



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**MLT Practicum II**

**MLAB 2266**

**Alisa J. Petree, MHSM, MLS (ASCP) <sup>cm</sup>**

**Dr. Samantha Dove, Ed.D.**

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

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

**Course Description:**

MLAB 2266 MLT Practicum II is practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. This course provides clinical training in a working clinical laboratory while emphasizing a basic understanding and knowledge of hematology/coagulation, immunology, blood bank, microbiology, chemistry, urinalysis, and phlebotomy. The student will perform routine and special procedures using both manual and automated methods. The student will learn to correlate disease conditions with laboratory test results. In addition, typical workflow patterns, laboratory safety, preventive maintenance, Quality Control, Quality Assurance, patient safety, HIPAA and general laboratory policies will be addressed.

**Prerequisites and/or Corequisites:**

Prerequisites/Corequisites: Enrollment in this course and the Medical Laboratory Technology Program requires department head approval and successful completion of or enrollment in all other MLAB courses (exceptions can only be made by MLT Program Director). Student must have completed ALL previous MLAB courses with a grade of “C” or better.

Semester hours: 2

**Course Notes and Instructor Recommendations:**

- Use your textbook(s)
- Check your student email daily
- Use computer with reliable internet access

**Please note:**

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. 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.

Students **must** have access to a computer with reliable Internet access to participate in this class. McLennan Community College now provides students, faculty & staff the ability to sign up for and download Microsoft Office 365, **for free!** Students should also download *Adobe Reader* to open any PDF files in the course (free download).

**Instructor Information:**

Instructor Name: Alisa J. Petree, MHSM, MLS (ASCP) <sup>CM</sup>

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

Office Phone Number: 254-299-8406

Office Location: S320, third floor of Science building

Office/Teacher Conference Hours: Office hours conducted via ZOOM.

Please contact me via e-mail and I will send you a link for a ZOOM meeting. I am available Monday – Thursday 9:30 AM – 11 AM. Other times available by request.

Instructor Name: Dr. Samantha Dove, Ed.D.

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

Office Phone Number: 254-299-8119

Office Location: S321, third floor of Science building Office/Teacher

Conference Hours: Office hours conducted via ZOOM.

Please contact me via e-mail and I will send you a link for a ZOOM meeting.

**Required Text & Materials:**

Note: No additional textbooks are required. Students will use their textbooks from the following courses: Hematology, Immunology, Clinical Microbiology, Chemistry, Urinalysis and Blood Bank.

**Supply List**

1. MCC MLT uniform with MCC arm patch (see MLT student handbook)
2. Name badge supplied by college
3. Watch/timing device with a second hand
4. Sharpie or permanent marker
5. Black ink pen

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

**Methods of Teaching and Learning:**

MLAB 2266 is designed to prepare students to function at an entry-level position in a routine clinical laboratory. The student will participate in demonstrations, practice sessions, discussions, laboratory exercises, clinical experiences, Internet exercises, and/or resource applications at their assigned clinical site. Resources are also available in the student laboratory, campus library, and hospital libraries at the clinical sites. Evaluations, checklists, and lab practice will be used and made available on *D2L/Brightspace* for student access during the course.

**Course Objectives and/or Competencies:**

MLAB 2266 emphasizes routine laboratory procedures and interpretations of test results in relationship to disease states. Emphasis is placed on basic lab procedures designed to prepare students to function at an entry-level position in a clinical laboratory. An understanding of normal human physiology as it relates to hematology/coagulation and immunology and disease states of the body will be correlated with laboratory test results. Students will learn to safely operate instrumentation to complete routine laboratory testing. Quality Control monitoring and instrument maintenance will be performed under supervision.

After completion of MLAB 2266 MLT Practicum II, the student will be able to meet the following general course objectives.

1. Collect, process, and analyze medical laboratory specimens.
2. Recognize and apply principles related to the use of laboratory information systems used in the core lab.
3. Perform analytical tests on body fluids, cells, serum, plasma, and other substances tested in the departments.
4. Recognize factors that affect methods and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.
5. Recognize the clinical significance of laboratory procedures in the diagnosis and treatment of disease.
6. Perform and monitor routine departmental quality control within established guidelines by applying the principles of critical thinking and problem solving.
7. Perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources as necessary.
8. Apply and encourage the use of the principles of laboratory safety, including Standard Precautions.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public.
10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
11. Apply basic scientific principles in learning new techniques and procedures.
12. Relate laboratory test results to common disease processes by recognizing the principles and methodologies practiced in the respective departments.
13. Establish and maintain continuing education as a function of growth and maintenance of personal and professional competence.

