

# McLennan COMMUNITY COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

### **VETERINARY NURSING VTHTL 2439.75**

**Dennis A. Clark DVM**

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

**AN EQUAL OPPORTUNITY INSTITUTION    SPRING 2020**

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**Course Description:**

Capstone course requiring integration of course work in the field of veterinary technology. (Capstone) Prerequisites: No grade lower than a C in any VTHT course and approval of program director. Semester Hours 4 (3 lec/3 lab)

**Prerequisites and Corequisites:** All VTHT courses from first year, summer, and fall second year must have been completed. Students must be enrolled or completed VTHT 2213, VTHT 2425, & VTHT 1317.

**Course Notes and Instructor Recommendations:**

**Class Meetings:**

**Lectures:** Mondays from 1100hrs to 1220hrs Room 109 and Tuesdays from 0830hrs to 0950hrs Room 109

**Laboratories:** Wednesday from 0900hrs to 1550hrs Room 120 and 107

This course is fast-paced. You are **STRONGLY** encouraged to seek help early in this course. **DO NOT** wait until the end of the semester to try to raise your grades; **YOU WILL FAIL IF YOU PROCRASTINATE**. All of your instructors will help you with this course, and if you have any questions or problems, please to come to us at once for assistance.

**Instructor Information:**

Instructor Name: Dennis A. Clark DVM

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

Office Phone Number: (254) 299-8771

Office Location: VT #125

Cell - (254) 715-3258- **DO NOT call after 2100hrs or before 0700hrs.** If texting, please identify your name in the text.

Email or text is the preferred method to contact me. It is essential that you have a fully functioning email account and that you check it often. This is the primary way that I communicate to the class as a group. Emails will be replied to during regular College business hours.

**Office/Teacher Conference Hours:** Mondays- 0900-1100hrs & 1300-1630hrs, Tuesdays NONE, Wednesdays NONE, Thursday 1100-1200hrs. Friday is by appointment only.

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**REQUIRED TEXT BOOKS:**

Bassett, Joanna, DVM, **Clinical Textbook for Veterinary Technicians, 8<sup>th</sup> Ed**  
Publisher: Saunders/Elsevier  
ISBN: 978-1-4377-2680-0

Monica M. Tighe & Marg Brown, **Mosby's Comprehensive Review for Veterinary Technicians, 4<sup>th</sup> Edition**  
Publisher: Elsevier  
ISBN: 978-0-323-17138-0

Jody Rockett & Chani Christensen, **Case Studies in Veterinary Technology, 1<sup>st</sup> Edition**  
Publisher: Rockett House Publishing  
ISBN: 9780615435053

**SUGGESTED TEXT BOOKS:**

MacIntire, Douglas, DVM, **Small Animal Emergency and Critical Care Medicine, 2<sup>nd</sup> Ed**  
Publisher: Wiley-Blackwell  
ISBN: 978-0-8138-2473-4/2012

**TECHNOLOGY REQUIREMENTS**

You must have a computer or tablet with a working internet connection. You must be able to receive and send emails on a regular basis. You must be able to use Brightspace on your computer or tablet. If you **do not** have: 1. a working computer or tablet 2. working email away from campus 3. an internet connection, you may use the computers in the Vet Tech library while at school. This class will have assigns, quizzes, and vital information posted on Brightspace and communication will be done primarily through email.

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

**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/>

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College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **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 contacted/notified through 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.

**\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)**  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L/Brightspace learning management system.

### **Methods of Teaching & Learning:**

Students will study topics specific to the nursing care of animals in the clinical setting. Large animal, small animal and exotic animal nursing will be discussed. The laboratory will provide experience in implementation of the topics covered online.

### **Course Objectives & Competencies:**

The goal of this course is to provide the student with a working, practical competency in the nursing care of animals. The course will also serve as a review of material covered previously in the study of veterinary technology. As such, this course will be the capstone course for second year veterinary technology students.

### **COURSE REQUIREMENTS:**

Successful completion of this course will be based on knowledge of the assigned reading materials, online and discussion materials, laboratory practice, homework assignments, and instructor-generated examinations. Assignments should be completed **prior** to coming to class. Online material will reinforce assigned reading

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materials and add new information. Laboratory is designed to reinforce online material and to provide practice for individual techniques.

