

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTRODUCTION TO RESPIRATORY CARE**

**RSPT 1371\_B002**

**AMBER HENDRICKSON**

**ERICA CORONADO**

**NOTE: This is a 16-week Blended/Hybrid course.**

**Course Description:**

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospitalization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation.

**Prerequisites and/or Corequisites:**

None.

**Course Notes and Instructor Recommendations:**

You will need a computer and Internet access daily. NOTE: You may need a webcam in the case of quarantine and/or need to isolate due to COVID. If your home computer becomes unusable for any reason, you will need a backup plan. You may use MCC campus computers or local library computers. Lack of computer or Internet access will not be a reason to accept late work.

**Instructor Information:**

Instructor Name: Amber Hendrickson, MSRC, RRT-ACCS

MCC Email: [ahendrickson@mclennan.edu](mailto:ahendrickson@mclennan.edu)

Office Phone Number: (254)299-8369

Office Location: HP # 131

**Office/Teacher Conference Hours:**

- Tuesday: 8:00 AM – 9:30 AM
- Thursday: 8:00 AM – 9:30 AM
- Friday: 10:00 AM – 12 PM

Instructor Name: Erica Coronado, BSRC, RRT

MCC Email: [ecoronado@mclennan.edu](mailto:ecoronado@mclennan.edu)

Office Phone Number: (254)299-8341

Office Location: HP 104

**Office/Teacher Conference Hours:**

- ❖ Monday & Wednesday – by appointment or via email
- ❖ Tuesday: 1:00 PM – 3:00 PM
- ❖ Thursday: 12:00 PM – 3:00 PM

**Required Text & Materials:**

Title: Mosby's Respiratory Care Equipment  
Author: J.M. Cairo  
Edition: 11<sup>th</sup>  
Publisher: Elsevier Health Sciences  
ISBN: 978-0-323712217

Title: Egan's Fundamentals of Respiratory Care  
Author: Kacmarek, Stoller and Heuer  
Edition: 12th  
Publisher: Elsevier Health Sciences  
ISBN: 978032381121

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

**Methods of Teaching and Learning:**

The methods to evaluate learning in this class include written exams, activities, quizzes, final exams, classroom, and online assignments. Each week's assignment will include:

**Objectives:**

Use the objectives as a tool to determine exactly what you should be learning from the readings and lectures. You should be able to address each of these objectives in your own words in self-testing and studying for the quizzes and exams.

**Reading Assignment:**

You will have a reading assignment each week. Be prepared to discuss what you've read.

**Lecture Slides or Camtasia (recorded lectures):**

The lecture slides (PowerPoint) and/or Camtasia should be used as a study TOOL, not to replace your readings. The recorded lectures provide a nice visual outline of the reading assignment for you to study after reading the assignments.

**Assignments:**

There will be assignments assigned as homework and/or in-class activities. These may consist of quizzes, blogs, etc. Unless noted, these assignments are meant to be done without collaboration with your classmates. Please pay attention to the online instructions regarding due dates and assignment instructions.

**Problem-solving activities** will be assigned during each class.

Study questions/objectives accompany each online lecture and/or video. As a prerequisite to completing your daily IRA and TRA quiz, the student must complete their answered study questions prior to class.

Participation in class discussions and problem-based activities will be possible only after mastering all study questions.

During class activities, teams will work together to solve new problems based on knowledge gained from the online lectures.

**Daily in-class Quizzes:**

- ❖ An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the online lectures. The quiz is a closed-book, secure exam. IRA scores are a component **(20%)** of the Daily Grades.
- ❖ Students will submit a **Team Readiness Assessment (TRA)** quiz during each class. Team members will work on this quiz jointly and submit the completed quiz for the entire group. Full, partial, or no credit will be given for each of the ten questions on the TRA quiz. Each team member will receive the same TRA quiz grade. TRA scores are a component **(10%)** of the Daily Grades.

The lowest IRA and TRA grades will be exempted. After this one exemption, missed quizzes, leaving after the quiz, using a phone during the quiz, or leaving class early will earn a zero. **NO EXCEPTIONS.**

**Course Objectives and/or Competencies:**

- Outline the history of the respiratory care profession
- Outline the organization and function of hospital departments
- Describe issues in medical malpractice and ethics
- Identify the respiratory therapists' role in performing basic vital signs, body mechanics, cardiopulmonary assessment, and CPR
- Describe infection control techniques.
- Disaster management

The course schedule is flexible and subject to change. Any changes in the course schedule will be posted as an announcement on Brightspace.