All cognitive, psychomotor and affective domain objectives are written with these competencies in mind. The affective domain objectives help the student understand the importance of professionalism, responsibility, and other "soft skills" associated with job competency.

### Rationale

Medical laboratory technician students must demonstrate entry-level proficiency in the practice of the core laboratory as a fundamental part of the MLT training. This course is designed to aid students academically, mentally and emotionally for the experiences they will encounter in the clinical or workplace setting. The student must demonstrate minimum competency in each area as determined by the established objectives to successfully pass the course.

### Learning Outcomes

Learning outcomes, or specific course objectives, for the cognitive, affective, and psychomotor domains are listed for each unit and will be available to students on the first day of class via *D2L/Brightspace*.

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

#### **Hematology**

Introduction to Hematology and Routine laboratory evaluation of blood cells

- A. Safety in the hematology laboratory
- B. Specimen collection to include venipuncture and capillary punctures
- C. Blood smear preparation and staining of blood smears
- D. Routine testing in hematology
- E. Use the microscope and examination of the peripheral blood smear
- F. Introduction to hematology instrumentation
- G. Quality Control and Quality Assurance

Review of Hematopoiesis and RBC and WBC Disorders

- A. Differentials and disease correlation

Some Locations will also provide information/demonstration in:

- A. Flow cytometric analysis in diagnostic hematology
- B. Cytochemistry
- C. Immunocytochemistry
- D. Cytogenetics and Molecular diagnostics in the clinical laboratory

## **Coagulation**

### Hemostasis and Thrombosis

- A. Primary Hemostasis
- B. Secondary Hemostasis and Fibrinolysis
- C. Disorders of Primary Hemostasis
- D. Disorders of Secondary Hemostasis
- E. Thrombophilia

### Laboratory Methods

- A. Laboratory Testing in Coagulation

## **Immunology**

### Basic Immunological Procedures

1. Safety and Specimen Preparation
2. Precipitation Reactions
3. Agglutination
4. Labeled Immunoassays
5. Molecular Biology Techniques
6. Flow Cytometry and Laboratory Automation

### Serological Diagnosis of Infectious Diseases

1. Serologic and Molecular Detection of Bacterial Infections
2. Serology of Parasitic and Fungal Infections
3. Spirochete Diseases
4. Serology and Molecular Detection of Viral Infections
5. Laboratory Diagnosis of HIV Infection

## **Immunohematology**

1. Blood Preservation: Historic Perspectives, Review of Metabolism, and Current Trends
2. Basic Genetics for Blood Bankers
3. Fundamentals of Immunology for Blood Bankers
4. The Antiglobulin Test
5. The ABO Blood Group System
6. The Rh Blood Group System
7. The Lewis System
8. Other Major Blood Group Systems
9. Donor Screening and Component Preparation
10. Antibody Detection and Identification
11. Compatibility Testing
12. Orientation to the Routine Blood Bank Laboratory

13. Alternative Technologies and Automation in Routine Blood Bank Testing
14. Transfusion Therapy and Transfusion in Transplantation
15. Adverse Effects of Blood Transfusion
16. Transfusion-Transmitted Diseases
17. Hemolytic Disease of the Newborn and Fetus
18. Autoimmune Hemolytic Anemias
19. Quality Management in the Blood Bank
20. Medicolegal and Ethical Aspects of Providing Transfusion Services

## **Urinalysis & Body Fluids**

1. Safety in the clinical laboratory
2. Renal Function
3. Introduction to Urinalysis
4. Physical Examination of the Urine
5. Chemical Examination of the Urine
6. Microscopic examination of the urine
7. Quality Assurance and Management in the Urinalysis Laboratory
8. Renal Diseases
9. Urine Screening for Metabolic Disorders
10. Cerebrospinal fluid
11. Semen
12. Synovial Fluid
13. Serous Fluid
14. Amniotic Fluid
15. Fecal Analysis

## **Clinical Chemistry**

1. Introduction to Clinical Chemistry, Instrumentation and Carbohydrate Metabolism
2. Lipids, Lipoproteins and Cardiovascular Disease
3. Amino Acids and Proteins
4. Enzymes
5. Tumor Markers
6. Nonprotein Nitrogen and Renal Function
7. Body Water and Electrolyte Homeostasis
8. Blood Gases, pH, and Acid-Base Balance
9. Mineral and Bone Metabolism
10. Endocrine System

