MCLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

SURGICAL PROCEDURES I

SRGT 1441.B201

MRS. RIERSON MSHRM, CST

NOTE: This is an 8-week (4 credit hour) Blended/Hybrid course.

Course Description:
This class is an 8-week blended/hybrid class that will introduce students to surgical procedures and related pathologies. With emphasis on surgical procedures related to general, obstetrics/gynecology, genitourinary, orthopedic and Otorhinolaryngologic surgical specialties incorporating instruments, equipment, and supplies.

Prerequisites and/or Corequisites:
Pre-requisites
    SRGT 1405 Introduction to Surgical Technology
    SRGT 1409 Fundamentals of Perioperative Concepts and Techniques

Co-requisite
    SRGT 1660 Clinical Intermediate

Course Notes and Instructor Recommendations:
- Attend all face-to-face meetings and be on time.
- Be prepared for class by having completed all reading and online assignments
- Bring all textbooks (and handouts) to class each day.
- Complete online assignments by the due dates – no makeup work accepted
- Check Brightspace daily for messages, assignments, grades, and any class information updates.
- Cell phones are not to be used during class time unless approved by the instructor.
- Students can bring laptops but must remember that they are only to be used for course purposes during class time. If the student is caught "surfing the web" during the lecture or working on a different course, the instructor has the right to ask the student to discontinue bringing the laptop to class.

Instructor Information:
Instructor Name: Mrs. Marcie Rierson
MCC E-mail: mrierson@mclennan.edu
Office Phone Number: (254) 299-8292
Office Location: HP 112
Office/Teacher Conference Hours: by appointment
Other Instruction Information: I will respond to emails received during the work week within 24 hours; weekends and holidays may take as long as 48 hours

Required Text & Materials:
Title: Surgical Technology for the Surgical Technologist: A Positive Care Approach (along with MindTap)

Author: Association of Surgical Technologists
Edition: 5th
Publisher: Cengage
ISB: 9781305956414

Title: Alexanders Surgical Procedures
Author: Jane Rothrock, Sherri Alexander
Publisher: Elsevier
ISBN 978-0-323-07595-8

Title: Pocket Guide to the Operating Room (*Recommended*)
Author: Maxine Goldman
Edition: 3rd
Publisher: FA Davis
ISBN: 9780803612266

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

Methods of Teaching and Learning:
Methods of teaching include but are not limited to:
- Online
    - Weekly attendance questions
    - Quizzes
    - Activities
    - Unit short answer assessments
- Face-to -Face
    - Group exercises
    - Lab exercises
    - Classroom discussions
    - Procedure videos

Since the course is constructed with online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Students are expected to maintain regular and reliable access to a computer with a stable broadband Internet connection. If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.

All MCC campus computers are configured to use Brightspace and will have most of the software needed to complete your online coursework. If additional software is needed on an MCC lab computer, please contact the lab administrator for assistance.

If your computer is publicly accessed off campus or is loaned to you, you may be prohibited from downloading files or software. Remember this because many instructors require file downloads in their courses.

Notes About Mobile Devices

Please note that you will likely not be able to complete an online course using **_only_** a mobile device. A laptop or desktop computer is almost always required. If you only have a mobile device and you cannot come to the MCC campus to use a lab computer, contact your instructor immediately to discuss your situation.

Notes About Antivirus and Antimalware Programs

It is highly recommended that you run an antivirus program on every computer connecting to the Internet or sharing files with other computers. Thankfully there are some good choices of FREE antivirus and antimalware programs available. You should only install and run one program of each type. Conflicts and false positive reports can result with multiple installations, not to mention wasted system resources. Many antivirus programs now include an antimalware component, so read carefully before you install both types of programs.

Reminder: You must update your antivirus and antimalware on a frequent and regular basis. Most of these programs will automatically update which is nice. Restarts after updates/upgrades maybe needed in some cases so do not postpone the restart.

