MᶜLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERMEDIATE
CLINICAL SRGT 1660

MRS. Howard

Mrs. Rierson

Mrs. Miller

Mrs. Moreno

NOTE: This is a 16-week course; 6 credit hours Face-to-Face course

INTERMEDIATE CLINICAL

SRGT 1660

Course Description:

This is a 16-week health-related work-based learning experience that enables the student to apply specialized occupational experience, theory, skills, concepts, and academic integrity in the lab setting. Instructors and clinical professionals provide direct supervision. Introductory level surgical technology competencies are evaluated.

The clinical component of a Surgical Technology program is vital in reinforcing the basic skills and concepts learned in the lab setting needed to perform as a Surgical Technologist. Emphasis is placed on developing the surgical conscious, performing intermediate level skills and applying sterile technique in the clinical setting. Students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated within the Perioperative setting and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. Students will also demonstrate appropriate written and verbal communication skills using the proper terminology required. The student must demonstrate clinical proficiency within an acceptable level in general surgical procedures and commonly performed specialty procedures. Emphasis will be on the surgical technologist in the first scrub role (first scrub); however, the student will have exposure to the surgical technologist in the second scrub role (second scrub) and the circulating role.

This is a health-related work-based learning experience that enables the student to apply specialized occupational experience, theory, skills, concepts, and academic integrity in the workplace setting. Direct supervision is provided by clinical professionals. Introductory to intermediate level surgical technology competencies are evaluated.

Prerequisites and/or Corequisites:

SRGT 1405 Introduction to Surgical Technology

Corequisites:

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques
SRGT 1441 Procedures I

Course Notes and Instructor Recommendations:

Attendance is mandatory. Missed clinicals cannot be made up. Students are required to be dressed and ready to receive their assignments at the instructors designated spot.

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Instructor Information:

Surgical Technology Program Director	**Clinical Coordinator**

Marcie Rierson MSHRM, CST
Office Phone: 299- 8292
E-mail: mrierson@mclennan.edu
Office Hours: HP 112 by appt

Felicia Howard AA, CST
Office Phone: 299-8301
E-mail: fhoward@mclennan.edu
Office Hours: HP 111 by appt.

Clinical Adjuncts

Christina Miller, CST
Office Phone: 299-8292
cmiller@mclennan.edu

Holly Moreno, CST
Office Phone: 299-8292
hlockwood@mclennan.edu

Required Text & Materials:

Title: **Bundle:** Surgical Technology for The Surgical Technologist: A Positive Care Approach + Study Guide with Lab Manual + Mind tap
Author: Kevin
Frey Edition: 5th
Publisher:
Cengage
ISBN: 9781337584876

Title: Operating Room Skills
Author: Nancy N. Dankanich
Edition: 2nd
Publisher: Pearson Education
ISBN: 13: 978-0-13-520403-0

Title: Pocket Guide to the Operating Room
Author: Maxine Goldman
Edition: 4th
Publisher: FA
Davis
ISBN: 9780803668409

Title: Surgical Notes
Author: Susan D.
Sheets Edition: 1st
Publisher: F.A. Davis
ISBN:978-0-8036-

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2592-1

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

Methods of Teaching and Learning:

Teaching methods include but are not limited to:
    Supervised work experience in the lab and operating room
    Lectures on course content from faculty and visiting medical professionals

Course Objectives and/or Competencies:

To provide the basic fundamental operating room skills for the entry level surgical technologist and to engage the student in simple to complex problem-solving techniques in the operating room setting through application of learned theory in the classroom setting (physical and biological sciences); demonstration of learned skills in the lab setting (behavioral and social sciences); and practical experience in the perioperative setting.
To provide an integrated educational experience culminating in a certificate in Surgical Technology that will enable the graduate to qualify as an entry level practitioner of surgical technology.