**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.

**Purpose:** McLennan Community College expects regular and punctual class attendance from all students. 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 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 the determination of their grade. Absences from didactic classes prevent the Health Professions student from receiving the 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 an on-campus 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
5. any excused absences as outlined in College policy B-II
  - observance of a religious holy day
  - military service

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

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

Wk 1 T Aug. 22 Orientation  
Wk 2 T Aug. 29 Egan's Ch. 1 History of Respiratory Care  
Wk 3 T Sept. 5 Egan's Ch. 2 The Profession of Respiratory Therapy  
Wk 4 T Sept. 12 Egan's Ch. 3 Quality, Patient Safety, and Communication

#### **Thursday, Sept. 14 - Exam #1**

Wk 5 T Sept. 19 Egan, Ch. 4 & Mosby's Equipment textbook, Ch. 2; Infection Control Part 1  
Wk 6 T Sept. 26 Egan, Ch. 4 & Mosby's Equipment textbook, Ch. 2; Infection Control Part 2  
Wk 7 T Oct. 3 Egan, Ch. 4 & Mosby's Equipment textbook, Ch. 2; Infection Control Part 3

#### **Thursday, Oct. 5 – Exam #2**

Wk 8 T Oct. 10 Egan's, Ch. 5, Ethical and Legal Implications of Practice, Part 1  
Wk 9 T Oct. 17 Egan's, Ch. 5, Ethical and Legal Implications of Practice, Part 2  
Wk 10 T Oct. 24 Egan's, Ch. 5, Review Ethical and Legal - Student presentations

#### **Thursday, Oct. 26 - Exam #3**

Wk 11 T Oct. 31 Egan's Ch. 16 Bedside Assessment of the Patient, Part 1  
Wk 12 T Nov. 7 Egan's Ch. 16 Bedside Assessment of the Patient, Part 2  
Wk 13 T Nov. 14 Egan's Ch. 16 Bedside Assessment of the Patient, Part 3

#### **Thursday, Nov. 16 – Exam #4**

Wk 14 T Nov. 21 Disaster Management and Rapid Response Teams; AARC Resources and Institute for Healthcare Improvement  
Wk 15 T Nov. 28 Manual Resuscitators; Egan's Fundamentals of Respiratory Care, 12<sup>th</sup> Edition, Ch. 4 Infection Control, Cairo and Pilbeam, Mosby's Respiratory Care Equipment, Ch. 5

**Wk 16 T Dec. 5 FINAL EXAM – 3:05 pm**

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**Course Grading Information:**

The grading will be based on a percentage system. Each assignment or examination will be worth a total of 100%. The grade on any assignment or examination will be the percent correct of the total parts for that assignment or examination. The grading scale will be as follows:

A – 90 to 100%

C – 75 to 79%

F – less than 60%

B – 80 to 89%

D – 60 to 74%

At the end of the semester, the average percentage grade will be the course grade for the semester. (**Reminder:** a course grade of 88.5 = 89, is a B. A course grade of 89.4 = 89 is also a B. A course grade of 89.5 is an A)

**NOTE:** Grades will be posted on Brightspace. A grade of “**C**” or **better** defines a passing grade for this course and **all other RSPT courses**. Respiratory Care Technology Program students are required to maintain at least a **75% average** in all respiratory care courses.

**Evaluation:**

- ❖ IRA Quizzes – 20% of the course grade
- ❖ TRA Quizzes – 10% of the course grade
- ❖ Assignments – 5% of the course grade
- ❖ Exams – 65% of the course grade

**Unit Exams including the Final Exam**

Five Unit Exams, including the Final Exam, constitute **65% of the total course grade**. If a student fails to appear for the test date, a grade of zero (0%) will be awarded for that exam. Please see the Make-Up Work Policy below. **HINT:** a family vacation, a night on the town, a hang-over, a shopping trip, car trouble, a rainy day, a Thanksgiving family reunion, a Christmas event, a friend’s wedding, rehearsal dinner, getting the date wrong in your planner, or not being ready for the test are **NOT** examples of a college approved absence. Any date/time conflicts must be resolved with the instructor **BEFORE** the exam.