Course Objectives and/or Competencies:
To provide the introductory knowledge and skills that will enable the student to evaluate new concepts, attain more knowledge, and solve problems within the perioperative field through:
- Application of physical and biological sciences
- Application of the basic background in behavioral theories and social sciences.
- Comprehension of the surgical process from positioning and prepping to applying dressings.
- Reinforcement of learned aseptic technique and theory.
- Introduction to surgical anatomy and various incision sites.
- Discussion of instrumentation and supplies used for each surgical specialty.
- Discussion of the surgical technologist role during each surgical specialty

Learning Outcomes:

- Relate the relevant anatomy and pathology to indications for selected surgical procedures;
- summarize patient preparation for selected surgical procedures; select appropriate instruments, equipment, and supplies and
- reconstruct the sequence for selected surgical procedures; and

Identify expected outcomes and possible complications for selected procedures.

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.

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.

All excused absences require documentation. 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 promptly, as defined by the program, and complete work according to timelines established with each course instructor. Due to the pace of the program courses, quizzes will not be allowed to be made up.

Course Outline or Schedule:

Face to Face meetings will be on Mondays from 9:00 – 1:00 in HP 133

The final exam will be on Monday, December 4, 2023, from 9:00 -11:30 am in HP 133.

This is a hybrid course, meaning that this course will have both an online and a face-to-face component. Students will be required to complete online assignments by their assigned due dates no later than 11:59 p.m. A list of the course outline may be found on Brightspace under the Syllabus tab.

This course will be divided into 5 units. Each unit will contain sections with activities to complete by their respective due dates. The number of activities may vary from unit to unit. At the beginning of each unit, there will be a "Things To Do" list that will guide the student through the required assignments

Online activities for the class will be completed using Brightspace. These activities will be a mixture of timed exercises through Brightspace and MindTap by Cengage. MindTap by Cengage is an online companion for the AST book. MindTap does require an access code, and that code was purchased with the book bundle. The unit short answer assessments will be due on Wednesday, please follow the course schedule for each unit. Please see the course outline under the Syllabus tab in Brightspace.

Face-to-face meetings are mandatory. We will meet in HP 133 from 9:00-1:00 on Mondays. Content presented in face-to-face meetings will follow the course schedule. Any modifications to this schedule will be announced in class and in BrightSpace.

For each unit, the Alexander and AST chapters are included. "A" followed by a number refers to Alexander's Surgical Procedures Book chapter. "AST" followed by a number, refers to the chapter in the Surgical Technology for the Surgical Technologist: A Positive Approach book.

Unit 1 -General Surgery (A= 2, AST=14)
In this unit, the student will learn the basic setup and surgical steps in general surgery procedures to plan the appropriate care of the surgical patient. By the end of this unit, the student will be able to discuss and apply theory relating to the following topics:

1. Common Terminology
2. Anatomy & Physiology and Pathophysiology
3. Positioning, prepping, draping, instrumentation & supplies
4. Anesthesia considerations
5. Safety Factors
6. Positive vs. Adverse surgical outcomes
7. Procedural Steps

Colon Resection (A= 2, AST=14)
        A.   With Colostomy
        B.   Without Colostomy
Gastrectomy (A= 2, AST=14)
        A.   With Gastrostomy
        B.   Without Gastrostomy
Laparoscopic Nissen Fundoplication (A= 2, AST=14)
Appendectomy (A= 2, AST=14)
        A.   Open
        B.   Laparoscopic
Hemorrhoidectomy (A= 2, AST=14)
Cholecystectomy (A=3, AST=14)
        A.   Open
        B.   Laparoscopic
        C.   With Cholangiogram
Liver Resection (A=3, AST=14)
Splenectomy (A=3 AST=14)
        A.   Open
        B.   Laparoscopic
Pancreaticoduodenectomy (Whipple Procedure) (A=3, AST=14)
Breast Procedures (A=8, AST=14)
        A.   Breast Biopsy
             1)   Sentinal Node Biopsy
             2)   Needle Localization
        B.   Modified Radical Mastectomy with Auxillary Node Dissection
Herniorrhaphy: Open and Laparoscopic (A=4, AST=14)
        A.   Incisional
        B.   Umbilical
        C.   Inguinal
Thyroidectomy (A=7, AST=14)