**Course Grading Information:**

**LECTURE EXAMS:** Lecture exams are objective and subjective in format, i.e., mostly essay or short answer in format with multiple choice, true/false and fill-in-the-blank questions as well. The exams will be worth approximately 100 points. The exams may contain questions from the class assignments and labs. There will be 4 lecture exams during this course.

**FINAL EXAM:** A comprehensive exam, covering information from the entire veterinary technology curriculum, will be given. This exam will be worth 300 points. **YOU MUST PASS BOTH THE FINAL LECTURE EXAM AND THE FINAL LAB EXAM WITH AT LEAST A 75% IN ORDER TO PASS THE COURSE.**

**VTNE STUDY GUIDE HOMEWORK:** You will be given weekly assignments in your Mosby's Comprehensive Review for Veterinary Technicians. This home work will be turned weekly and will be worth 200 points of your grade.

**LABORATORY EXAMS:** All laboratory exams will be fill in the blank or you will be given a task to complete. There will be 2 laboratory exams worth 100 points each. The final lab exam will be comprehensive over the entire veterinary technology curriculum. **YOU MUST PASS BOTH THE FINAL LECTURE EXAM AND THE FINAL LAB EXAM WITH AT LEAST A 75% IN ORDER TO PASS THE COURSE.**

**WEEKLY QUIZ:** There will be a quiz given online weekly. This quiz will cover reading material for that week's lecture. Each quiz will be worth 10 to 20 points.

**PROFESSIONAL GRADE:** Your professional grade is based on laboratory participation, SOAPING & charting your patients, performing the required kennel duty, being punctual to class lab and your assigned duties, being prepared for class lab and your assigned duties, and completion of all tasks assigned. This grade is worth 600 points of your final grade (1/4 of your total grade).

Think of your Professional Grade as being paid for your work in a clinic. You are now working for MCC Veterinary Clinic, and your instructors are your employers. If you do all the assigned work, are on time, dressed and prepared professionally, you will receive all of your paycheck (600 points); however, if you are not on time, did not complete your assignments, are not dressed or prepared professionally, your pay **WILL BE** docked (ie. points will be deducted). Participation with the Extraco Event Center CDE Event contest is **MANDATORY**. Failure to participate will result in 150 points being deducted from your Professional grade. **CDE CONTEST, WED. April 1<sup>st</sup> All veterinary technology students (and veterinary assisting students), are required to participate.** All of the instructors in Veterinary Technology WILL have a say in your professional grade.

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**PAPER/ ESSAY:** A paper is required to be completed and turned in by **Tuesday April 28<sup>th</sup>**. This paper should discuss **The Essentials of Veterinary Nursing**. Particular attention should be given to critical care nursing. This paper is worth 100 points of your total grade. This paper must be typed and double spaced. Handwritten papers will not be accepted. Computers are available for use in the Vet Tech Library room and in the Main Campus Library. Include a Works Cited page in your paper that includes at least 3 sources. Only one (1) source can be in a digital format (website, email, television, video, etc.). The other source needs to come from a journal, book or other printed material. For more information on how to document your sources in MLA style, go to this website:

[http://www.english.uiuc.edu/cws/wworkshop/writer\\_resources/citation\\_styles/mla/mla.htm#authors](http://www.english.uiuc.edu/cws/wworkshop/writer_resources/citation_styles/mla/mla.htm#authors).

**GRADING:** The course grade will be comprised of:

|   |                    |
|---|--------------------|
| Lecture examinations                    | 400 points         |
| Final comprehensive lecture examination | 300 points         |
| VTNE study guide homework               | 200 points         |
| Laboratory exams                        | 200 points         |
| Weekly quiz                             | 200 points         |
| Professional grade                      | 600 points         |
| Paper                                   | 100 points         |
| <b>TOTAL:</b>                           | <b>2000 points</b> |

**You must PASS the Final Comprehensive Exam AND the Final Comprehensive Lab Exam with at least a 75% to pass this course! If you DO NOT pass this class, you will not be able to continue in the Veterinary Technology Program and you will not be able to graduate. There will be NO RETAKES for the final exams.**

|                       |                             |
|-----------------------|-----------------------------|
| <b>Grading scale:</b> | 2000 - 1840 points.....A    |
|                       | 1839.9 – 1700 points.....B  |
|                       | 1699.9 – 1600 points.....C  |
|                       | 1599.9 – 1500 points.....D  |
|                       | 1499.9 points and below...F |

**Late Work, Attendance, and Make Up Work Policies:**

**ATTENDANCE.** Attendance at all face-to-face class laboratories is required and is essential to your success in this course. Attendance will be taken by passing a sign-up sheet at the beginning of the lab. It is a requirement of this class to sign your name upon arrival to document your participation each class lab. You must wear closed-toed, non-slip shoes in lab. Scrubs are required, a lab coat is recommended. **IT IS YOUR RESPONSIBILITY TO SIGN IN AT THE BEGINNING OF EACH LAB PERIOD.** If you do not sign in, there will be no record of your attendance.

