

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN  
Practicum 1 Radiologic Technology**

**RADR 2266 01**

**Meredith Brown  
Michelle Morphis  
Stacy Reeves**

**NOTE: This is a 16-week course.**

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## **Course Description:**

General workplace training supported by an individualized learning plan developed by the employer, college, and student. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations in continuation with the student's clinical competency profile.

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

Successful completion of all previous RADR courses, with a grade of “C” or better. Concurrent enrollment in other second year RADR courses. Semester Hours: 2 (18 clinical hrs/wk)

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

It is recommended to carry a pocket notebook to log clinical observations and competencies. Reference the competencies required for the semester and the ARRT competencies required for the program. Complete competencies when the opportunity presents during the clinical rotation instead of waiting. Refresh the attendance policy and recall point deductions associated with missed scheduled clinical time. The Bontrager’s Pocket Atlas- Handbook of Positioning and Techniques is suggested, but not required.

## **Instructor Information:**

### **Clinical Coordinator**

Instructor Name: Michelle Morphis, MBA, RT (R) (ARRT)

MCC Email: [mmorphis@mcclennan.edu](mailto:mmorphis@mcclennan.edu)

Office Phone Number: 254-299-8584

Office Location: CSC C117

Office/Teacher Conference Hours: Posted outside of office

Other Instruction Information: Appointments available. Call or email to request an appointment

### **Program Director: Meredith Brown, MS, RT(R)**

MCC E-mail: [mbrown@mcclennan.edu](mailto:mbrown@mcclennan.edu)

Office Phone Number: 254-299-8342

Office Location: CSC C202

Office/Teacher Conference Hours: To be posted at office.

Other Instruction Information: Call or email to request an appointment

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**Instructor: Stacy Reeves, BSRS, RT (R) (ARRT)**

MCC E-mail: [sreeves@mclennan.edu](mailto:sreeves@mclennan.edu)

Office Phone Number: 254-299-8526

Office Location: CSC 114

Office/Teacher Conference Hours: To be posted at office.

Other Instruction Information: Call or email to request an appointment

**Required Text & Materials:**

Title: Bontrager's Textbook of Radiographic Positioning and Related Anatomy

Author: John Lampignano and Leslie E. Kendrick

Edition: 10th

Publisher: Elsevier

ISBN: 9780323653671

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

**Methods of Teaching and Learning:**

The clinical course consists of rotations in area hospitals and medical clinics with the opportunity to provide hands on patient care under the direct supervision of experienced Radiologic Technologists certified by the ARRT and licensed by the State of Texas and designated clinical supervisors. Students will perform radiographic exams and assist in radiographic procedures. As the student gains competency, they will perform exams without assistance, but remain under direct supervision. Students will evaluate images and perform tasks to understand image production while in the clinical setting. Students are expected to participate in "Class Day" activities scheduled on the MCC campus. These activities count as clinical attendance and will further evaluate the student's progress as a radiologic technology student. The learner is placed in clinical sites by the clinical coordinator and will be supervised and evaluated by clinical faculty.

**Course Objectives and/or Competencies:**

The student will:

1. Support the profession's Code of Ethics and comply with the profession's Scope of Practice.
2. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in areas of patient care and professional relationships.

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3. Provide appropriate patient education for all examinations performed.
4. Provide for basic patient care, patient comfort, and anticipate the needs of the patient.
5. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience.
6. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures.
7. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience.
8. Evaluate images with regard to technical quality in the areas of radiographic quality, positioning, centering, patient motion, and processing as appropriate for the student's level of training/experience.
9. Demonstrate appropriate knowledge and skills relating to medical image processing.
10. Practice established principles of radiation protection for themselves, patients, and hospital staff.
11. Describe the anatomy and anatomical relationship of the parts of the following systems:
  - A. gastrointestinal
  - B. genitourinary
  - C. biliary
12. List the correct central ray locations and choose the correct image receptor for the exam
13. Discriminate between technically satisfactory and unsatisfactory radiographs in relationship to motion, brightness, contrast, centering and overall positioning of body parts.
14. Be able to obtain diagnostic studies of the following:
  - A. cardiac series/esophagram
  - B. upper GI
  - C. small bowel series
  - D. barium enema
  - E. intravenous pyelogram
  - F. gallbladder
  - G. retrograde pyelogram
  - H. cystogram
  - I. hysterosalpingogram
  - J. myelogram
  - K. tomogram
15. Properly prepare the required contrast media.
16. Properly drape and gown patient for exam.
17. Recognize patient reactions to contrast media and respond appropriately.