<u>Online Activities:</u>
    See PDF calendar in Brightspace

<u>Face-to-Face Activities:</u>
    Review Common surgical supplies for General Surgery procedures
    Review common surgical supplies for Laparoscopic General Surgery
    Review basic General Surgery instrumentation

Review draping that is commonly used for General Surgery procedures

Student's Responsibilities
Read:

Alexander's Ch 2, 3, 4, 7, 8
AST Ch.14
Goldman's Ch. 14, 15, 16, 17 (supplement reading)

Unit 2 - Obstetrics and Gynecological Procedures (A=5, AST =15)

In this unit, the student will learn the basic setup and surgical steps in basic obstetrics and gynecological procedures and therapies to plan the appropriate care of the surgical patient. By the end of this unit, the student will be able to discuss and apply theory relating to the following topics:

1. Common Terminology
2. Anatomy & Physiology and Pathophysiology
3. Positioning, prepping, draping, instrumentation & supplies
4. Anesthesia considerations
5. Safety Factors
6. Positive vs. Adverse surgical outcomes
7. Procedural Steps

    External Genitalia (A=5, AST=15)
    - A.   Labioplasty
    - B.   Perineal Laceration
    - C.   Vulvectomy

    Cervical (A=5, AST=15)
    - A.   Cervical Biopsy
    - B.   Cervical Cerclage (Shirodkar's Procedure)
    - C.   Dilation and Curettage (D&C)
    - D.   Hysteroscopy

    Vaginal (A=5, AST=15)
    - A.   Ablation or Condylomata
    - B.   Marsupialization of Bartholin's Gland (cystectomy)

    Uterine, Ovarian, and Fallopian Tubes (A=5, AST=15)
    - A.   Uterine
        - 1)   Cesarean Section
        - 2)   Endometrial Ablation
        - 3)   Hysterectomy
            - a)   Laparoscopic
            - b)   Robotic Assisted

       c)   Total Abdominal
       d)   Vaginal
     4)   Myomectomy
     5)   Uterine Radiation Seeding
   B.   Ovarian
     1)   Oophorectomy
   C.   Fallopian Tubes
     1)   Ectopic Pregnancy
     2)   Salpingectomy
     3)   Sterilization Procedures
     4)   Tuboplasty

Pelvic (A=5, AST=15)
   A.   Anterior and Posterior Repair (colporrhaphy)
   B.   Diagnostic Laparoscopy
   C.   Total Pelvic Exenteration
   D.   Wertheim Procedure

Online Activities:
  See PDF calendar in Brightspace

Face-to-Face Activities:
  Review basic OB-GYN instrumentation
  Review Common surgical supplies for OB-GYN & Laparoscopic GYN surgery
  Review draping that is common for OB-GYN procedures

Student's Responsibilities:
Read:
    Alexander's Ch. 5
    AST Ch. 15
    Goldman's Ch. 18 (supplemental reading)

Unit 3 - Orthopedic Surgery (A=11, AST=21)
In this unit, the student will learn the basic surgical steps and setup of basic orthopedic procedures and therapies to plan the appropriate care of the surgical patient. By the end of this unit, the student will be able to discuss and apply theory relating to the following topics:

1. Common Terminology
2. Anatomy & Physiology and Pathophysiology
3. Positioning, prepping, draping, instrumentation & supplies
4. Anesthesia considerations
5. Safety Factors

6. Positive vs. Adverse surgical outcomes
7. Procedural Steps

Shoulder (A=11, AST=21)
    A.   Acromioplasty
        1)   Open
        2)   Arthroscopic
    B.   Arthroscopy
    C.   Bankart Procedure
        1)   Open
        2)   Arthroscopic
    D.   Total Arthroplasty

Radius (A=11, AST=21)
        1)   ORIF
        2)   Fixator

Hip (A=11, AST=21)
        1)   Total Arthroplasty
        2)   ORIF

Femur (A=11, AST=21)
    A.   Femoral Shaft Fracture
        1)   Rodding

Knee (A=11, AST=21)
    A.   Arthroscopy
    B.   Anterior Cruciate Ligament Repair (ACL)
    C.   Amputation
        1)   Above the Knee (AK)
        2)   Below the Knee (BK)
    D.   Total Arthroplasty