11. Gastrointestinal Function
12. Pancreas
13. Cardiac Function
14. Liver Function
15. Iron, Porphyrins, and Hemoglobin
16. Therapeutic Drug Monitoring
17. Toxicology
18. Trace Elements
19. Molecular Diagnostics, Quality Assurance, Quality Control, LEAN
20. Analytical techniques & Instrumentation – Immunoassays

**Microbiology**

1. Introduction to Clinical Microbiology
2. Safety in the Clinical Microbiology Laboratory
3. Specimen Collection, Transport, and Processing: Preliminary Identification Methods
4. Microscopy, Staining, and Traditional Methods of Examination
5. Automation and Immunodiagnostics
6. Antimicrobial Susceptibility Testing
7. Staphylococcal and Other Catalase-Positive Gram-Positive Cocci
8. Streptococcus, Enterococcus, and Related Organisms
9. Neisseria
10. Enterobacteriaceae
11. Nonfermentative Gram-Negative Bacilli
12. Miscellaneous Gram-Negative Bacilli
13. Gram-Positive Bacilli
14. Spirochetes
15. Anaerobes
16. Mycobacteria
17. Chlamydia, Mycoplasma, and Rickettsia
18. Clinical Specimens

**Subject to Change Disclaimer:**

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency. The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.



Students should regularly check their student email and the announcements page on *D2L/Brightspace* for changes and pertinent information.

**Course Grading Information:****Clinical Rotation Schedule:**

Clinical rotation schedules are assigned on an individual basis. Placement of students into clinical rotations may be on a rotating basis due to the limited number of clinical sites available and the hours the students are available to attend clinical rotations (see student handbook).

Students will be placed into clinical rotations only after submitting his/her immunization records and CPR card via *Complio* and a negative drug screen and criminal background check via *CastleBranch*. Please see the student handbook and instructions provided by the program faculty.

**During the rotation:**

- *Daily Task Sheets* are to be completed by the student and signed by the clinical instructor each day of rotation. It is the student's responsibility to make sure that the task sheets are accurate regarding the hours and testing performed each day.

MCC faculty will designate the number of hours spent in each rotation. The clinical liaison will designate where the student rotates each day in the clinical facility.

- *The Evaluation Checklist* will be available for the student and instructor(s) to view and complete. The checklist should serve as a guideline regarding what each student should be able to accomplish during the clinical rotation.

If a clinical site does not offer all of the necessary testing from the Evaluation Checklist, the student may be required to attend another clinical site that performs the testing (this may include the student laboratory on campus).

**At the end of the rotation:**

1. The student will complete a *Clinical Site Evaluation* form for each facility attended.
2. The student will submit the following to the MCC faculty by the due date specified by the instructor:
  - *Daily Task Sheets*
  - *Evaluation Checklists*
  - *Student Clinical Site Evaluation* form

**Course Grading Information:****Grading Policy**

<b>Grade</b>	<b>Percentage Points</b>
A	90-100%
B	80-89%
C	75-79%
D	70-74%
F	69% and below

Final grades are rounded. For example, if a student achieves a final score of 79.5%, s/he will receive a B in the course. If s/he achieves a 79.4%, s/he will receive a C.

Any student earning a grade of less than 75% on an assignment is required to schedule a conference time with the Program Director.

	<b>Breakdown</b>
Assignments	20%
Discussions	5%
Evaluation Checklist	30%
Lab Practical Exam	15%
Final Exam	30%
<b>Total Course Points</b>	<b>100%</b>

**Late Work, Attendance, and Make Up Work Policies:****Attendance for Clinical Courses**

“Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. 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.”

Completion of clinical hours accounts for a significant portion of the student’s learning experience in the Medical Laboratory Technician program; therefore attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

**HOWEVER**, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Any student absent for more than 25% of the clinical class hours may be withdrawn from the course and may not continue in the program. The following is a breakdown of how an absence will affect your **FINAL GRADE**.

\*\*\*\*\*KEY WORD **FINAL GRADE**\*\*\*\*\*

- 1 day of absence = 0 point deduction from **FINAL GRADE**
- 2 days of absence= 5 point deduction from **FINAL GRADE**
- 3 days of absence= 10 point deduction from **FINAL GRADE**
- 4 days of absence= 15 point deduction from **FINAL GRADE**
- 5 days of absence= 20 point deduction from **FINAL GRADE**
- 6 days of absence= 25 point deduction from **FINAL GRADE**
- 7 days of absence= below passing- removal from program

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if **IN ADVANCE** if you are to be tardy or absent.