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18. Obtain at least five competency evaluations on examinations of the upper GI, colon, and IVP. After the first competency exam in each category (selected by the student), the four remaining exams may be assigned by the clinical preceptor.
19. Set technical factors for GI/GU studies.
20. Demonstrate knowledge of preparation for I.V.'s.
21. Demonstrate knowledge of location and uses of emergency equipment.  
packages, maintaining the sterile field, and assisting in set-ups.
23. Employ correct infection control procedures.
24. Monitor patient vital signs and recognize symptoms of patient reactions.
25. Observe examinations in which he or she is not an active participant.
26. Keep accurate records of examinations performed and observed on the forms provided by the instructor.
27. Monitor radiation exposure monthly
28. Report to clinical duty promptly.
29. Display attention to duty regarding output, performance and time utilization.
30. Exhibit self control and composure in stressful situations.
31. Display honesty and integrity in the performance of clinical duty.
32. Provide a good quality of work by:
  - A. displaying the ability to follow instructions.
  - B. organizing and completing work.
  - C. working independently when appropriate.
  - D. recognizing and attending to the needs of the patient.
  - E. recognizing his or her own limitations.
  - F. exercising proper judgment.
  - G. observing and reporting appropriately.
33. Display an eagerness to learn.
34. Exhibit cooperation, loyalty, ambition, and courtesy.
35. Accept constructive criticism.
36. Maintain a neat and professional appearance.
37. Teach fellow students new skills.
38. Aggressively pursue request for radiographic examinations

**NOTE:** The student will be evaluated on the objectives listed above by utilization of the forms that follow. Careful attention should be paid to these forms as they will be used to determine the student's grade in the course.

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## **Radiographic Image Evaluation:**

As a part of the clinical rotation experience, the student will be expected to present radiographs to faculty and peers. Items to be detailed by the students are image identification, anatomy, positioning, positioning aids, radiation protection and radiographic quality. Radiographic image evaluations will take place on a regular basis in formal sessions in the campus lab and or classroom.

## **OBJECTIVES: RADIOGRAPHIC IMAGE EVALUATIONS**

Given routine radiographs, the student should be able to:

1. Identify selected normal anatomy from any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
2. Identify any routine radiographic position (including part-IR references, centering points, IR size, and CR angulation) that has been previously covered in the classroom or positioning laboratory.
3. Determine the diagnostic value of any standard radiographic position that has been previously covered in the classroom or positioning laboratory.
4. Identify and describe how to correct common positioning errors on any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
5. Identify common radiographic artifacts.

## **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.

## **Course Outline or Schedule:**

A detailed campus clinical schedule and the semester clinical rotation assignment will be provided in Brightspace.

## **Student Holidays:**

Labor Day September 4

Thanksgiving Break November 22 - 25

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## Clinical Days: Mondays, Wednesdays, & Fridays

Shift / Break	Hours
Day Shift	8:00 am – 2:30 pm
Evening Shift	2:30pm – 9:00 pm
Meal Break	30 minutes

Course Assessment	Weighted Grade Percentage
Clinical Evaluation	50%
Campus Clinical	40%
Exam Competencies (10)	100%
Total Course	100%

## EVENING ROTATION

Imaging services are provided to the community twenty-four hours a day, seven days a week. Evening rotations provide the student with the opportunity to gain experience in trauma radiography, as well as continuous care of the inpatient population.

All students are expected to participate in evening rotations in order to gain this experience. Clinical assignments will correlate with the student's didactic background and curriculum. To fulfill this requirement students evening rotations will consist of two consecutive clinical weeks in the trauma/inpatient setting for the semester. Two-week rotations in the summer will total approximately 64 clock hours; fall and spring rotations will total approximately 54 clock hours maximum.