Clinical Objectives: (include but is not limited to the following)

    Upon completion of the course the student will be able to:

Preoperative

1. Don OR attire
2. Basic Hand wash
3. Back Table
    a. Open sterile pack
    b. Arrange supplies and instruments
    c. Assemble a Balfour abdominal retractor
4. Open sterile basin on ring stand
5. Instrument set
    a. Open wrapped set
    b. Open container system
    c. Remove instruments from container system
6. Open sterile supplies
    a. Small wrapped package place onto sterile field
    b. Small wrapped package secured by surgical technologist
    c. Peel Pack
7. Pour Sterile Solution
8. surgical scrub

9. Gown and glove self
10. Mayo stand set-up
    a. Drape
    b. Arrange instrument and supplies
    c. Construct a sponge stick
    d. Load and unload scalpel blade on scalpel handle
11. Sutures and ties)
    a. Transfer suture packets to the sterile back table
    b. Straighten sutures
    c. Cut ties in ¼, 1/3, and ½ lengths
12. Fill bulb syringe
13. Draw up medications
    a. Vial held by circulator
    b. Receive medication(s) onto sterile field
    c. Label medications
14. Gown and glove another person
15. Drape patient
    a. Laparotomy
    b. Vagina
    c. Extremity

Intraoperative:

1. Recognize, prepare and pass instruments
   a. Sutures and ties
   b. Load and pass NH swaged needle holder: right – and left –handed surgeon
   c. Load free needle onto NH; thread suture; pass and reload
   d. Tag and cut sutures
   e. Pass ties: free hand; instrument
2. Contaminated sterile attire
   a. Re-glove
   b. Re-gown

Postoperative:

1. Dressings
   a. Assemble and apply abdominal dressings
   b. Assemble and apply Montgomery strap dressing
2. Connect ostomy bag to stoma site
3. Drains

        a. Connect Hemovac
        b. Connect Jackson-Pratt
        c. Connect chest tube to chest drainage system
4. Remove sterile gown and gloves
5. Disinfecting OR
        a. End of case
        b. Terminal

Perioperative:

1. Sponge, sharp, and instrument counts

Assistant Circulator Role

1. Turn and tie sterile gown
2. Transporting patient
        a. Prepare patient stretcher
        b. Transport patient from ward room to preop holding or OR
3. Transferring patient
        a. Stretcher to OR table
        b. OR table to stretcher
4. Taking vital signs
        a. Temperature
        b. Pulse
        c. Respirations
        d. Blood Pressure
5. Electrosurgery
        a. Position grounding pad
        c. Connect Bovie Pencil cord to ESU
        d. Complete ESU checklist
6. Sellick's Maneuver
7. Positioning the patient
        a. Supine
        b. Lateral
        c. Prone
8. Urinary Catheterization
        a. Straight catheter a male
        b. Straight catheter a female
        c. Foley urinary catheterization – male and female

9. Positioning a pneumatic tourniquet cuff
10. Skin Prep
    a. Abdomen
    b. Vagina
    c. Extremity
11. Connect suction
12. Documentation
    a. Lab test requisition
    b. Pathology – specimen

Disinfection and Sterilization

1. Hand wash Instruments
2. Disinfect an endoscope
3. Assemble an instrument set
4. Packing items for sterilization
   a. Peel Pack
   b. Container system
   c. Envelope fold wrap
   d. Square fold wrap
5. Operate Stem sterilizer
   a. Flash
   b. Routine
6. Operate Sterrad Steris System

SCANS: The Secretary's Commission for Achieving Necessary Skills (SCANS) are incorporated into the learning outcomes and activities for the course.

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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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 or computer lab.

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.

Clinical Skills Practicum:

To be able to take the Clinical Practical Exam students must maintain a 74.5 or better in SRGT 1409 prior to testing time.

All students are required to pass the clinical skills practical test with an 80% or better to advance in the clinical setting. This is a clinical skills competency test. Students will be tested after the first 8 weeks of class. Those that pass with an 80% or better will advance to scrubbing at the clinical facilities. Those that do not meet the required 80% will report to campus for remediation and re-test at the assigned time with a 10 point deduction.

