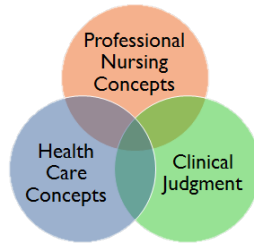# MCLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Texas Concept-Based Curriculum
McLennan Community College
ADN Program
RNSG 1137.001 – Professional Nursing Concpets III

SUSAN GOSS, PhD, RN

AMANDA SANSOM, DNP, RN

JENNA WARF, MSN, RN

NOTE: This is a 16-week course.
NOTE: This is a Face-to-Face course.

AN EQUAL OPPORTUNITY INSTITUTION   FALL 2023

Course Description:

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, and teamwork and collaboration. Introduces the concept of quality improvement, health information technology and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

Semester Hours: 1 (4 lec).

Prerequisites and/or Corequisites:

Prerequisites: RNSG 1126, RNSG 1533, RNSG 2362, and BIOL 2420.

Corequisites: RNSG 1538, RNSG 2363, and PSYC 2314.

Course Notes and Instructor Recommendations:

1. Students must demonstrate competency in the use of learning management system (LMS), Brightspace, to access, read, and respond to various course components within LMS.
2. Concept syllabi and diagrams from the Texas Concept-Based Consortium (CBC) will be posted to LMS in respective folders.
3. Other supplemental learning materials may be posted to LMS at the discretion of each professor.
4. Students should monitor LMS and student e-mail daily for announcements or notices to avoid missing time-sensitive or important messages.
5. A student's failure to read official communications sent to the student's college assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
6. Students must demonstrate basic computer competency in Microsoft Office software for all written assignments.
7. Students should always keep a backup electronic or hard copy of their submitted work.
8. It is the student's responsibility to have copies of all work submitted.
9. All written work becomes the property of the program and may not be returned to the student.

10.   Electronic devices in the classroom are for course and classwork only. Students using social media or other internet websites while in class but not related to course or classwork will turn the device off, and may be asked to leave the learning environment.

Instructor Information:
Instructor Name: Dr. Susan Goss, RN, PhD
MCC E-mail: sgoss@mclennan.edu
Office Phone Number: (254) 299-8744
Office Location: HPS 162
Office/Teacher Conference Hours: Tuesday 1200-1400, Wednesday 1300-1500, Thursday 1200-1300

Instructor Name: Dr. Amanda Sansom, RN, DNP
MCC E-mail: asansom@mclennan.edu
Office Phone Number: (254) 299-8486
Office Location: HPN 231
Office/Teacher Conference Hours: Monday 0800-1000; Tuesday 0800-0900, 1200-1400

Instructor Name: Jenna Warf, RN, MSN, VA-BC (Team Leader)
MCC E-mail: jwarf@mclennan.edu
Office Phone Number: (254) 299-8359
Office Location: HPN 225
Office/Teacher Conference Hours: Monday 0900-1000, 1300-1430; Tuesday 1200-1430

Required Text & Materials:
Books:
HESI Comprehensive Review for the NCLEX-RN Examination (7th ed.). (2022). St. Louis, MO: Elsevier.

Silvestri, L. A. (2022). Saunders Comprehensive Review for the NCLEX-RN Examination (9th ed.). St. Louis, MO: Elsevier.

Zerwekh, J. & Zerwekh Garneau, A. (2022). Nursing Today: Transitions and Trends (11th ed.). St. Louis, MO: Elsevier.

Websites:
ADN Student Handbook: 2023 Fall ADN Student Handbook approved.pdf (mclennan.edu)

Elsevier: Evolve: Elsevier Education Portal | Evolve

Highlander Guide: 2023-24 General Catalog & Highlander Guide (mclennan.edu)

Materials
Earphones/Earbuds (for HESI Examinations)

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

Methods of Teaching and Learning:
Theory consists of lectures, class discussions, case studies, group projects, written reports/papers, exams, quizzes, simulations, discussion boards, and tutorial software. Refer to the course calendar and LMS for specific dates, times, and assigned activities. Each student is expected to come to class prepared to participate in the class presentation and therefore is expected to have completed assigned reading prior to class. See curriculum outline in the ADN Student Handbook for courses and hours.