Students participating in evening rotations must be appropriately supervised (student to qualified staff ratio of 1:1). The student will be allowed and encouraged to complete clinical competencies on this rotation.

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Any scheduled class days or other on-campus activities will follow the same attendance requirements as clinical. Attendance consequences will be enforced as outlined in the student hand book.

## **Course Grading Information:**

### **Grade Scale:**

90-100      A

80-89        B

75-79 C

**\*60-74 D**

**\*Below 60      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 without a decimal point. Brightspace has been setup to round up grades that are .5 up to .9. Grades that fall at .4 down to .1 will not round up. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

### **Clinical Competency Exams**

The Radiologic Technology program is competency based. Students are required to demonstrate competency in the laboratory before attempting competency testing in the clinical setting. As the student progress through the didactic education and laboratory practice, they are assigned a specific number and type of competencies to complete each semester. In order to be declared clinically competent, students must successfully complete a minimum number of competency exams for each designated procedure as indicated in the following paragraph. Students receive a copy of a competency profile in the first semester in order to help them track their own progress. Clinical preceptors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

### **Clinical Competency Grading Guideline:**

Competencies prove that a student is performing well in the clinical environment. Failure to complete the required competencies for any semester will result in a point deduction. Competency values will be calculated according to the number required for a semester.



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Example:

**RADR 1260-** 10 competencies for the semester at a value of 10 points each will give the student a 100 for a competency grade provided that the student attains all 10 for the semester.

**RADR 1261-** 20 competencies for the semester at a value of 5 points each will give the student a 100 provided that all 20 are completed.

Etc. for the following semesters

**Failure to Complete the required number:** If a student fails to complete the required number of competencies for that semester, lab simulations may be an option to attain the required number, BUT only at half the value of the competency. If, while performing lab simulations, the student does not perform to standards, points will be deducted from the half value of the comp.

## Competency Requirement Progression

As the student progresses throughout the program, the number of competency exams will change. The complete progression can be found in the Radiologic Technology Student Handbook.

By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 36 mandatory procedures and at least 15 different of the 34 elective exams as designated by the ARRT. To complete this program, all 36 mandatory and at least 15 different elective ARRT competencies **MUST** be completed. Any student failing to complete the ARRT competency list by RADR 2360 semester end, they will receive an “I” (incomplete) for that course, which will make them ineligible to graduate or take the ARRT registry exam for licensure.

Numerous clinical rotations are assigned to ensure completion of the required comps. It is the responsibility of the student to maintain their competency count and needs for completion. If it is determined that a student has too many comp deficiencies, their rotation through RADR 2360 summer modalities could be modified to allow them additional opportunities to complete necessary comps.

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RADR 1260 Clinical I Complete 10 competency exams from the chest and abdomen category.

RADR 1261 Clinical II Complete 20 competency exams from the chest, abdomen, extremities.

RADR 1460 Clinical III Complete 30 competency exams from all categories.

RADR 2266 Practicum I Complete 20 competency exams from all categories.

RADR 2267 Practicum II Complete 30 competency exams from all categories.

RADR 2360 Clinical IV Complete 10 competency exams and any other exams needed for the ARRT competency requirements.

## **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 all course material and competencies to be successful.

Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of 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 of the course 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

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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.

## Simulation Lab Competencies for ARRT

Competency exams in an actual clinical setting provides the best learning experience, but in certain situations, simulated exams in the lab are necessary. Lab simulations are not intended to be an easy replacement for competencies not performed in the clinical setting. Therefore, only simulations performed during the last 30 days of a student’s graduation year will be an acceptable substitute for actual clinical competencies

If a student fails to complete the required number of competencies, lab simulations may be an option. **The student will earn half the value of the competency. Lab simulations will not be allowed if the student misses opportunities and does not communicate competency needs with the clinical site.** The clinical preceptor may be contacted to verify the student communicated competency needs and attempted competencies when exams were available. Lab simulations will be at the discretion of the clinical coordinator or program director.

