



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**Respiratory Care Patient Assessment**

**RSPT 2258 001**

**Marighny Dutton**

**Amber Hendrickson**

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

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

**Course Description:**

Integration of patient examination techniques, including patient history and physical exam, clinical lab studies, X-ray, pulmonary function, arterial blood gases, and invasive and non-invasive ventilation

**Prerequisites and/or Corequisites:**

RSPT 1411

**Course Notes and Instructor Recommendations:**

You will need a **computer and Internet access daily**.

**Instructor Information:**

Instructor Name: **Marighny Dutton**

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

Office Phone Number: (254) 299- 8132 with voicemail

Office Location: HP #127

**Office/Teacher Conference Hours:**

- Tuesday: 9:30–10:30 am
- Thursday: 9:30–10:30 am and 2:00–3:00 pm
- Friday: 10:00-11:30 am and 1:30-2:30 pm

By appointment – call (254) 299 – 8132 or email @ [mdutton@mclennan.edu](mailto:mdutton@mclennan.edu)

Instructor Name: **Amber Hendrickson**

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

Office Phone Number: (254) 299 – 8369 with voicemail

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 – 12:00 PM

By appointment – call (254) 299 – 8369 or email @ [ahendrickson@mclennan.edu](mailto:ahendrickson@mclennan.edu)

**Required Text & Materials:**

Title: Egan’s Fundamentals of Respiratory Care

Author: Kacmarek, Stoller and Heuer

Edition: 12<sup>th</sup>

Publisher: Elsevier Health Sciences

ISBN: 9780323811217

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

**Methods of Teaching and Learning:**

Lectures are posted on Brightspace in a PowerPoint format or YouTube video and narration is provided by the instructor. Daily grades are based on individual readiness assessment and team readiness assessment quizzes and problem-solving activities during class. Exams are administered as an important part of the course evaluation.

The methods to evaluate learning in this class include:

- online exams in class 70%
- daily assessments 30%

**Daily Class Quizzes:**

- An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the on-line lectures. The quiz is a closed-book, secure exam. IRA scores are a component of the Daily Grades and weigh 20% of the total grade.
- 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 of the daily grades and weigh 10% of the total grade.

The lowest IRA and TRA grade will be exempted. After this one exemption, missed quizzes, leaving after the quiz, using phone during the quiz, or leaving class early will earn a zero.

**NO EXCEPTIONS.**

**Exams:**

There will be three unit exams and one comprehensive final exam.

- Unit 1 Exam: 20%
- Unit 2 Exam: 20%
- Unit 3 Exam: 20%
- Comprehensive Final Exam: 40%

**Course Objectives and/or Competencies:**

**Radiologic Diagnostics**

1. Review the chest radiograph to assess quality of the image by:
  - a. patient position
  - b. penetration
2. Review the chest radiograph to determine:
  - a. position of the endotracheal tube or tracheostomy tube
  - b. presence of, or changes in, pneumothorax, subcutaneous emphysema, or other extra-pulmonary air
  - c. presence of consolidation and/or atelectasis
  - d. presence of pulmonary infiltrates
  - e. position of chest tubes
  - f. position of nasogastric and/or feeding tube
  - g. position of a pulmonary artery catheter (Swan-Ganz)
  - h. presence of a pacemaker
  - i. position of CVP and other catheters
  - j. presence of foreign bodies
  - k. position of, or changes in hemidiaphragms, hyperinflation, pleural fluid, pulmonary edema, mediastinum and trachea
  - l. heart size and position
3. Review the lateral neck x-ray to determine:
  - a. presence of epiglottitis and subglottic edema
  - b. presence and position of foreign bodies
4. Recommend the following procedures to obtain additional information:
  - a. CT scan
  - b. V/Q scan
  - c. MRI
  - d. pulmonary angiography.
  - e. PET
  - f. Ultrasonography
  - g. cardiac catheterization

**Assisting the Physician :**

The student will understand the clinical applications and procedural steps for bronchoscopy, thoracentesis, cardioversion and bedside tracheostomy, including conscious sedation.