The Faculty: Expectations are that the student will be a self-motivated learner and by the end of the semester will have met the learning objectives, transitioning to successful program outcomes. The faculty will provide a context and environment that supports thoughtful curriculum that guides investigative self-learning. The faculty expects student preparation and active involvement in the learning environment. Teaching strategies are designed to stimulate critical thinking and active classroom learning. Examples include interactive lecture, course readings, class discussion, case-studies, pre-class or post-class assignments, and research findings.

The Students: Students will commit to an environment of full class participation taking an active role in the learning experience by completing assignments, participating in class discussions, being actively involved in group activities such as projects and presentations, related to current and previously mastered content. The students will be expected to perform, discuss, communicate, and present themselves in a professional manner always.

Course Objectives and/or Competencies:

Upon completion of this course the student will:

1. Discuss the scope of practice in professional nursing roles. (SLO# 3, #5, #7)
2. Incorporate clinical reasoning and evidenced-based practice outcomes as the basis for decision-making and providing safe patient-centered care. (SLO #1)
3. Identify the legal-ethical parameters for professional nursing practice as related to selected exemplars (SLO #5).
4. Manage health information technology to support decision-making and improve patient care within delivery systems (SLO #2).
5. Demonstrate principles of leadership/management, including delegation (SLO #4, #6).

End-of-Program Student Learning Outcomes (SLOs)

The graduate will be able to:

1. Use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient-centered care.
2. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice.
3. Promote safety and quality improvement as an advocate and manager of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.
5. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrate knowledge of delegation, management, and leadership skills.
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

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.

Attendance:

Role will be recorded daily on Brightspace at the beginning of class and possibly again at the end of class time. Role will also be taken again on Monday afternoons after lunch. It is the student's responsibility to notify the instructor if they are late to class and want a late attendance recorded. Students are expected to be in class, on time. For security reasons, the doors to the classroom will remain locked from the outside and will remain locked after class starts. If the student cannot be in the classroom by the time class starts, they must wait until break-time to enter class. If the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave the classroom. Since the doors are locked from the outside, the student will not be able to come back into the class. The students' cooperation is required and appreciated. Students will be allowed entry/re-entry into class at break times.

If the student has an excused absence, proper documentation must be submitted upon return to class. Failure to do so may result in a 0 for any missed assignments and unexcused absences recorded in the attendance record. However, if an unexcused absence occurs on an exam day, the ADN Missed Exam Policy will be followed.

MCC Health Professions Attendance Policy:

Purpose: In Health Professions programs, regular class attendance is expected as a demonstration of professional workplace behavior and late arrival and/or early departure is considered as absenteeism. Students, whether present or absent, are ultimately responsible for all material presented or assigned in the classroom and will be held accountable for these materials in determination of their grade. Absences from didactic classes prevent the Health Professions student from receiving full benefit of the course, diminish the quality of group interaction in the classroom setting and may interrupt progression in the program.

Policy: A McLennan Health Professions student in a didactic course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in

College policy B-II. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Students are responsible for any work missed regardless for the cause of absence, as indicated in the institutional attendance policy. The student must initiate conversation with the instructor in a timely fashion, as defined by the program, and complete work according to timelines established with each course instructor.

Example of how the attendance policy applies to courses in the ADN Program. 15% of classes means that a student in a Health Care Concepts or Professional Concepts course can miss only the following number of classes without a qualified excuse before being dropped by a professor: During the fall and spring, a student in the Professional Nursing Concepts courses can miss only 2.4 classes and will be dropped after missing the 3rd class day. During the fall and spring, a student in the Health Care Concepts courses can miss only 4.8 classes and will be dropped by the professor after missing the 5th class day.