Students that do not successfully pass the Clinical Skills Practicum will be withdrawn from the program.
The clinical skills practicum is 40% of the total clinical grade.

Course Outline or Schedule:
Clinical Times:
   1st 8 weeks- On Campus HP 133 and HP 137 Tuesday, Wednesday, and Thursday 6:30- 3:00

   2nd 8 weeks- Clinical Facilities Tuesday, Wednesday, and Thursday 6:30- 3:00

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Clinical Facilities:

Students will be on campus for the first 8 weeks and then rotate through each clinical site at least one time during the clinical semester.

Baylor Scott and White
Hillcrest Baptist Medical Center
100 Hillcrest Medical Boulevard
Waco, TX 76712

Ascension Providence
6901 Medical Parkway
Waco, TX 76712

Clinical Rotations:

Clinicals will be held in the hospital or outpatient surgery center. While in the clinical setting students may be placed in different areas to observe different duties and functions of surgical personnel. Students are not to assign themselves. Students will be required to wear the proper clinical attire. Please refer to the handbook for the specifics.

Clinical Attire:

All students are required to wear the appropriate Caribbean scrub top and pants with the white cover-up within the clinical setting. The cover-up must be worn over the scrubs before and after the clinical day and upon leaving the surgery department. The MCC-ST patch must be sewn on and the student must wear the appropriate identification badge for that particular clinical site.
Failure to do so may result in the student being sent home to change, sent home for the day, and/or points taken off the final grade.

When in the clinical setting that requires the student to wear their scrubs, the student is still required to wear the MCC-ST program attire and will change into provided clinical scrubs.

While in the hospital setting the student will wear the designated hospital identification as well.

**Please review the scrub uniform policy.

***Students will be notified about any changes to schedule by posting in Brightspace, announcement by clinical instructors, or student email

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Course Grading Information:
Evaluation System:

Evaluation of Students
1. Assignments
2. Performance in meeting clinical competencies
3. Attendance
4. Clinical, staff, instructor performance evaluations
5. Professionalism and teamwork

Evaluation of Course
1. Results of student competencies
2. Student Course Feedback

Grading Rubric*:*

A – 100 – 89.5	Final grade will be determined on the following percentages:
B – 89.4 – 79.5	40% Clinical Practical
C- 79.4 – 74.5	40% Clinical Performance Assessment
D – 74.4 – 69.5	20% Clinical Journal / Evalue / Assignments / Quizzes
F – 69.4 – 0	100%

Please note: Deductions for attendance will be taken from the final overall grade

Late Work and Make Up Work Policies:

All students are required to turn in graded assignments on the date due. Late assignments will be penalized 10 points per day. No assignments will be accepted past 1 week. Assignments are to be turned in at the beginning of the clinical day that they are due.

Students are required to keep a clinical journal with a record of the cases they have participated in. These journals are part of the graded assignments and must be kept neat and legible.
***note: some assignments may be required to be turned in via Brightspace. The student will be informed as to which assignments will be required to be turned in on Brightspace and what assignments are required to be turned in to the instructor.

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Clinical Journal Requirements:

All students are required to keep a clinical journal where they will document their clinical activities and competency accomplishments. A template/outline will be given to each student so that the journal will be consistent for grading purposes. Journals are to be turned in at the beginning of the clinical day or designated time. Failure to do so will result in 10 pts. deduction per day and will not be taken after one week (no exceptions). ***The clinical journal/Evalue/assignments/quizzes make up 20% of the total clinical grade.***

It is the responsibility of ***each student*** to keep up with the surgical cases or clinical activities they participate in by documenting them in their Clinical Journals and in Evalue. All surgical cases must be input into Evalue by the Friday of each clinical week. All cases including observed cases must be put in Evalue. Confirmation of the activity and cases ***will*** be signed off by the clinical coordinator. If a case is rejected, then the student will have 1 week to correct and resubmit. ***The clinical journal/ Evalue /assignments/quizzes make up 20% of the total clinical grade.***