Ankle and Foot (A=11, AST=21)
    A.   Achilles Tendon Repair
    B.   Triple Arthrodesis
    C.   Bunionectomy

<u>Online Activities:</u>
    See the PDF calendar in Brightspace

<u>Face-to-Face Activities:</u>
    Review Common surgical supplies for Orthopedic surgical procedures
    Review basic orthopedic instrumentation
    Review draping that is commonly used for Orthopedic procedures

<u>Student's Responsibilities:</u>
Read:

Alexander's Ch. 11
AST Ch. 21
Goldman's Ch. 2 (supplemental reading)

Unit 4 - Genitourinary Surgery-GU (A=6, AST=20)

In this unit the student will learn the basic surgical steps and setup of basic genitourinary procedures and
therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in genitourinary surgery
2. Identify key anatomy and physiology of the genitourinary structures
3. Describe basic genitourinary procedures
4. Identify instrumentation and supplies used during genitourinary surgery
5. Discuss prepping, positioning, and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural Steps

        Kidney, Ureter & Bladder (A=6, AST =20)
            A.   Kidney
                1.   Nephrectomy
                2.   Kidney Transplant
                3.   Wilm's tumor excision (adrenalectomy)
            B.   Ureter
                1.   Ureteroscopy
                2.   Ureteropyelithotomy
            C.   Bladder
                1.   Cystoscopy
                    a. TURBT
                2.   Cystectomy with Ileal Conduit
                3.   Suspension – TVT/Sling
      Prostate (A=6, AST =20)
            A.   TURP
             B.   Prostatectomy
                1.   Laparoscopic Prostatectomy – Robot
                2.   Suprapubic Prostatectomy
                3.   Retropubic Prostatectomy
            C.   Prostate Seeding
      Penile (A=6, AST =20)

    A.   Circumcision
    B.   Epispadias Repair
    C.   Hypospadius Repair
    D.   Penile Implant Insertion
    E.   Penectomy

Testicular (A=6, AST =20)
    A.   Hydrocelectomy
    B.   Orchipexy
    C.   Orchiectomy

Online Activities:
See PDF calendar in Brightspace

Face-to-Face Activities:
Review Common surgical supplies for Genitourinary surgical procedures
Review basic Genitourinary instrumentation
Review draping that is commonly used for Genitourinary procedures

Student's Responsibilities:
Read:

Alexander's Ch. 6
Fuller's Ch. 25
Goldman's Ch. 19 (supplemental reading)

Unit 5 -Otorhinolaryngologic Surgery (ENT) (A=10, AST=17)
In this topic the student will learn the basic setup and surgical steps in general surgery procedures in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in ENT and mouth surgery
2. Identify the key anatomical structures of the ear, nose, throat, and mouth
3. Describe basic procedures of the ear, nose, throat, and mouth.
4. Identify instrumentation and supplies used
5. Discuss patient positioning and prepping
6. Discuss positive and adverse surgical outcomes
7. Procedural Steps

Ear (A=10, AST=17)
    A.   Cochlear Implant

B.   Mastoidectomy
C.   Myringotomy
D.   Stapedectomy
E.   Tympanoplasty

Nose (A=10, AST=17)
A.   Choanal Atresia
B.   Endoscopic Sinus Surgery (FESS)
C.   Nasal Antrostomy
D.   Nasal Polypectomy
E.   Septoplasty
F.   Turbinectomy

Oral Cavity and Throat (A=10, AST=17)
A.   Laryngectomy
B.   Parotidectomy
C.   Radical Neck Dissection
   1.   Glossectomy
   2.   Mandibulectomy
D.   Temporomandibular Joint Arthroscopy (TMJ)
E.   Tonsillectomy and Adenoidectomy (T&A)
F.   Tracheotomy and Tracheostomy
G.   Uvulopalatopharyngoplasty