Course Outline or Schedule:
Clinical Judgment
- Urgent/Emergent Situations (hemorrhagic)
- Prioritization of Care
- Patient Advocacy
- When to Contact Physician or Other Health Care Provider

Communication (within other concepts)
Ethical and Legal Practice
- Ethical Dilemmas
- Ethical Principles
- Advanced Directives

Evidence-Based Practice
- Best Practices and Standards (related to course content)

Healthcare Organizations
- Access to Healthcare
- Diagnostic Related Grouping (DRG)
- Primary Care
- Secondary Care

- Tertiary Care
- Emergency Preparedness
- Resource Utilization
  - Allocation of Resources
  - Cost Effective Care
- Nursing Care Delivery Systems
- Just Culture

Health Information Technology
- Point of Care
- Computer Based Reminder Systems
- Clinical Decision Support Systems
- Tele-health
- Alarm (Alert) Fatigue
- Legal Aspects
- Cybersecurity

Patient-Centered Care
- Scenarios Related to Course Content

Professionalism
- Commitment to the Profession

Quality Improvement
- Regulatory Agencies
  - Centers for Medicare & Medicaid Services (CMS)
  - The Joint Commission (TJC)
  - Institute of Medicine (IOM)
  - Quality and Safety Education for Nurses (QSEN)

Safety
- Hand off Communication
- Fatigue (compassion and physical)
  - Nurse
  - Caregiver
- Self-Care

Teamwork & Collaboration
- Case Management

Course Grading Information:
Grading and percentages for RNSG 1137:
Discussion Boards x 2: 30%
Case Studies x 2: 30%
APA Quiz: 5%
HESI Exam: 10%
Professional Paper Draft: 5%
Final: Professional Paper: 20%

ADN Grading Scale:
90 – 100 = A
80 – 89 = B
75 – 79 = C
65 – 74 = D
Below 65 = F

Withdrawal from Nursing Courses: Due to the inter-relationship of nursing courses taught each semester, if a withdrawal from one nursing course is necessary, the student must withdraw from all nursing courses. Each semester's nursing courses are concurrent courses. A student with a failure in a nursing course that is granted re-admission to the program and the failed semester is required to take all the related courses for that specific semester. At no time, may a student take only the theory course(s) or clinical course(s) independent from the related courses.

ADN Examination Policy:
1) Nursing exams will be administered on-campus using Exam Soft, Brightspace, or Evolve e360/HESI in a proctored setting.
2) Students with disabilities may request special examination accommodations as outlined in the general McLennan Community College catalog.
3) Students are expected to take all exams on the scheduled dates and times as indicated on course calendars or in course instructor plans. There are no make-up exams. The ADN department reserves the right to make changes in the scheduling of exams in order to meet unexpected circumstances that might occur.

a) If a student is unable to take a scheduled exam, the student must contact a course faculty or theory advisor per MCC email, prior to the exam start time.

    i) In Healthcare Concepts Courses (RNSG 1430, 1533, 1538, 2539, 1324), the final exam grade will replace the missed exam grade.

    ii) Ten points (10) will be deducted from the missed exam grade for failure to notify a course faculty or theory advisor per policy (3a).

    iii) In a Healthcare Concepts Courses (RNSG 1430, 1533, 1538, 1324, 2539), if a student is unable to take the scheduled final exam, regardless of the reason, and has missed an exam during the semester, a zero will be recorded for the missed exam.

    iv) The student must take the missed comprehensive final exam and earn a passing course grade to progress in the program.

    v) The student may only miss one-unit exam within the semester.

4) The proctor is not allowed to answer any questions regarding content.

5) Notify the exam proctor if computer hardware or software problems occur.

6) Exam grades from ExamSoft will be entered into the Brightspace gradebook. The final course grade is calculated by the Brightspace gradebook system and grades are delivered to students by Brightspace gradebook, exclusively.

7) Exam grades will be made available to students in the Brightspace gradebook after exam analysis is complete. The desired time frame for completion of exam analysis is within 72 hours, unless there are extenuating circumstances.