**Pleural Drainage**

The student will

1. Explain the purpose of chest tubes (pleural drainage).

2. Describe the proper placement of chest tubes for pleural drainage.
3. Identify and explain the purpose of the 3 or 4 chamber pleural drainage system.
4. Describe the set-up of the 3 or 4 chamber (or “bottle” system) pleural drainage system such as a “Pleur-Evac”.
5. Trouble-shoot a pleural drainage system for:
  - a. a sudden “gush” of blood
  - b. transport a patient with chest tubes
  - c. rise and fall of water in the water seal chamber
  - d. air leak (broncho-pleural fistula)
  - e. disconnection/ contamination of the chest tube system
  - f. air leak - tubing connections
6. Characterize pleural fluids:
  - a. pleural effusion
  - b. hemothorax
  - c. chylothorax
  - d. empyema
7. Describe the purpose of a Heimlich valve.
8. Describe the purpose of pleurodesis.
9. Describe the procedure for emergency needle thoracotomy for management of a tension pneumothorax

### **Assessment of the Precordium**

In the context of a patient management problem, the student will:

1. Identify the normal location of auscultation of the specific heart sounds and explain the cause of these heart sounds:
  - a. S<sub>1</sub>
  - b. S<sub>2</sub>
  - c. S<sub>3</sub>
  - d. S<sub>4</sub>
  - e. distant
  - f. P<sub>2</sub>
  - g. systolic murmurs
  - h. diastolic murmurs
2. Describe the following findings from assessment of the precordium:
  - a. PMI (by palpation)
  - b. “systolic thrust” (by palpation)
  - c. pulse deficit
  - d. Gallop rhythm
  - e. grade of murmur
3. Describe echocardiography as a method of evaluating cardiac function.

### **Chemistry**

The student will identify the normal range of measurement and clinical significance of the measurement of the following:

1. Sodium
2. Chloride
3. Potassium
4. Total CO<sub>2</sub> or bicarbonate
5. Blood urea nitrogen
6. Creatinine
7. Calcium
8. Magnesium
9. Phosphate
10. Glucose
11. Lipids – Cholesterol, HDL, LDL, triglycerides
12. Total protein
13. Albumin
14. Enzymes:
  - a. Aspartate aminotransferase – AST (formerly SGOT)
  - b. Alanine aminotransferase – ALT (formerly SGPT)
  - c. Alkaline phosphatase – ALP
  - d. Acid phosphatase – ACP
  - e. Prostate-specific antigen – PSA
  - f. Lactate dehydrogenase – LDH,
  - g. Creatine kinase – CK or CPK also as CK-MB
  - h. amylase and lipase
  - i. Troponin
15. Apply the anion gap to assessment of metabolic acidosis
16. Adjust electrolyte therapy to attain acid base balance and normal electrolyte measurements.

### **Hematology**

The student will identify the normal range of measurement and the clinical significance of the measurement for the following:

1. White blood cell count
2. White blood cell differential:
  - a. Neutrophils
  - b. Bands
  - c. Eosinophils
  - d. Basophils
  - e. Monocytes
  - f. Lymphocytes
3. Red blood cell count
4. Erythrocyte indices:
  - a. Mean cell volume
  - b. Mean cell hemoglobin
  - c. Mean cell hemoglobin concentration
5. Hemoglobin
6. Hematocrit
7. Platelet count

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8. Prothrombin time – PT (PT/INR)
9. Partial thromboplastin time – PTT (APTT)

### **Urinalysis:**

Regarding the urine analysis, the student will:

1. Describe the normal appearance.
2. Explain the significance of specific gravity.
3. Describe the significance of the pH.
4. Explain proteinuria.
5. Explain glycosuria.
6. Explain the presence of ketones in the urine.
7. Explain hematuria.
8. Explain the presence of urobilinogen in the urine.
9. Explain the presence of nitrites in the urine.
10. Explain the presence of red blood cells in the urine.
11. Explain the presence white blood cells in the urine.
12. Explain the presence of casts or crystals in the urine.

### **Cultures:**

The student will be able to interpret a fluid culture report – Gram stain, culture and sensitivity (sputum, urine, pleural fluid).

### **Fluid balance and intracranial pressure**

1. The student will evaluate fluid balance as determined by intake and output and recommend adjustments to maintain or restore fluid balance.
2. The student will describe the clinical significance of intracranial pressure monitoring.

### **Trends in cardiac and fluid balance monitoring**

The student will describe the clinical significance of hemodynamic monitoring.

The student will describe the clinical significance of fluid balance monitoring.