Clinical Performance Assessment:

The Clinical Performance Assessment (CPA) is an evaluation of the student's skills according to workforce education. Student's skill levels are assessed according to accreditation standards and state standards or the Secretary's Commission on Achieving Necessary Skills (SCANS). Clinical performance skills will be assessed on a bi-weekly base and validated with a signature from both the student and clinical instructor; the official copy will be kept in the student's file. ***The CPA consists of 40% of the total clinical grade.***

Clinical Case Requirements: The following is taken directly from the Association of Surgical Technology Core Curriculum 6th edition and will be used to guide the student to a successful completion of all scrubbed case requirements for graduation. The total number of cases the student must complete is 120. This is divided into the following criteria:

- 30 General cases – 20 of these cases must be in the first scrub role. The remaining 10 cases may be performed in either the First or Second Scrub Role.

- 90 Surgical Specialty cases excluding General Surgery – 60 of these cases must be in the first scrub role and distributed amongst a minimum of 4 surgical specialties. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required) The additional

20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

- Specialty areas include : Cardiothoracic, ENT, Eye, GU, Neuro,
  Ob-Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular,
  Plastics
  **10 diagnostic/endoscopy cases and 5 vaginal delivery cases may be applied toward the second scrub case total.
- No more than 40 second scrub cases (10 general and 30 specialties) may be counted towards the 120 total case count.

First Scrub Role

The student technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Setup the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture

- Holding retractors
- Manipulating endoscopic cameras

** Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.

** At no time are students allowed to manipulate tissue or "assist" the surgeon during surgery.

** Due to legality issues students are to be assisted by an employee when handling specimen and during counting.

Observation Role

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program. Observations do not count towards the total counted cases but must be document on the case log and Evalue. ***The clinical journal/Evalue /assignments/quizzes make up 20% of the total clinical grade.***

Clinical Case Log will be assessed weekly and validated with confirmation in Evalue by the clinical coordinator. ***The clinical journal/Evalue /assignments/quizzes make up 20% of the total clinical grade.***

Academic Standing

Students will be evaluated on a constant and frequent basis. This will allow the student and faculty to track the students' progress throughout the program. Students will be required to meet via Zoom with the program director on a scheduled time and review their degree plan, lab, clinical, and classroom academic standing. An Academic Counseling form will be signed and kept in the students' file. Students are encouraged to ask for academic counseling any time they feel the need for it.

Attendance for Clinical Courses:

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. In the SRGT program, setting your clinical instructor is your supervisor and must be notified about these instances.

Clinical is an important part of a student's education. Failure to show up on time or to

appear will put the student behind. It is the student's responsibility to call the clinical instructor, clinical coordinator, or program director if the student knows they will be late or cannot appear. ***Texting is not an acceptable way to notify the clinical instructor.***

Students are expected to report their absence as soon as possible and at least **30 minutes before** scheduled clinical time. Students are required to call their clinical instructor for that day however, if you are not able to contact that instructor please call the clinical coordinator's office phone at 254-299-8301 and leave a message.

Students are required to report to clinical at the designated time. Students will be marked **tardy at 15 minutes after** the assigned clinical time. Assigned clinical time is typically 6:30 am. After 7:00 am, the student will be counted absent.

Students who request to leave the clinical site early due to personal reasons will receive an incomplete for the day. Instructors will relieve the student from the operating room when it is safe for the patient.

"No call, no show" will result in a program review and a higher point deduction from the student's overall grade. Point deduction for a "No call, no show" is **5 points** from the student's <u>overall grade</u>. Students will need to contact the program director before being allowed to return to the clinical site.