8) This is a proactive program that believes in supporting the success of every student. Therefore, each student, regardless of exam score, will be required to complete all assigned individualized remediation for exams, including any HESI exams, unit/concept/module exams.

    a) If remediation is not completed in a timely manner (by the date assigned by course faculty), consequences will be imposed including any ONE of the following approaches to be determined by the teaching team for each course:

        i) Zero on remediation quiz grade. If a quiz grade is given for remediation assignments, a zero (0) will be awarded for the quiz grade immediately following the due date – no late assignments will be accepted.

        ii) Reduction in overall quiz/assignment grade. If faculty elect to provide a "completion" grade for students completing remediation, those grades will add up to an assignment grade. Missing or late remediation will result in a reduction in the final grade associated with that assignment.

iii) Point Deductions of up to 10% per day following the due date on the applicable exam/final exam.

iv) Consequences will accrue until the remediation assignments are completed. Refer to the course instructor plan or syllabus for the course-specific plan for each exam and subsequent remediation.

Exam Administration:

1) Students will be given 2.0 minutes per exam item.

2) A standardized testing environment will be maintained in all courses. Failure to follow exam regulations or the instruction of the exam proctor will be cause for immediate dismissal from the examination room and the exam process. The following regulations are designed to help ensure such an environment:

a) All examinees should begin testing at the same time in each testing site.

i) Exception for students with ADA exam accommodations. Course faculty will advise students about exam start time according to testing center accommodation availability.

b) Examinees arriving to the exam room after the scheduled exam time will follow the missed exam clause above.

c) No communication is permitted between examinees while taking the exam; examinees are expected to complete the examination independently.

d) Food and drink, gum, candy, lip balm, medications, and removable medical devices are prohibited at the examinee's computer station during the exam.

i) An area will be provided for medical devices to be stored inside the exam room, with prior approval.

ii) Examinees must declare medical devices, special needs, or accommodations to course faculty prior to the first exam.

e) Examiners may bring two writing utensils into the examination room.

f) Examinees are not allowed to bring any additional materials with them to the examination site, including personal calculators.

g) Scratch paper, earplugs, and tissue will be provided by the exam proctor:

i) Examinees' name and exam dates will be written on all scratch paper provided.

ii) Examinees may not write any information (except name and date) on the scratch paper until after the exam password has been given.

iii) Scratch paper will be returned to the proctor before exiting the examination room.

   iv) Scratch paper will be collected and destroyed upon completion of the exam.
h) Personal items are not allowed in the immediate testing area. Faculty will determine the appropriate placement of personal items (e.g., in the front of the room, out in the hall, in the administrative area, conference room, or in a personal vehicle) based on the physical environment. Students found with any non-medical/not approved by Title IX and Accommodations personal items (other than medial assist devices that are approved through the Title IX and Accommodations Department) with or near them while taking a test, reviewing rationales, or completing testing uploads will be subject to the consequences under the academic integrity policy, including receiving a grade of zero "0" for the exam. Personal items not allowed to be near the student during testing include, but are not limited to:

   i) Cellular/mobile/smart phones/PDA- electronic devices must be powered OFF.
   i) Cameras of any kind ii) Any electronic devices
   iii) Jump Drives
   iv) Pagers/Hand-held computers
   v) Bags/Purses/Wallets 132
   vi) Back packs
   vii) Watches including Smart watch viii) Activity/Fitness Trackers (i.e. Fitbits)
   ix) Books/Study Materials
   x) Medical aids/devices (see above- must be approved by Title IX and Accommodations officials and noted in the student record
   xi) Sunglasses, hats, visors, or hooded clothing will not be worn during an exam.

3) Exams may cover material from previously mastered levels. For example, dosage calculations, growth and development, pharmacology, and communication, and any concepts/exemplars may appear in subsequent exams as "pulled forward" information.

4) The ExamSoft program allows individual review of missed rationales, one time only, immediately following the exam.

  a) Students scoring < than 75% in any nursing course must schedule an appointment with a Theory Advisor or Student Success Coach within 5 business days to review the strengths and weaknesses report. The appointment must take place within two (2) weeks (see Exam Administartion #6). See course IP/Syllabus for specific steps.

   i) Theory advisors may refer students to a Success Coach

  b) Students scoring > than 75% may schedule an appointment with the theory advisor to review the strengths and weaknesses report.

i) All students will be required to complete cohort and/or individualized concept-strengthening enrichment assignments (remediation) after exams based on exam strengths and opportunities reports. Failure to complete the individualized enrichment assignments/remediation will result in consequences detailed above (in Exam Policy 8.a.) and in the course IP/Syllabus.