**NOTICE:** All unit exams and the Final exam are electronic and will be administered on Brightspace.

**Testing Policies and Procedure for Security Measures:**

- ❖ Classroom will remain locked during class.
- ❖ All student possessions will be left at the front of the room during an exam and IRA/TRA quiz or at the instructor's discretion.
- ❖ No smartphones/cell phones or smart watches/watches (Apple, Samsung, Fitbit, etc.) are allowed on the desk or on an arm during an exam or quiz.
- ❖ No sunglasses, hats, visors, or hoodies will be worn during an exam or quiz.
- ❖ Students may use earplugs if needed.
- ❖ No food or drink on the desk during exams or quizzes.
- ❖ Watches/Smart Watches & Smartphones/cell phones will be placed in a backpack or purse during the exam or quiz & may NOT be taken out until after the student is dismissed from the exam or quiz.
- ❖ Students may use smartphones/cellphones & smart watches/watches after the class is dismissed from the exam or quiz.

**Exam and Quiz Review –**

The purpose of the exam and quiz review is to provide a learning experience for the student. Exams and quizzes must be reviewed in the presence of an instructor. There will be no note-taking during the exam or quiz review process; no cell phones will be out during the review.

**Computer Testing Software -**

You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the faculty will re-set your exam.

**Follow these rules during computer exams -**

- ❖ Brightspace automatically saves each answer. NOTE: If you lose internet connection anytime during your quiz or Exam, please raise your hand and wait for the instructor.



- ❖ Do not use the scroll button during a test (this can possibly change the answer you selected)

### **Remediation Plan – Academic Courses -**

When a student is struggling in the classroom, the faculty will respond, proactively. Students that consistently score **less than 80%** on their daily F2F quizzes or score **less than 80% on any exam** 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 student's 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.

**W - WITHDRAWAL** - This grade is given for an instructor- or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign either a W, if passing work was being accomplished, or an F if the student was failing the course. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

**I - INCOMPLETE** - This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. The student must have essentially completed the course to be eligible for this grade. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, an Incomplete (I) will be changed to an F, and the course must be repeated if credit is to be given.

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

Students are responsible for all material presented or assigned in class and will be held accountable for such materials in the determination of course grades.

If a student misses an exam, the student will be permitted to make up the exam if the following occurs: the student **must notify the instructor, and provide proof of -**

- 1) illness, or illness of a family member for whom the student is a caretaker (e.g., single parent),
- 2) death in the family
- 3) approved college activity or
- 4) observance of a religious holy day
- 5) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982

The student will be permitted to make up missed exams missed.

Exams will be made up in the MCC testing center **within one week** following the date the exam was administered. **If a student fails to follow these instructions for making up an exam, the student will receive a zero for that exam.**

Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

After notifying the instructor of an absence and providing a date for making up the exam, the instructor will contact the testing center with the make-up request. After the testing center approves the date and time, the student will receive an email from the testing center with registration instructions using the Register Blast software for the makeup exam. (see Proctored Exam guidelines for students): [www.registerblast.com/mclennans](http://www.registerblast.com/mclennans)

### **TESTING CENTER INFORMATION:**

Instructional testing is offered:

- ❖ Monday - 8:30 a.m.-8:00 p.m.
- ❖ Tuesday & Wednesday - 8:30 am – 6:00 pm
- ❖ Thursday – 10:30 a.m. – 6:00 p.m.
- ❖ Friday - 9:30 a.m.-5:00 p.m.

### **Proctored Exam Guidelines for Students with accommodations and/or make up EXAMS**

Proctored testing is offered Monday-Friday. **The latest a student may schedule an appointment depends on the time limit set for the exam. Exams are picked up 10 minutes prior to closing, so students should consider this when scheduling their exams.** Please see more instructions @ <https://www.mclennan.edu/testing-center/Schedule.html>