### **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.

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### Course Outline or Schedule:

<b>Date</b>	<b>Topic</b>
<b>8/22</b>	<b>Course Overview - The Normal Chest X-ray</b>
<b>8/24</b>	<b>The Normal Chest X-ray</b>
<b>8/29</b>	<b>The Normal Chest X Ray</b>
<b>8/31</b>	<b>Radiologic Imaging of the Chest</b>
<b>9/5</b>	<b>Radiologic Imaging – Catheters, Lines and Tubes</b>
<b>9/7</b>	<b>Thoracic Imaging – CT, MRI, Angiography, V/Q Scan, PET, Ultrasonography and Coronary Angiography</b>
<b>9/12</b>	<b>Imaging of the Chest – Pneumothorax and Other Extra-pulmonary Air</b>
<b>9/14</b>	<b>Radiologic Imaging – Pneumonia and Atelectasis</b>
<b>9/19</b>	<b>Radiologic Imaging – Foreign Bodies and Croup and Epiglottitis, Diaphragms, Hyperinflation and Emphysema, Cavities</b>
<b>9/21</b>	<b>Radiologic Imaging – Pleural Fluid, Pulmonary Edema, Pulmonary artery size, and Mediastinal Shift</b>
<b>9/26</b>	<b>EXAM 1</b>
<b>9/28</b>	<b>Conscious Sedation</b>
<b>10/3</b>	<b>Bronchoscopy</b>
<b>10/5</b>	<b>Thoracentesis</b>
<b>10/10</b>	<b>Percutaneous Dilatational Tracheotomy</b>
<b>10/12</b>	<b>Cardioversion</b>
<b>10/17-10/19</b>	<b>Assisting the Physician – Chest Tube Insertion and Pleural Drainage</b>
<b>10/24</b>	<b>Assessment of the Precordium</b>
<b>10/26</b>	<b>Assessment of the Precordium</b>
<b>10/31</b>	<b>Exam 2</b>
<b>11/2</b>	<b>Chemistry/Electrolytes and the Anion Gap</b>
<b>11/7</b>	<b>Hematology and Serum Enzymes</b>
<b>11/9</b>	<b>Urinalysis and Cultures</b>
<b>11/14</b>	<b>Exam 3</b>
<b>11/16</b>	<b>Fluid Balance and Monitoring</b>
<b>11/21</b>	<b>Intracranial Pressure Monitoring</b>
<b>11/22-11/24</b>	<b><i>Holiday</i></b>
<b>11/28</b>	<b>Hemodynamic Monitoring</b>
<b>11/30</b>	<b>Review</b>



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12/7	Comprehensive Final Exam
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### **Course Grading Information:**

The grading is based on a percentage system.

Each quiz or examination is graded as the number of correct responses divided by the number of possible correct responses and recorded as a percentage, e.g., 40 correct responses divided by 40 possible correct responses is recorded as 100% or 35 correct responses divided by 40 possible correct responses is recorded as 87.5% rounded to 88% .

The grading scale:

90% - 100% = A

80% - 89% = B

75% – 79% = C

60% -74% = D

Less than 60% = F

The course grade is the average percentage grade from the quizzes and exams for the semester.

The course grade is an average.

Grades are posted on Brightspace and will not be communicated in any other way.

Students will only be able to access their own grades,

A grade of C or better defines a passing grade for this course and all other RSPT courses.

### **Evaluation:**

Individual readiness assessment (IRA)/Daily Grade– 20%

Team Readiness Assessment (TRA)/ Daily Grade 10%

Exams – 70% (exams 1, 2, 3 -16.67%. Final-20%)

An **Individual Readiness Assessment (IRA)** is administered at the beginning of each class.

This covers information presented in the on-line lectures.

The IRA is a closed-book, secure assessment. IRA scores are a component of the Daily Grades.

The lowest daily grade will be exempted. After this one exemption, missed quizzes, leaving after the quiz, using phone during the quiz, or leaving class early will earn a zero. **No exceptions**

The grading is based on a percentage system.

Each quiz or examination is graded as the number of correct responses divided by the number of possible correct responses and recorded as a percentage, e.g., 40 correct responses divided by 40 possible correct responses is recorded as 100% or 35 correct responses divided by 40 possible correct responses is recorded as 87.5% rounded to 88% .

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

- All student possessions will be left at the front of the room during an exam and IRA/TRA quiz. No smart phones/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 ear plugs if needed.
- No food or drink on the desk during exams or quizzes.
- Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam or quiz & may NOT be taken out until after student is dismissed from the exam or quiz.

Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam or quiz.

**Follow these rules during computer exam:**

- Save each answer before moving on to the next question (Brightspace does this automatically).
- Do not use scroll button during 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 students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

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### **Late Work, Attendance, 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 occur: 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, **4)** observance of a religious holy day or **5)** Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982

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.

### **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.”

**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 smart watches, 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 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 Vice President of Student Services 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 lap top computers, tablets or smart phones to access class work with permission during class, after the daily quizzes. Accessing other material or websites during class WILL RESULT in the withdrawal of that student from this course. NO EXCEPTIONS.**

**Absence from 15% of classes (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

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quietly pick up course materials and 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.

### **Classroom Attendance Policy:**

**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.

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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.