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**MISSED EXAM:** As stated in the Student attendance policy: Students will be permitted to make up class work and assignments missed 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 or **(4)** the observance of a religious holy day. 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. If the student misses an exam he/she will be allowed to make up the missed exam **ONLY IF** the absence is caused by one of the 4 causes listed above. Personal illnesses will require a doctor's note before you can make up any missed exams or work. Make up exams and assignments may be Essay in nature and must be taken at the MCC Testing Center. Missed labs will be made up by scheduling time outside of class with the instructors. **Laboratory examinations cannot be made up under any circumstances.**

**Lecture Schedule:** The following is the lecture schedule by week. This schedule is subject to change at the instructor's discretion. Chapters are out of McCurnin's 8<sup>th</sup> edition.

1. Chapter 25 Emergency and Critical Care Nursing
2. Chapter 25 Emergency and Critical Care Nursing
3. Chapter 24 Fluid Therapy and Transfusion Medicine
4. Chapter 34 Dentistry
5. Chapter 34 Dentistry
6. Chapter 28 Pain Management
7. Chapter 18 Diagnostic Sampling and Therapeutic Techniques
8. Chapter 11 Animal Reproduction (Theriogenology)
9. Chapter 19 Small Animal Medical Nursing
10. Chapter 19 Small Animal Medical Nursing
11. Chapter 20 Large Animal Medical Nursing
12. Chapter 21 Neonatal Care of Puppy, Kitten, and Foal
13. Chapter 32 Small Animal Surgical Nursing
14. Chapter 33 Large Animal Surgical Nursing
15. Chapter 35 Geriatric and Hospice Care: Supporting the Aged and Dying & Chapter 36 The Human-Animal Bond, Bereavement, and Euthanasia

**Laboratory Schedule:** The following is the laboratory schedule by the week. This schedule is subject to change at the instructor's discretion. Chapters are out of McCurnin's 8<sup>th</sup> edition.

1. CPR/ACLS
2. Cardiology and Critical Care Techniques
3. Fluid Therapy and Transfusions
4. Dental Radiography
5. Dentistry

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6. Dentistry
7. Dentistry
8. Dentistry
9. **MIDTERM EXAM**
10. Medical Nursing Techniques and Reproductive/Urinary Techniques, Neurological examinations and Toxicology
11. Large Animal Nursing Techniques
12. Ag Invitational
13. Chapter 26 Wound Management and Bandaging
14. Orthopedic Instruments & Procedures, Ophthalmic procedures, and Otic Procedures
15. Euthanasia and End of Life, Chapter 23 Physical Therapy, Rehabilitation, and Alternative Medical Nursing

### **MCC Attendance Policy:**

\* [Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)  
([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

### **MCC Academic Integrity Statement:**

\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**ATTENDANCE AND DRESS CODE:** Attendance at all class lectures and labs is ***required and is essential*** to your success in this course. Attendance may be taken by, but not limited to, any of the following measures: roll call, quiz, vocabulary word, and/or survey. **You must wear closed-toe non-slip shoes at all times for lecture and lab.**  
**Students may wear the following to class:**

Jeans (clean with no holes)    Scrub pants    Dress slacks    Stethoscope  
Thermometer    Scrub top    Polo shirt    Button down shirt or blouse

**The following is prohibited and will result in being dismissed from class for the day, being marked as absence, and a grade of 0 (F) for the day:**

Open toed shoes                      Shorts/Capri Pants                      Short skirt or kilt



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T- Shirt

Sleeveless shirt

For surgery and dentistry, the student **MUST** wear non-slip closed toe shoes, clean scrub pants, and a clean scrub top. **STUDENTS MUST HAVE STETHOSCOPE AND THERMOMETERS WITH THEM AT ALL TIMES!!!**

