

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Basic Radiographic Procedures

RADR 1311_01

Stacy Reeves, BSRS, RT(R)

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

Course Description:

Introduces radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. This class is a two-way interactive video class in format.

Prerequisites and/or Corequisites:

(Concurrent enrollment with RADR 1311)

Course Notes and Instructor Recommendations:

All cell phones, pagers, or other electronic devices must be turned on silence during class. You may check your messages during breaks or between classes. Laptop computers may be used to facilitate note-taking or to view classroom visuals that are posted on BrightSpace but must be turned off or put in sleep mode during tests. No other use of the laptop will be tolerated during class. If at any time during class you create a distraction to the Instructor or your classmates, you will be asked to leave the class.

Instructor Information:

Instructor Name: Stacy Reeves

MCC Email: sreeves@mclennan.edu

Office Phone Number: 254-299-8526

Office Location: CSC C-114

Office/Teacher Conference Hours: By Appointment only (M-F 8-5)

Other Instruction Information: Available at other times with appointment

Required Text & Materials:

Title: Textbook of Radiographic Positioning and Related Anatomy

Author: Lampignano, John P., Kendrick, Leslie E.

Edition: 10th

Publisher: Mosby-Elsevier

ISBN: 978-0-323-95367-2

Title: Textbook of Radiographic Positioning and Related Anatomy Workbook (2021)

Author: Lampignano, John P., Kendrick, Leslie E.

Edition: 10th

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

Methods of Teaching and Learning:

Lecture, discussion groups, group projects, lab exercises, portfolio, written reports/papers, exams, quizzes, simulations, workbook exercises power point presentations.

Course Objectives and/or Competencies:

The student will define radiographic positioning terms; manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images of proper demonstration of anatomy and pathology. Students will demonstrate an understanding of procedures related to radiography of the course outline.

After completion of all lectures, presentations, homework and reading assignments the student will be able to:

1. Relate and demonstrate positioning nomenclature.
2. Perform in order all steps for positioning of various parts of the body.
3. On given radiographs, utilize proper evaluation criteria to determine if a film is acceptable or unacceptable. If unacceptable, give major reason why it is not.
4. Identify structures or radiographs as shown in all positions.
5. Provide proper radiation protection for all projection taken.
6. State the most common film size and proper placement of film for all exams.
7. Demonstrate proper central ray location for all exams.
8. Employ proper breathing technique on all positions and exams.,
9. Choose proper degree of angulation and direction of central ray for various exams.

UNIT 1 Learning Objectives

Introduction to Radiographic Principles, Positioning, Procedures and Terminology

At the completion of this unit, the student should be able to:

1. List and discuss patient care consideration relevant to positioning.
2. List the three primary exposure factors.
3. List specific methods of reducing patient radiation exposure.
4. Explain the 10-day rule.
5. List the three primary principles of radiation protection.
6. Define and demonstrate the anatomic position.
7. Define terms related to body planes.

8. Given diagrams, identify body planes.
9. Given topographic landmarks, list the corresponding vertebrae.
10. List and describe the characteristics of each of the four major body types.
11. Given diagrams, identify the body type illustrated.
12. Define terms related to general positioning.
13. Define and demonstrate given terms related to relative body position, and body movement.
14. List the three general principles of positioning.
15. List and discuss the six primary elements in radiographic positioning.

UNIT 2 Learning Objectives

Chest and Upper Airway

At the completion of this unit, the student should be able to:

1. List and describe the anatomy of the chest and upper airway.
2. Given drawings and radiographs, locate anatomic structures and landmarks.
3. Explain the rationale for each projection.
4. Explain the patient preparation required for each examination.
5. Describe the positioning used to visualize anatomic structures of the chest and upper airway.
6. List or identify the central ray location and the extent of the field necessary for each projection.
7. Explain the protective measures that should be taken for each examination.
8. Recommend the technical factors for producing an acceptable radiograph for each projection.
9. State the patient instructions for each projection.
10. Given radiographs, evaluate positioning and technical factors.
11. Describe modifications of procedures for atypical or impaired patients to better demonstrate the anatomic area of interest. **F02, C05**

UNIT 3 Learning Objectives

Abdomen

At the completion of this unit, the student should be able to:

1. List and describe the soft tissue and bony anatomy of the abdomen.
2. Identify the quadrant in which abdominal organs are located.
3. Given drawings and radiographs, locate anatomic structures and landmarks.
4. Explain the rationale for each projection.
5. Explain the patient preparation required for each examination.