Online Activities:
   See PDF calendar in Brightspace

Face-to-Face Activities:
   Review Common surgical supplies for ENT surgical procedures
   Review basic ENT instrumentation
   Review draping that is commonly used for ENT procedures

Student's Responsibilities
Read:
   AST Ch. 17
   Alexander's Surgical Procedures Ch. 10

COMPREHENSIVE FINAL – **Final Exam will be on Monday, December 4, 2023, from 9:00-11:30 am in HP 133.**

Course Grading Information:

Grading Rubric

A – 100 – 89.5	35% Face-to-Face activities
B – 89.4 – 79.5	25% Online Activities
C – 79.4 – 74.5	15% Chapter reviews
D – 74.4 – 69.5	20% Final
F – 69.4 – 0	5% Attendance
	100 %

Face-to-Face activities:

Face-to-Face activities are assignments that will be assigned during our Face-to-Face meeting. Most of these activities must be completed in the allotted class time; however; there will be instances where an activity will be assigned during class and the student is expected to bring turn in the assignment in at the next class period or on BrightSpace. Multistep assignments will be graded accordingly. These assignments cannot be made up. *This will count for 35% of the student's total grade.*

Online activities:

Online activities are activities that can be found on your "Things to Do" list located in each section of the unit. All unit activities must be completed during the allotted time for that unit. Please be aware that some activities may be timed; time will be noted in the activity directions. Please see the *PDF calendar* for specific due dates for each unit. Three attempts will be given for each activity. The highest attempt will be the grade entered into the gradebook. Once the unit is closed, the activities will no longer be available to the student. *This will count for 25% of the student's total grade.*

Chapter Reviews:

Chapter Reviews are ssessments over each unit will be available online and open the week before they are due. Each assessment will have two attempts. Assessments will be available until Wednesday at 11:59pm. Once the assessment has closed the assessment will be graded and the student will receive a grade. Once the grade is received, the student will be able to review the questions and answers. If a student would like further explanation of their grade, please make an appointment with Mrs. Rierson to review your assessment answers. *This will count for 15% of the student's total grade.*

All assignments must be turned in by their due date. Due to the pace of the course, <u>no late assignments</u> will be accepted without proper documentation. Quizzes and Face-to-Face activities cannot be made up.

Attendance:
Attendance for this class will be counted by physically attending the Monday classroom meetings and completing the short answer question online by Sunday at 11:59 p.m. To receive full credit for attending the Monday class meetings, students must be present at least 50% of the time. It is also important to note that if the student chooses to leave early, they will not receive credit or be allowed to make up any activities that were completed after they chose to leave. *Attendance will count for 5% of the student's total grade.*

If the total of the two methods of attendance reaches 15% of the course, the student will be removed from the course and consequently the program

If the student is going to miss class, the instructor should be notified by email or phone prior to the start of class.

Comprehensive Final:
The final for this class will be comprehensive meaning that it will cover AST chapters 14, 15, 17, 20, and 21 along with chapters 2, 3, 4, 5, 6, 7, 8, 10, and 11 from Alexander's. *This will count for 20% of the student's total grade.*

Late Work and Make Up Work Policies:
All assignments must be turned in by their due date. Due to the pace of the course, <u>no late assignments</u> will be accepted without proper documentation.

Quizzes and Face-to-Face activities cannot be made up.

All excused absences require documentation. 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 promptly, as defined by the program, and complete work according to timelines established with each course instructor. Due to the pace of the program courses, quizzes will not be allowed to be made up.

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." Unprofessional behavior or conduct will not be tolerated in the classroom or lab setting. Inappropriate behavior will not be tolerated and will be dealt with immediately. Please refer to the MCC Highlander Guide and the ST program handbook for a more detailed explanation. Students are not allowed to eat or drink in the OR lab. Students are expected to be prepared for scheduled tests and will not be allowed to enter or leave during testing. Once the test starts students are expected to sit for the complete test.

Due to the sensitive nature of some of the classroom discussions students are not to take topics outside of the classroom and into the public setting. This is a direct violation of program policies and will not be tolerated and will lead to dismissal from the program.
> ***Please refer to your student handbook for further information***

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.