administrator, and
4. the opportunities for learning presented in the training facility.

As mentioned earlier, this course is part of the larger Long-Term Care Administration program. The general competencies for this program are established by the Texas Department on Aging & Disability Services (DADS) and is based on the work of the National Association of Long-Term Care Administrator Boards (NAB). The National AIT Program Manual can be located at <https://www.nabweb.org/seeking-licensure/ait-information/ait-program-manual>. The contemporary state regs that govern nursing homes can be located at [§555.12](#). The State also governs the requirement for ALF manager under [RULE §553.253](#).

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. The learning objectives of this course have been linked to the SCANS Competencies and Foundational Skills. To view this report, click here: [LTCA 2689 SCANS](#).

### **Course Outline or Schedule:**

The primary focus during the beginning of each semester includes completing/submitting online into Brightspace the following: the AIT Self-Assessment Tool, the External Learning Contract, & Copy of the supervising LNFA's license renewal and any group Discussion Board assignments. The remainder of the semester includes completing/submitting online into Brightspace: Weekly Hours, group Discussion Board assignments, Department Head Certification, and AIT Final Report. One mandatory zoom meeting between the student and instructor is required each semester.

### **Course Grading Information:**

This course will be graded on a credit/no-credit basis. To receive credit (CR) a student will:

1. Participate in the group Discussion Board assignments.
2. Complete at least 500 hours of field work during the semester.
3. Submit all required documents (refer to the section entitled COURSE DOCUMENTS), and
4. Receive a satisfactory evaluation of performance.

### **Late Work, Attendance/Participation, and Make Up Work Policies:**

#### **Attendance/Participation**

- A student must successfully complete at least one assignment by census date or they will automatically be dropped from the course.
- At mid-semester (week 8 of Fall/Spring semesters, and week 5 of summer semesters) a student is dropped from the course if they have not submitted any assignments in Brightspace, unless they have connected with and been approved with the professor to continue.
- Due to approved extenuating circumstances, students may be withdrawn upon their request at any time during the semester.

#### **Course Attendance/Participation Guidelines:**

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.

[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. Note: Your instructor has additional guidelines specific to this course stated above.

### **Late Work**

Work not completed on time without prior permission from the instructor may be subject to an incomplete for the course. Talk to the instructor for any circumstances for any late submissions of work.

### **Ethics**

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course. Examples of cheating include but are not limited to:

1. Seeking excused absences/turning in work late under false pretenses.
2. Plagiarism (claiming as your own the work of another).
3. Falsifying hours completed on weekly hours forms.
4. Falsifying signature of supervising administrator on required forms.

### **Student Behavioral Expectations or Conduct Policy:**

#### **Courtesy & Respect**

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here:

<https://www.mclennan.edu/highlander-guide/>

NOTE: To pass this internship course, receive credit, all required documents/assignments must be completed and submitted into Brightspace, along with completing successfully the minimum 500 internship hours.

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**Long Term Care Domains of Knowledge and Skills**  
**Based on the National Association of Long Term Care Administrator Board**

	Location within Program					Assessment Methods			
<b>1.0 Resident Care &amp; Quality of Life</b>	<b>Intro 1311</b>	<b>O&amp;M 1313</b>	<b>Law 2314</b>	<b>Finan 2315</b>	<b>Res Care 1312</b>	<b>Object Test</b>	<b>Essay</b>	<b>Group Project</b>	<b>Cap stone</b>
1.1 Ensure that <u>direct resident care</u> and <u>services</u> are planned, implemented, and evaluated to maximize resident quality of life and quality of care.		X				X			
1.2 Identify, monitor, and ensure that <u>quality indicators</u> and <u>quality assurance programs</u> are utilized to maximize effectiveness in resident care and services.					X	X	X		X
1.3 Ensure development, implementation and review of <u>resident care policies</u> and <u>procedures</u> .			X						
	0	1	1	0	1				
<b>2.0 Human Resources</b>	<b>Intro 1311</b>	<b>O&amp;M 1313</b>	<b>Law 2314</b>	<b>Finan 2315</b>	<b>Res Care 1312</b>	<b>Object Test</b>	<b>Essay</b>	<b>Group Project</b>	<b>Cap stone</b>
2.1 Facilitate the process of communication between management and staff (e.g. coaching, counseling)	X					X			
2.2 Development, implement, and monitor employee recruitment, development, evaluation, and retention programs to provide quality resident care and services while addressing resident and staff cultural diversity needs.			X			X			
2.3 Ensure that human resource management policies and programs are planned, implemented and evaluated in compliance with governmental entities, laws, and regulations (e.g. compensation, benefits, safety, job descriptions, education programs, union relations).1			X			X	X	X	
	1	0	2	0	0				
<b>3.0 Finance</b>	<b>Intro 1311</b>	<b>O&amp;M 1313</b>	<b>Law 2314</b>	<b>Finan 2315</b>	<b>Res Care 1312</b>	<b>Object Test</b>	<b>Essay</b>	<b>Group Project</b>	<b>Cap stone</b>
3.1 Develop and manage annual operating capital budgets to effectively utilize fiscal resources.				X		X	X	X	
3.2 Develop and implement financial policies, procedures, and systems to monitor, audit, and report financial performance (e.g., accounts payable receivables, resident trust funds).				X		X	X	X	



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3.3 Negotiate, interpret, and implement financial aspects of contractual agreements (e.g., organized labor unions, manage care, vendor, consultative services).		X				X		X	
3.4 Ensure adequate resources and protection of facility assets (e.g. insurance coverage, risk management).				X		X			
	0	1	0	3	0				