6. Describe the positioning used to visualize anatomic structures of the abdomen.
7. List or identify the central ray location and the extent of the field necessary for each projection.
8. Differentiate between the positioning and centering factors for an acute abdomen series and routine supine and upright abdomen.
9. Explain the protective measures that should be taken for each examination.
10. Recommend the technical factors for producing an acceptable radiograph for each projection.
11. State the patient instructions for each projection.
12. Given radiographs, evaluate positioning and technical factors.
13. Describe modifications of procedures for atypical or impaired patients to better demonstrate the anatomic area of interest.

UNIT 4 Learning Objectives

Upper Limb and Shoulder Girdle

At the completion of this unit, the student should be able to:

1. List and describe the anatomy of the upper limb and shoulder girdle.
2. Given drawings and radiographs, locate anatomic structures and landmarks.
3. Explain the rationale for each projection.
4. Explain the patient preparation required for each examination.
5. Describe the positioning used to visualize anatomic structures in the upper limb and shoulder girdle.
6. List or identify the central ray location and the extent of the field necessary for each projection.
7. Explain the protective measures that should be taken for each examination.
8. Recommend the technical factors for producing an acceptable radiograph for each projection.
9. State the patient instructions for each projection.
10. Given radiographs, evaluate positioning and technical factors.
11. Describe modifications of procedures for atypical or impaired patients to better demonstrate the anatomic area of interest.

UNIT 5 Learning Objectives

Lower Limb and Pelvis

At the completion of this unit, the student should be able to:

1. List and describe the bony anatomy of the lower limb and pelvis.
2. Given drawings and radiographs, locate anatomic structures and landmarks.
3. Explain the rationale for each projection.

4. Explain the patient preparation required for each examination.
5. Describe the positioning used to visualize anatomic structures in the lower limb and pelvis.
6. List or identify the central ray location and the extent of the field necessary for each projection.
7. Explain the protective measures that should be taken for each projection.
8. Recommend the technical factors for producing an acceptable radiograph for each projection.
9. State the patient instructions for each projection.
10. Given radiographs, evaluate positioning and technical factors for radiographs of the lower limb and pelvis.

Course Attendance/Participation Guidelines:

As outlined by both the MCC and Health Profession Division policies, regular and punctual attendance is expected of all students, and a complete record of attendance will be kept by each instructor for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

In addition, as specifically stated in the MCC Health Professions policy on attendance in didactic courses, a student will be dropped if a cumulative of 15% of class meetings are missed due to unexcused reasons.

Please refer to the full MCC Attendance policy and the MCC Health Professions Division policy for full details.

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.

Absenteeism will result in the student having less information and will usually result in a lower grade. When absences accumulate to 15% in the course, the student may have a low probability of success and will be at risk for being dropped for unsatisfactory performance. If a student is tardy and/or leaves early three times during the eight-week course, then one absence will be

counted. Students whether present or absent, are responsible for all material presented or assigned for the course and will be held accountable for that material in the determination of grades in the course.

Late assignments will be given a 10-point deduction on the first day missed and five points on the 2nd day missed. On the 3rd day, the student will not be allowed to submit assignments and will be given zero (0) points for the missed assignment. If worksheets are missed, see the make-up instructions below the calendar due dates in the syllabus.

Make-up tests will only be allowed under certain circumstances and is up to the discretion of the instructor. There will not be any make-up quizzes or in-class assignments. If a missed test occurs due to illness, medical documentation will be necessary for consideration to take the test.

Respondus Lockdown Browser:

The browser must be downloaded prior to taking an exam

[Download Respondus Browser \(Click Here\)](#)

When using Respondus Lockdown Browser to complete exams, the student must follow these rules:

- Student will read and follow all instructions of Respondus prior to beginning the exam.
- The student will use a flat surface such as a desk or table and a chair. The student must remain seated throughout the length of the exam.
- When performing the environment scan, it must be done slowly to include a 360-degree view of the room and the entire surface where the computer is located.
- The student will be in view of the camera throughout the exam and allow recording of sound throughout the exam.
- All problems will be communicated to the instructor during the exam and an email with explanation should follow after the completion of the exam.
- Students should always strive to look at the monitor. Any eye movement that indicates cheating may result in the student retaking the exam in person. Should cheating be found, the student will receive a zero and risk being removed from the program.
- Do not wear caps, hats or other head coverings that will cast a shadow onto your face
- Do not take exam in a dark room. Avoid backlighting situations, such as sitting with your back to a window. Always have light in front of your face, not behind your head.
- Choose an environment that is distraction-free. This includes people, television, animals, or any other item that will draw your eyes away from the monitor.

- Do not take exam with laptop computer in your lap. Instead, place it on a flat surface. Be careful not to move the laptop during the exam. This may result in lack of face detection.

The instructor may remove Respondus testing privileges if the student does not comply with the rules or experiences more than one problem with testing away from campus. Reliable technology and internet are the responsibility of the student. A student may use computers at MCC Testing center and should inform instructor for scheduling purposes.