A simulated competency will be performed to meet the semester competency count goal. Any simulation performed in this semester will not count toward the ARRT requirements

## Dosimeter Records

Dosimeters are assigned at the beginning of the student’s program year for the duration of the 24-month program. Each month, the reading will be electronically downloaded as a permanent exposure record for each student. An app is available for this purpose or other electronic transfers can be arranged if needed. The student will wear their dosimeter at the collar level when attending clinical and procedures lab. Proper care of the dosimeter is the responsibility of the student. Dosimeters can be permanently damaged if not cared for properly.

Proper care includes:

- Do not allow dosimeter to overheat by leaving in a hot car.
- Do not immerse dosimeter in water.
- Do not allow dosimeter to freeze.

A lost or damaged dosimeter must be reported immediately to the clinical coordinator or the program director for replacement at the student’s expense.

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**Dosimeter readings are expected to be below 20 mrem monthly. If you should see an exposure reading of 20 mrem or more in any one month, please email Meredith Brown.**

## **Late Work and Make Up Work Policies:**

All quizzes included as a weighted grade are expected to be completed by the due date. Extenuating circumstances such as a medical emergency may allow a student to submit without penalty, but is at the discretion of the professor. Documentation may be requested by the professor.

**Students will record a note in E\*Value when clocking in late or leaving early. This is in addition to contacting the clinical coordinator.** Clocking in late from lunch does not fall in the category of being able to utilize occurrence capabilities but is still considered a tardy. It is understandable that a student may be late from lunch upon occasion due to the needs of the imaging department. It is required that the student leave a note with a short explanation with a late clock in from lunch. Excessive late clock in times from lunch may result in verification with the site of the frequent lunch tardiness.

All punctual arrivals indicating late due to a technical issue or unavailable computer are required to have a tech verify by sending the clinical coordinator an email. If it is determined the student's reasoning for clocking in late was untruthful, the student will receive relative attendance point deductions and be reported to the college for academic dishonesty. In addition, the student will jeopardize his/her position in the program.

## **Clinical Absences Policy**

- 1) contact the clinical coordinator** by office phone or office email
- 2) contact the clinical site** to inform them of your absence.

## **Consequences:**

The following is a breakdown of how an absence will affect your **FINAL GRADE**.

- 1 day of absence = 0 (which may be saved and taken at end of semester)
- 2 days of absence = 5 point deduction from **FINAL GRADE**
- 3 days of absence = 10 point deduction from **FINAL GRADE**

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- 4 days of absence= 15 point deduction from **FINAL GRADE**
- 5 days of absence= 20 point deduction from **FINAL GRADE**
- 6 days of absence= 25 point deduction from **FINAL GRADE**
- 7 days of absence= below passing- removal from program

Absences that have exceptions to the above rules can be found in the Radiology Technology Student Handbook.

## Clinical Tardy Policy

Students are expected to report to their assigned clinical areas on time. A tardy constitutes **ANY** time after the pre-designated start time for the clinical rotation up to a 10-minute window. When the student is going to be tardy, **the following procedures must occur:**

- 1) contact the clinical coordinator** by office phone or office email immediately
- 2) contact the clinical site** to inform them of your expected arrival time.
- 3) record a comment** in the notes area of E\*Value.

## **Tardies accrue throughout the duration of the program, not per semester.**

In the event that a student arrives to log into E\*Value and only then realizes it is after their designated start time, **the following procedures must occur:**

- 1) contact the clinical coordinator** by office phone or office email right away
- 2) record a comment** in the notes area of E\*Value.

Contacting the clinical site does not excuse the student for being late. It simply is professional courtesy.

## **Consequences:**

### **Within 10-minute window:**

1<sup>st</sup> - 3<sup>rd</sup> Tardy -No consequence with proper notification

\*A courtesy email may be sent to warn student of the future tardy consequences but failure to receive a warning has no bearing on the outcome of

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an additional tardy. **It is the responsibility of the student to contact the CC in the event that they clock in tardy.**

4th Tardy - The student is removed from the program.

## **Beyond 10-minute window:**

An absence will be charged for students arriving after the 10-minute window (refer to “Clinical Absence Policy” above) **unless** the student contacts the clinical coordinator **before** exceeding 10-minute tardy window with the intent to take an occurrence (refer to the “Clinical Occurrence Policy” below).

## **Clinical Occurrence Policy**

An “occurrence” is an option for the student to take a two consecutive hour window of scheduled clinical time to accommodate any planned or unplanned circumstances outside of your control.