4.0 Physical Environment & Atmosphere	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
4.1 Ensure that a system for maintaining and improving buildings, grounds, and equipment is planned, implemented, and evaluated.		X				X			
4.2 Ensure that the facility provides a clean, attractive, safe, and home-like environment for residents, staff and visitors.		X				X			
4.3 Ensure the planning, implementation, and evaluation of emergency response programs that will maintain the health, welfare, and safety of residents, staff, and visitors.			X			X			
	0	2	1	0	0				

5.0 Leadership and Management	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
5.1 Ensure that policies and procedures are developed, implemented, monitored and evaluated in order to maintain compliance with federal, state and local rules and regulations.			X			X			
5.2 Observe, monitor, and evaluate outcomes of all the facility's program, policies, and procedures to ensure effectiveness, and to fulfill administrative responsibility (e.g., facility license) and professional responsibility (e.g., personal NFA license)			X			X			
5.3 Ensure administrative oversight of the survey process and responses to findings.					X	X			X
5.4 Develop and implement a comprehensive marketing and community relations program.	X					X	X		
5.5 Ensure the integration of <b>Resident Rights</b> with all aspects of resident care and facility operation.		X				X	X		
	1	1	2	0	1				

<b>Grand Total Competences</b> 18	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	
<b>Competencies Assessed</b>	2	5	6	3	2	
<b>Percentage Assessed</b>	11.1	27.8	33.3	16.7	11.1	

**Statement of Workplace and Foundation Competencies**

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for the **LONG TERM CARE ADMINISTRATION PROGRAM**.

**COMMON WORKPLACE COMPETENCIES**

<b>Manage Resources:</b>	Time / Money / Materials / Space / Staff
<b>Exhibit Interpersonal Skills:</b>	Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others
<b>Work with Information:</b>	Acquire & evaluate data / Interpret & communicate data
<b>Apply Systems Knowledge:</b>	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
<b>Use Technology:</b>	Select equipment and tools

**FOUNDATION SKILLS**

<b>Demonstrate Basic Skills:</b>	Arithmetic & Mathematics / Speaking / Listening
<b>Demonstrate Thinking Skills:</b>	Creative thinking / Decision making / Problem solving / Thinking logically
<b>Exhibit Personal Qualities:</b>	Self-esteem / Self-management / Integrity

Course Number: LTCA 2489 Course Name: <u>Internship in Long-Term Care Administration</u>	Relevant Competencies (Identify by Competency Number)
<b>SCANS COMPETENCIES.</b>	<b>All SCANS competencies may be addressed during the course of the internship</b>
<b>1. Managing Resources:</b> <ul style="list-style-type: none"> <li>a. Manage time</li> <li>b. Manage Money</li> <li>c. Manage materials</li> <li>d. Manage space</li> <li>e. Manage staff</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4.</li> <li>c. 1-4</li> <li>d. 1-4</li> <li>e. 1-4</li> </ul>
<b>2. Exhibiting Interpersonal Skills:</b> <ul style="list-style-type: none"> <li>a. Work on teams</li> <li>b. Teach others</li> <li>c. Serve Customers</li> <li>d. Lead work teams</li> <li>e. Negotiate with others</li> <li>f. Work with different cultures</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> <li>d. 1-4</li> <li>e. 1-4</li> <li>f. 1-4</li> </ul>
<b>3. Working with Information</b> <ul style="list-style-type: none"> <li>a. Acquire/evaluate data</li> <li>b. Organize/maintain information</li> <li>c. Interpret/communicate data</li> <li>d. Process information with computers</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> <li>d. 1-4</li> </ul>
<b>4. Applying Systems Knowledge:</b> <ul style="list-style-type: none"> <li>a. Work within social systems</li> <li>b. Work within technological systems</li> <li>c. Work within organizational systems</li> <li>d. Monitor/correct system performance</li> <li>e. Design/improve systems</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> <li>d. 1-4</li> <li>e. 1-4</li> </ul>
<b>5. Using Technology:</b> <ul style="list-style-type: none"> <li>a. Select equipment and tools</li> <li>b. Apply technology to specific tasks</li> <li>c. Maintain/trouble shoot technologies</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> </ul>
<b>SCANS FOUNDATIONS.</b> <b>Demonstrating Basic Skills:</b> <ul style="list-style-type: none"> <li>a. Reading</li> <li>b. Writing</li> <li>c. Arithmetic/Mathematics</li> <li>d. Speaking</li> <li>e. Listening</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> <li>d. 1-4</li> <li>e. 1-4</li> </ul>
<b>6. Demonstrating Thinking Skills:</b> <ul style="list-style-type: none"> <li>a. Creative thinking</li> <li>b. Decision making</li> <li>c. Problem solving</li> <li>d. Thinking logically</li> <li>e. Seeing with the mind's eye</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> <li>d. 1-4</li> <li>e. 1-4</li> </ul>
<b>7. Exhibiting Personal Qualities:</b> <ul style="list-style-type: none"> <li>a. Individual responsibility</li> <li>b. Self-esteem</li> <li>c. Sociability</li> <li>d. Self-management</li> <li>e. Integrity</li> </ul>	<ul style="list-style-type: none"> <li>a. 1-4</li> <li>b. 1-4</li> <li>c. 1-4</li> <li>d. 1-4</li> <li>e. 1-4</li> </ul>

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Updated 07/18/2023



## **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) 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](mailto: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/](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/>

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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](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. 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](http://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](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](#)
- [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](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.