5) Faculty will monitor each report review following the guidelines for standardized testing environment (explained above).

6) Individual report reviews (with theory advisor or Student Success Coach) must be completed within the timeframe detailed in the instructor plan/syllabus for each course and no more than two (2) weeks of the original exam date. After two weeks, no further review will be allowed.

7) All exams are the property of the nursing program.

8) Students are prohibited from disclosing or discussing with anyone, information about the question items or answers seen on examinations (this includes posting or discussing questions on the Internet and social media websites).

a) Students are prohibited from navigating outside of the testing/rationale program while in the testing room. When the test has ended, the student must show the faculty that the exam is complete, exit the platform, and log out of the computer. No internet browsing, emailing, or messaging allowed in the testing environment in the classroom, computer lab, or MCC Testing Center. There are no exceptions to this policy.

9) The McLennan Community College and Associate Degree nursing academic integrity policy will be enforced if any student is suspected of or commits academic dishonesty regarding exam items or answers.

a) This includes posting or discussing questions or answers in writing, by verbal discussion, by text, the Internet, social media websites, or other forms to share with other students, self, faculty, or success coaches.

Late Work and Make Up Work Policies:
Late Work:
If the professional draft and/or paper is submitted past the due date, it will have 10 points of the total points deducted per each calendar day that it is late. The discussion boards will be closed after the due date and will no longer be accessible for comments. The case studies and quiz will also be closed after the due date. The discussion boards, case study, and quiz will be unavailable after the due date and the student will receive a 0 in the grade book if the assignment has not been completed.

Make-Up Work:
Students are expected to take all exams on the scheduled dates and times as indicated on course calendars or in course instructor plans. There are no make-up exams. The ADN department reserves the right to make changes in the scheduling of exams in order to meet unexpected circumstances that might occur.

a) If a student is unable to take a scheduled exam, the student must contact a course faculty or theory advisor per MCC email, prior to the exam start time.

i) Ten points (10) will be deducted from the missed exam grade for failure to notify a course faculty or theory advisor per policy.

ii) The student must take the HESI Exam in the Testing Center.

Student Behavioral Expectations or Conduct Policy:
In order to preserve the honor and integrity of the academic community, McLennan Community College expects its students to maintain high standards of scholarly conduct. See Academic Integrity information at http://www.mclennan.edu/academic-integrity

Students and Faculty in the ADN Program are expected to abide by the Health Professions Professional Behaviors Policy (see ADN Student Handbook for more info).

Professional Standards: Behaviors:
ADN Students are expected to demonstrate professionalism in all settings by following the Health Professions Division's Professional Behaviors Policy and Program-specific processes related to professional behavior. The policy and related process information and forms are located in the Policies section of the ADN Student Handbook.

Professional Expectations:
1.   Be on time and remain throughout class. Arrive at least 10 minutes prior to class starting.
2.   Be in class every day and ready to learn. Should some unforeseen incident occur preventing your attendance, contact your advisor.
3.   Be a professional. Maintain a professional attitude and be positive. Maintain classroom civility which includes respect for other students and for the faculty. Civility is expected in all verbal and electronic interactions with peers, professors, and college administrators.

4.   Know your course expectations. Read your concept syllabi and course instructional plans, check your course calendar, the LMS (Brightspace), and MCC email daily.
5.   Collegiality: Be a positive and productive influence in your work/learning environment, communicating and working professionally, safely, and legally.
6.   Know your ethical responsibility to your chosen profession, and the public you will serve.
7.   Collaboration: As a professional you will collaborate with clients, their families, other professionals in the health career arena. Be positive, civil, open to new ideas, and research to promote the healing environment.
8.   Additional student behavioral expectations are in the ADN Student Handbook.
Reference:
Billings, D. M., Halstead, J. A., (2016). Teaching in Nursing: A guide for faculty. St. Louis, MO. Elsevier. 14:236.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

MᶜLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

disabilities@mclennan.edu 2542998122   Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

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

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

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

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

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

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

Backup Plan for Technology:

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

Email Policy:

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

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

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

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

Email on Mobile Devices:

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

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

- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

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

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

Disclaimer:

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