If a student fails to take the exam during the allotted time frame, a zero will be given with no opportunity to re-take the test. This only applies to tests that are not begun and completed during the time frame. If a technology glitch occurs when taking the exam at the Testing Center, the student must report the issue to a designated staff member. If the Testing Center is not used and the student is taking an exam via Brightspace, a technology glitch must be reported to the instructor immediately through email or phone. The instructor may test you over any material covered in lecture, power point presentations, assigned reading, or class discussions. Attendance is very important to assure that you are well prepared for testing.

A comprehensive final will be given at the end of the semester. It is important to start the exam as instructed by the instructor. If a student experiences a delay in starting the exam and fails to notify the instructor, a zero will be given. If the comprehensive exam is given in the classroom and the student is late and does not notify the instructor prior to the start time of the exam, a zero will be given. Unless the instructor approves the reason for delay, all comprehensive final exams will include a 10-point deduction if exam is not started on time. All final exams must be completed by the deadline. Otherwise, the student will submit the exam without the opportunity to complete the remainder of the exam. Medical emergencies are situations in which the instructor will work with the student to make up the exam without any penalty.

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of course material and competencies to be successful.

Therefore, the minimum grade expectation of all coursework and assessments in this course is to achieve an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain

all records of completion. Students that fail to complete the required remediation activities will receive an “Incomplete” (“I”) grade for the course, regardless of overall passing grade point average, until all work is submitted. An “Incomplete” (“I”) in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an “F” and the student will not pass the course.

All remediation for exams must be submitted through Brightspace 1 week from the due date of the exam. Any late remediation will result in a 5-point deduction of the respective exam.

Course Outline or Schedule:

- A. Introduction to Radiographic Principles, Positioning, Procedures and Terminology.
- B. Chest and Upper Airway
- C. Abdomen
- D. Upper Limb and Shoulder Girdle
- E. Lower Limb and Pelvis

The instructor reserves the right to modify schedule as needed with reasonable notification.

<i>RADR 1311 Procedures</i>	
Week 1	Bontrager Chapter 1
Monday 8/21/2022	Class Intro/Syllabus
Wednesday 8/23/2022	Preliminary Steps in Radiology
Week 2	
Monday 8/28/2022	General Anatomy & Positioning
Wednesday 8/30/2022	Exam 1: Chapter 1 **workbook ch1 Due
Week 3	
Monday 9/4/2022	CAMPUS CLOSED
Wednesday 9/6/2022	Chest & Upper Airway
Week 4	Chapter 2 & 3
Monday 9/11/2022	Chest & Upper Airway
Wednesday 9/13/2022	Chest /Abdomen
Week 5	Chapter 3
Monday 9/19/2022	Abdomen
Wednesday 9/20/2022	Abdomen

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Week 6	
Monday 9/25/2022	Exam 2: Chest & Abdomen *WB Ch 2 & 3 DUE
Wednesday 9/28/2022	Chapter 4: Upper Limb
Week 7	
Monday 10/2/2022	Upper Limb
Wednesday 10/4/2022	Upper Limb
Week 8	
Monday 10/9/2022	EXAM 3 : Upper Limb
Wednesday 10/11/2022	Chapter 5: Proximal Humerus and Shoulder
Week 9	
Monday 10/16/2022	Proximal Humerus and Shoulder
Wednesday 10/18/2022	Proximal Humerus and Shoulder
Week 10	
Monday 10/23/2022	Exam 4: Proximal Humerus and Shoulder
Wednesday 10/25/2022	Chapter 6: Lower Limb
Week 11	
	Lower Limb
Monday 10/30/2022	Lower Limb
Wednesday 11/1/2022	Lower Limb
Week 12	
Monday 11/6/2022	Exam 5: ***WB Ch 6 DUE Lower Limb
Wednesday 11/8/2022	Chapter 7: Proximal Femur & Pelvic Girdle
Week 13	
Monday 11/13/2022	Proximal Femur & Pelvic Girdle
Wednesday 11/15/2022	Proximal Femur & Pelvic Girdle
Week 14	
Monday 11/20/22	Exam 6: Prox Femur and Pelvic Girdle **WB Ch 7 Due
Wednesday 11/22/22	THANKSGIVING BREAK
Week 15	
Monday 11/78/2022	FINAL EXAM REVIEW
Wednesday 11/29/2022	FINAL EXAM REVIEW
Week 16	
	FINALS WEEK
Monday 12/04/2022	TBD
Wednesday 12/67/2022	TBD

Course Grading

The instructor reserves the right to modify schedule as needed with reasonable notification.