**LABORATORY:** Under **NO** circumstances will cameras or camera phones be permitted in lab at ANY time. If lab pictures are posted on any website, social media site or transmitted in any way electronically or printed and kept or posted, the involved students will be referred to the program director for disciplinary measures. You are not allowed to work on any other class or animals at any time during laboratory sessions. If a student is found to be working on another class or animal during lab, that student will be counted absent for that lab session. Do not consume food or drink in the anatomy lab, treatment areas, surgery room, animal areas, or microscope laboratory. For student and animal safety, **students must wear closed-toed shoes with adequate traction and scrubs and/or lab coat during all labs.**

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

**Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course.** Unless an instructor has reason to believe the student will complete the course, 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 25 percent absences are reached after the official drop date (the 60 percent point in the semester or term), 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 25 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.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed 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, or **(4)** the observance of a religious holy day. 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

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responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Individual departments and programs may also have specific attendance requirements. (See appropriate departmental policies for details.)

Please refer to the [Highlander Guide](#) for the complete policy.

In order to ensure students arrive on time for class, please note that effective for Spring 2020, the classroom instructor will be locking the classroom door **5 minutes** after class begins. If a student arrives late and the door is locked, please know that the student will NOT be allowed in the classroom and will be counted absent for that class period. If a student leaves the classroom during the class (for anything other than an emergency)-such as becoming ill, or specific phone calls-for example a sick child, doctor's office, etc.-they will NOT be allowed to return to the classroom. Personal needs need to be taken care of between classes..

For classes (either lecture or labs), that last more than the approximate 50 minute period, a tardy student may be allowed into that class when the class takes a scheduled break or at the instructors discretion if scheduled breaks are not practical.

This policy is to help diminish disruption of the class, and to help ensure student safety while in the classroom.

**PHOTOGRAPH & SOCIAL MEDIA POLICY**

No pictures may be taken during this class of other people including instructors and students, patients, exams, tests, homework, or instructional models without the express written consent of the instructor(s) of this class. Any sharing of photographs of this class on **ANY** social media sites is strictly forbidden. Statements that would be considered inflammatory or derogatory towards another student, instructor, or client will not be allowed on social media. **VIOLATION OF THIS POLICY WILL RESULT IN AUTOMATIC FAILURE OF THIS CLASS AND DISMISSAL FROM THE PROGRAM.**

**MCC OFFICIAL E-MAIL POLICY**

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

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It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, **MCC will not be held responsible for e-mails forwarded to alternate addresses.** A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

### **Privacy and Confidentiality**

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

### **Instructional Uses of E-mail**

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on a regular basis unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

### **Appropriate Use of Electronic Communication**

The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

Use of College e-mail must comply with the following policies:

- (a) "Responsible Use of College Computing Resources" (E-XXXI); and
- (b) "General Conduct Policy" (E-VIII).

## **Professional Expectations**

1. All students will dress per Veterinary Technology Professional Dress Code. This is in both the Veterinary Technology Handbook and your syllabus.
2. There will be no profane or vulgar language used at MCC Veterinary Technology. This includes outside of the classroom, during kennel duty, or on field trips.

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3. Students will be on time. Tardiness is unacceptable. This includes class, field trips, and kennel duty.
4. Students will be polite and courteous to the public, other students, MCC staff, and MCC faculty.
5. The social media policy for MCC Veterinary Technology will be **strictly** adhered to by all students.
6. There will be no abusive behavior (physical or verbal) towards people, animals, cadavers, supplies, or equipment.
7. All veterinarians will be addressed as Doctor with their last name used:  
  
Example – I am Dr. Clark  
  
All technicians will be addressed as Mr., Ms., or Mrs.  
  
Example – Mrs. Allen
8. Students will clean all laboratory areas at the end of class and will not leave until all lab space, surfaces, equipment, and supplies are properly cleaned, disposed of, or put back in proper working order.
9. Any cheating, stealing, or dishonesty can and will result in dismissal from the program.
10. Students will have all kennel duties, assignments, and other assigned tasks completed on time.

**The Veterinary Technician's Oath**

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

**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

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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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://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)

254-299-8122

Room 319, Student Services Center

## **TITLE IX**

**[Click Here for more information about Title IX](http://www.mclennan.edu/titleix)**

**([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*