When the student is going to be tardy, **the following procedures must occur:**

- 1) contact the clinical coordinator** by office phone or office email PRIOR to taking the occurrence
- 2) contact or inform clinical site** of your time to be missed.
- 3) record a comment** in the notes area of E\*Value.

## **Consequences:**

### **Within allowed 2-hr window:**

2 (two) points will be deducted from the **FINAL CLINICAL GRADE** for each occurrence.

**EX:** If a student has a need to leave within two hours before their scheduled time to leave, it is considered an “**occurrence**”.

**EX:** If a student has an outside appointment that requires they arrive within a two hour window of reporting time, it is considered an “**occurrence**”.

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**EX:** If a student has the need to leave clinical in the middle of the day and return within the two hour window, it is considered an **“occurrence”**.

## **Exceeding 2-hr window:**

An absence will be charged if a student exceeds the allowed 2-hr window for an occurrence (refer to “Clinical Absence Policy” above).

## **Failure to Notify**

Failure to notify the clinical coordinator and clinical site as outlined in the attendance policies above will result in an **unexcused absence and 10 points** will be deducted from the **FINAL CLINICAL GRADE** each time and in addition to the point deduction for the absence accrued at the same time.

The acceptable forms of communicating with clinical coordinator to take a tardy, occurrence, or absence, is by office phone and/or office email. Upon occasion, a student may need to contact the clinical coordinator’s cellphone. Contacting the clinical coordinator by cellphone should only be done when information is imperative and time sensitive. If information regarding missed time from clinical is discussed via cellphone relating to an absence, tardy, or an occurrence, the student **MUST** still follow the policy for reporting. (See absence, tardy, and occurrence policies). If the student does not follow the policy, he/she may be charged with a failure to notify, absence, or other ramifications as outlined in the Radiologic Technology Student Handbook and/or syllabus.

### **Example 1:**

A student is assigned to report at 8:00am. The student called the clinical coordinator’s phone and left a voicemail before 8:00 am to explain the situation, requesting an occurrence. The student is also **required** to post a note in E\*Value when they clock in with relevant information and the method of correspondence used (voicemail, email). When notifying the clinical coordinator via voicemail or email, explain the situation and leave the request for a tardy, occurrence, or absence. (Example: I had a flat tire and left a voicemail of my requested occurrence). The student should be clocked in and ready to work by 10:00 am. Two points will be deducted from their final clinical grade for the occurrence.

### **Example 2:**

A student thinks that they will not be late but then notices when they clock into E\*Value the clock-in time is 8:01. This is considered a tardy and proper notification is required as well as a

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note in E\*Value as to what correspondence was sent to the clinical coordinator. (voicemail message or email) Based on the number of previous tardy arrivals, the student may wish to take an occurrence rather than risk too many tardies that would warrant removal from the program.

## **Example 3:**

A student is assigned to report at 8:00am and but arrives at 8:15. The student did call so an absence will be recorded since they arrived after the 10 minute window, unless the student requested an occurrence. The absence will be charged to the student whether they stay at clinical all day or not, and will be included in their semester absences. Had the student not called to request an occurrence or notify the clinical coordinator of their late arrival, an additional 10 points will be deducted from their **final grade** due to “Failure to notify”.

## **Contact Information for Clinical Coordinator:**

Michelle Morphis, MBA, RT (R)  
254-299-8584 Office Phone  
[mmorphis@mclennan.edu](mailto:mmorphis@mclennan.edu)

**Note:** When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

## **Clinical Time Tracking**

Students are expected to keep accurate records of the time in clinical. Students will document their time electronically through the use of the E\*Value system. Attendance will be monitored by the clinical coordinator on a periodic basis.

## **E\*Value Time Tracking**

Students using the Time Tracking program of E\*Value will use the name of the clinical coordinator (Michelle Morphis) as the Time Tracking supervisor. This will allow more consistent and accurate record keeping. Students must use the designated computer provided for E\*Value clock in and clock out. No use of any other type of electronic device is permitted. IP addresses are checked frequently to ensure that students are using the appropriate computer. If it is determined that a student is using their cell phone or come other electronic device to clock in and out, this is considered falsification of records and a 2 day suspension for the first offense will be given. A subsequent infraction will result in removal from the program.