Information:

- | | | |
|----|---|------------|
| 1. | Homework, quizzes, daily work, workbook | 5% |
| 2. | Major tests. | 40% |
| 3. | Comprehensive final exam | 25% |
| 4. | Lab Grade | <u>30%</u> |

TOTAL 100% = COURSE GRADE

The course grade will be applied to the following scale:

90%-100% A

80%-89% B

75%-79% C

60%-74% D

59% or less F

This is an RT course—C is the minimum acceptable grade. Any grade below 75 is considered a failing grade for this program. In order to progress through the program, you must meet the minimum acceptable grade requirement.

Throughout the course, grades in Brightspace will indicate grades with a decimal following such as, 85.3, 89.5 etc....

These grades will remain as posted in the grade book, but the final course grade will be rounded up or down to the nearest score depending on the number in the tenth place after the decimal. If a score is .5 to .9 the grade will be rounded up to the next number. If a score is .4 or below to .1, it will remain that number. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

Late Work and Make Up Work Policies:

Absenteeism will result in the student having less information and will usually result in a lower grade. When absences accumulate to 25% in the course, the student may have a low probability of success and will be at risk of being dropped for unsatisfactory performance. A roll sheet will

be passed around the classroom for your initials to attest to your presence in class. If a student is tardy and/or leaves early three times during the eight-week course, then one absence will be counted. Students whether present or absent, are responsible for all material presented or assigned for the course and will be held accountable for that material in the determination of grades in the course.

Late assignments will be given a 10-point deduction on the first day missed and five points on the 2nd day missed. On the 3rd day, the student will not be allowed to submit assignments and will be given zero (0) points for the missed assignment. If worksheets are missed, see the make-up instructions below the calendar due dates in the syllabus.

Make-up tests will only be allowed under certain circumstances and is up to the discretion of the instructor. There will not be any make-up quizzes or in-class assignments. If a missed test occurs due to illness, medical documentation will be necessary for consideration to take the test.

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. Students in this program are seeking a career in the healthcare profession and are expected to exhibit professional behavior that is conducive to learning among peers and the instructor. Behavior that is disrespectful or disruptive will not be tolerated; the student will be asked to leave the class. Each occurrence will be documented and may result in counseling from the instructor and program director.

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online or hybrid courses, attendance will be determined in terms of participation, as described in the syllabus.

Cheating:

If a student is caught in the act of cheating, a zero will be given and may result in potential expulsion from the college. This includes offering students verbal or written information when any assignment, quiz, or exam is measuring the performance of an individual; students viewing another student's work or answers; students submitting work that is not their own; any act of

plagiarism; using any mechanism to obtain answers or information that is not approved by instructor prior to assignment, quiz, or exam.

Midterm Counseling

A student's success is important. Many elements contribute to a student's success in completing a course and a degree. Therefore, grades and attendance will be monitored. Between the 8th and 9th week, the instructor will evaluate attendance and the course average. Should a student's attendance drop below 80% or course average drop below 80%, the student will be asked to attend midterm counseling.

Electronic Communication Policy

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.

Use of electronics in class:

Electronic devices may be used to accompany lectures or complete assessments. Taking pictures of lecture material without the instructor's approval is not allowed. Recording of lectures is prohibited. If a student is caught recording or taking photos of course material/lectures without permission, counseling with the professor and program director will occur to document the situation and discuss consequences of violating academic integrity.

Brightspace Use and Activity

The instructor of this course intends to utilize Brightspace as both a communication tool as well as its features for announcements, assignments, and assessments. It is the student's responsibility to understand procedures and the importance of accessing Brightspace often, most likely daily, (as well as the MCC issued email), in order to stay on-track with the

activities and requirements to complete this course.

E-mail correspondence

The instructor of this course intends to communicate with students using McLennan Community College email. The use of other email addresses could cause a breakdown in communication and important information missed. Email messages are to be formulated in a professional fashion with no use of text speaking or symbols. Email correspondence should open with an appropriate salutation/greeting to the person intended and close with an appropriate closing/sign off.

Class Tardy/Late:

Is defined by the instructor of this class as any time past the originally scheduled time class is to begin. A student is considered late if arrival is any time after the start of class. Habitual tardiness indicates a lack of discipline and will be dealt with on an individual basis.

The doors to the classroom will be locked when class begins, and the student will be denied access until the first break of the class, which is usually at 50 minutes after the beginning of class.

Class breaks:

Students will be allowed to take a brief break at approximately 50-minute intervals. A break is designed to allow the student restroom facility time as well as technology breaks to check cell phones/messages, etc. Leaving while class is in session can be disruptive to others. Students may leave but need to understand that the classroom doors are locked and will remain locked and no re- entry will be allowed until the next break or class has officially ended. Should you have an emergent situation and need to leave during class, please gather your belongings quietly and leave since you will not be allowed class access until the next break or until class is over.

Special considerations need to be discussed with the instructor

[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.

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.