Points will be deducted from the student's overall grade for excessive tardies, incompletes, and absences. Attendance may be found in |Brightspace.
<u>The point deduction for absences is as follows:</u>
- 1 day of absence = **0 point** deduction from overall clinical grade
- 2 days of absence = **2 point** deduction from overall clinical grade
- 3 days of absence = **4 point** deduction from overall clinical grade
- 4 days of absence = **6 point** deduction from overall clinical grade
- 5 days of absence = **8 point** deduction from overall clinical grade
- 6 days of absence = **10 point** deduction from overall clinical grade
- 7 days of absence = **12 point** deduction from overall clinical grade

<u>The point deduction for tardies and incompletes is as follows:</u>
- 3 tardies = 1 absence
- 3 incompletes = 1 absence
- Any combination of tardies and incompletes that equal 3 will result in 1 absence.

Absences that have exceptions to the above rules are as follows:
1. The death of an immediate family member (i.e. grandparent, parent, spouse, child, sibling – three clinical days maximum)
2. Subpoena to be present at a court case. (Jury Duty does not qualify – court issued work notice required)
3. Activities outside of clinical that are directed by the program faculty (i.e. award ceremony, advisory committee meeting, and inclement weather)
4. Illnesses will be reviewed on a case by case basis.

Any student that is absent for more than 15% of the clinical class will be withdrawn from the course and may not continue in the program.

Students that are absent due to a medical condition are required to bring a doctor's release to be allowed back into the clinical setting – **NO EXCEPTIONS**

Student Behavioral Expectations or Conduct Policy:

Competency Policy:

The surgical technology student is expected to have a competent knowledge base of aseptic technique as well as technical skills that will allow them to work safely and confidently within a perioperative setting.

NOTE

2 non-recognized contaminations in the clinical setting will result in program evaluation status. The student will be evaluated for type of contamination and reasons for not recognizing the contamination. If it is determined that the student should have known how to recognize, prevent or correct the contamination then the student may be removed from the clinical setting and either placed in remediation or dismissed from the program. Each incident will be handled on a cases- by-case basis.

Patient Care:

Students are required to meet the workforce standard of providing care to any and all patients assigned to their care by a clinical instructor. Students *CANNOT* refuse to provide care for a patient unless they are personal friends or relatives. When assigned to a clinical affiliate, the student is considered to be a guest in that facility and can be asked to leave from the clinical affiliate, they may also be dismissed from the program. Students are to treat every patient with dignity, respect and provide quality care, abiding with the Patient's Bill of Rights.

**Please refer to the MCC-ST handbook for additional information

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General Practices:

Attendance is mandatory. Missed clinicals cannot be made up. Students are required to be dressed and ready to receive their assignments at the instructors designated spot.

Artificial or acrylic nails are not allowed into the clinical settings. Artificial nails harbor bacteria and possible fungus that can be transmitted to the patient if there is an accidental tear or hole in the sterile glove. Nails are to be kept short, clean and polish free.

No excessive, loose, or dangling jewelry is allowed to be worn in the operating room.

Students must make the program faculty aware of any environmental allergies related to latex or iodine-based products. The medical community is aware of the seriousness of these allergies and has tried to eliminate the use of latex in the medical environment. Not all patient contact items are latex-free. In addition, Betadine scrub and solutions contain iodine which can cause an allergic reaction. If you have sensitivity to either latex or iodine you must make the faculty aware of this and provide documentation.

Students that are absent due to illness or injury are **required** to bring a doctors release to be allowed back into the clinical setting – **NO EXCEPTIONS**

Students are not allowed in the class, lab or clinical setting with an infectious disease. A doctor's release will be required before the student is allowed to return.

Proper clinical attire is required which consists of a clean and pressed scrub suit designated by the program (2 pairs). Clean socks and shoes are required. These must be solid toe shoes of either leather or a durable material that is resistant to liquids or stains. No clogs, sandals or open-toed shoe is allowed. One clean and pressed lab coat with the MCC-ST program patch and name tag. Students must wear the hospital ID badge. Failure to do so will result in the student being sent home for the day.

All students are encouraged to be prepared for the clinical experience by having the required textbooks, folders and supplies with them for each day.

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.

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.