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The faculty of the program views the clinical time documentation as a binding contract between the student and the program. **Falsifying any documentation (written/electronically) in any manner is unethical and will result in dismissal from the program.** Students who are dismissed from the program for falsification of records will not be allowed to return to the program.

## **E\*Value Technical Issue Procedures**

If at any time a student experiences technical issues or forgets to clock in or clock out at the start of the day, end of day, before or after meal break **the following procedures must occur:**

- 1) Contact the clinical coordinator via email with details
- 2) Ask the clinical preceptor or a staff technologist to email clinical coordinator verifying your time/attendance for that day and verifying the details

Frequent incidents that are accessed to be oversights by the student could result in a 2 point deduction from the final semester grade. Time tracking will be checked frequently so being forthcoming and honest is the best way to handle such incidences. Any attempts to avoid this deduction by not reporting it, could mean a student will incur a tardy or an absence and the penalties that go along with them.

## **Missing in Action**

Students will not leave the clinical site anytime during the scheduled clinical shift without notifying the clinical preceptor, clinical supervisor or immediate supervising technologist, the clinical coordinator, and properly documenting in E\*Value time-tracking. **Failure to comply will be considered falsifying documentation and will result in dismissal from the program**

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

Students are expected to maintain a professional demeanor that includes respect for other students, technologist, hospital staff, 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 adults and are expected to act appropriately. Behavior that is disrespectful or disruptive will not be tolerated; any student who is asked to leave a clinical facility will be removed from the program.

A written deficiency notice in the areas of knowledge, skills, attitude, reliability, dependability, tardiness, or attendance will lead to academic probation. Failure of the student to abide by the

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terms of this academic probation will lead to failure of the course and may lead to withdrawal from the radiologic technology program. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Regular and punctual attendance is expected of all students, and a complete record of attendance will be maintained for the entire length of each course.

Students will be counted absent from clinical missed, beginning with the first day of clinical. 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. If inappropriate behavior continues, a report will be filed with the Grievance Committee in Student Development.

## Electronics/Mobile Devices Policy

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.

Cellular phones must be silenced during class and lab. Cell phones or other smart devices may not be brought into testing areas.

These are a convenience to us all, and we understand that a case might arise to need to be contacted regarding emergencies with family, children, day cares, etc. Due to those emergent notification situations, students are allowed to keep their cell phones with them at the clinical sites, but, they are **not** to be out in the clinical or patient areas at any time. Please keep all devices silenced or turned off while at clinical so there is no temptation to sneak a peek. You may use them in lounge areas of the facilities (if that facility allows such) when you are at lunch and/or on break. No other time!

## Emergency/Personal Phone Calls

*If there is an emergency, your families may contact the clinical site. Please make certain that families are informed of your clinical rotation and the appropriate phone numbers*

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Smart watches, being an extension of your cell phone, are **not** permitted while you are participating in your clinical rotations. (A “smart” watch is defined as any watch or watch-like device that performs any of the following tasks similar to your cell phone: receiving or placing calls or texts, recording audio, accessing applications, taking pictures or videos, etc.)

## **Ramifications of cell phone or smart watch use at a clinical site:**

1st infraction- written and verbal warning

2nd infraction- 1-day suspension from clinical 3rd infraction- 2-day suspension from clinical

These suspensions will count as absences, so this will affect your clinical grade with the appropriate absence policy point deductions.

4th infraction- Removal from the program

This is policy will be strictly enforced and the clinical site supervisors are aware of this policy. Please don't let something such as cell phone use jeopardize your position in this program.

## **Social Media**

HIPAA is Federal law passed by Congress in 1996 imposed to protect patient health information. Students who post clinical or patient information on social media sites run the risk of violating HIPAA. At no time should a student post any patient, clinical or medical information on any social media site. Some clinical sites have software to detect social media postings and students who are found to be in violation of posting anything regarding clinical. Sharing of any medical information on any social media outlet could be considered a violation of HIPAA resulting in dismissal from the program and possibly a fine and/or jail time.

**[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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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.