1. All students are responsible for registering for their exams through Register Blast scheduling software, available at [www.registerblast.com/mclennan](http://www.registerblast.com/mclennan)
2. Students approved for and requesting a human reader or scribe must request these services 24 business hours (1 working day) in advance.
3. All students must bring a valid, unexpired government-issued ID to be allowed to test. Acceptable forms of ID include a driver's license, state ID card, passport, military ID, national ID, tribal ID, naturalization card, certificate of citizenship, or permanent resident card (Green Card). Photos must be clear and recognizable. A photo or photocopy of an ID is not acceptable.
4. Students should bring only items approved for testing. No prohibited items are allowed in the testing center. This includes sunglasses, hats/caps, backpacks, bags, purses, hooded garments, jackets/coats, pocketed sweaters, food/drinks, unauthorized calculators, unauthorized textbooks and study materials, cell phones, smart watches, or any device which can receive or transmit a wireless signal (unless permitted as a medically documented device, authorized testing accommodation, or for religious purposes).
5. Children under the age of 18 are not allowed to be left unattended in the Testing Center or any other area of the college during testing.
6. Students should arrive 10 minutes prior to their scheduled appointment time for check-in.
7. Students may reschedule their exam online through Register Blast or by contacting the MCC Testing Center (254-299-8453 or [testingcenter@mclennan.edu](mailto:testingcenter@mclennan.edu)) prior to their scheduled appointment time.
8. Students who arrive later than 10 minutes past their scheduled appointment time, are considered late and will not be allowed to test, and will be required to register for a new testing appointment.

The MCC Testing Center is located on the 2nd floor of the Student Services Center. Need help or have questions? Contact the Testing Center at 254-299-8453 or [testingcenter@mclennan.edu](mailto:testingcenter@mclennan.edu)

**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.”

**Classroom Security:**

Students are expected to be in class, on time. Due to security purposes, the doors to the **classroom will remain closed and locked**. If the student cannot be in the classroom by the time class starts, or if the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave the classroom. The student will not be able to come back to class. This will result in an absence, therefore, zero for the daily quiz. The students’ cooperation is required and appreciated. Please don’t ask the instructor to waive this policy.

**Cell phones and other electronic devices, and PERSONAL TELEPHONE CALLS:**

**All cellular phones, tablets, laptops, and smart devices must be turned OFF at the beginning of class and placed in a designated area set by the instructor. This also includes smartwatches, Fitbits, etc.**

**This is NOT optional.** If you choose to keep your device in a book bag or purse, you **MUST** place this book bag or purse in the instructor’s designated area (typically under your desk) until all quizzes are completed. If a student is caught with any of the above devices during **ANY** portion of the **daily quiz or Exam**, the student will immediately receive a ZERO on the quiz or Exam, be referred to the Student Conduct for disciplinary action, and be subject to suspension.

**NO EXCEPTIONS.**

Under extraordinary circumstances and with permission, the student may receive emergency phone calls if placed on vibrate and placed on the instructor’s desk during daily quizzes or Exams. Responding to emergency phone calls must be conducted outside the classroom. Take your books and personal items with you when you leave to answer the call. You won’t be able to return to the classroom. No personal phone calls (non-emergency) will be allowed during class.

**Texting during class not pertaining to classwork will result in the withdrawal of that student from this course.**

**Students may use laptop computers, tablets, or smartphones** to access class work with permission during class, after the daily quizzes. Accessing other material or web sites during class **WILL RESULT** in the withdrawal of that student from this course. **NO EXCEPTIONS.**

As a blended course, RSPT 1371 Introduction to Respiratory Care has expectations that are not typical for the traditional classroom course. Online expectations **are in addition** to traditional academic expectations.

This class meets one day a week. Each class time is divided into a traditional face-to-face class meeting (1 hr. and 20 minutes) and an online lecture. The online lecture will be posted on Brightspace each week. Please be advised that you must attend the online lectures **BEFORE** the weekly deadline and **check in by posting in the Discussion board (on Thursdays) to be considered, “present”**. You should plan your schedule accordingly.

Regular and punctual attendance is expected of all students, and a complete attendance record will be maintained for the entire course length. 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 this course and will be held accountable for such materials in the determination of course grades.

**Absence from 15% of classes (F2F and Thursday online discussion boards) (4)** will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 15 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn.

However, if a student who is not passing reaches the 15 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Students are expected to be in class, on time. If the student cannot be in the classroom by the time class starts, or if the student must leave the classroom for an emergency, the student will quietly pick up course materials, leave the classroom, and receive zeros for the daily quizzes.

**The students' cooperation is required and appreciated.**

**[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](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\\_07byXd7eB8iTqJq](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJq). 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.

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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.