**The student must contact the Clinical Coordinator (CC) and leave a voice message or email the CC office if there is a need to be absent. TEXT MESSAGES ARE NOT CONSIDERED ADEQUATE NOTIFICATION. IF YOU TEXT YOU STILL MUST CONTACT THE CC BY E-MAIL OR OFFICE PHONE.**

Failure to call the **CC** will result in an unexcused absence and **10 points** will be deducted from the final grade for each occurrence of failure to contact the CC. The point deduction for number of absences will be in addition to the 10 point failure to notify point deduction. The **CC** and the supervisor at the clinical site should be notified of absences at least 1 hour prior to clinical start time.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member. (**parent, spouse, child, sibling, grandparent**) (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. (award ceremony, advisory committee meeting, inclement weather)

### **Tardy Policy**

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving **ANY** time **after** the pre-designated start time for that clinical rotation up to 10 minutes after the scheduled start time. When the student is going to be tardy, **THEY MUST** contact the clinical coordinator by office phone or office email and **should** contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator. Contacting the clinical site is professional courtesy and **DOES NOT** excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important.

An absence will be charged for students arriving after the 10 minute window unless the student contacts the clinical coordinator and requests an occurrence. When the student contacts the clinical coordinator and requests an occurrence, the student will have a 2 hour window (from their original report time) to report to their clinical site.

### **Failure to provide advance notification**

Should a student fail to contact the clinical coordinator in advance of the occurrence/absence/tardy, 10 points will be deducted from the student's final grade in addition to any other point deductions for absences or occurrences. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their placement in the program.

### **EX: A**

A student is assigned to report at 8:00am. They call the clinical coordinator's cell phone any time before that to explain the situation, request an occurrence and send an email or leave voicemail as to the situation. The Student is also **required** to email the CC with their arrival time and what kind of correspondence they left, voicemail, email, etc. (talked to Deb, Traffic, Flat tire, emailed a message or left voicemail on office phone)

The student should be at the clinical location and ready to work by 10:00 am and 2 points will be deducted from their final clinical grade. Cell phone conversations with the CC are not considered "official" notification.

### **EX: B**

A student thinks that they will not be late but then notice they arrive at the clinical site at 8:01. This is considered a tardy and proper notification is required as well as a note to what correspondence was sent to the CC (voicemail message, email etc.). Based on the number of previous tardy arrivals, the student may wish to take an occurrence rather than risk too many tardies that would warrant removal from the program.

**Ex: C**

A student is assigned to report at 8:00am and but arrives at 8:15. The student did call but an absence will still be recorded since they arrived after the 10 minute window. The absence will be charged to the student whether they stay at clinical all day or not, and will be included in their semester absences. Had the student not called to request an occurrence or notify the CC of their late arrival, an additional 10 points will be deducted from their **final grade** due to “Failure to notify”.

**\*\*A student is allowed to accumulate up to THREE (3) tardies throughout the duration of the program with no reprimand. When the student is tardy for the FOURTH (4) time, they will be removed from the program.**

It is advisable for the student to establish close communication with the CC anytime they need to be tardy/absent/or need an occurrence. Contacting the CC by cell phone to “touch base” about what to do is acceptable **but does not replace the need to send an office email or leave an office voicemail. A voicemail or office email is required notification for any absence, tardy or occurrence.**

The clinical coordinator must be contacted by office phone (254-299-8119) or office email [sdove@mclennan.edu](mailto:sdove@mclennan.edu) as to whether or not the student is needing a tardy or an occurrence.

**Contact Information for Clinical Coordinator**

Dr. Samantha Dove

299-8119 Office

[sdove@mclennan.edu](mailto:sdove@mclennan.edu)

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

**Occurrence Policy**

An “**occurrence**” is an event that requires the student to vary from their normally scheduled clinical time. A two hour window of opportunity is open for a student to take care of **NECESSITIES** outside of their control that interferes with scheduled clinical time. **HOWEVER..... TWO (2) points will be deducted from their FINAL CLINICAL GRADE for every occurrence.**

ALSO, just as in absences and tardies, the student is required to notify the Clinical Coordinator and the Clinical Site Supervisor of the need for an “occurrence”. Failure to notify the CC or the clinical site supervisor **PRIOR** to the occurrence will result in an absence and a 20 point deduction from the final clinical grade.

**EX:** If a student has a need to leave within two hours before their scheduled time to leave, it is considered an “**occurrence**”.

**EX:** If a student has an outside appointment that requires they arrive within a two hour window of reporting time, it is considered an “**occurrence**”.

**EX:** If a student has the need to leave clinical in the middle of the day and return within the two hour window, it is considered an “**occurrence**”.

### **ABSENCE VS OCCURRENCE**

**EX:** If a student fails to notify the CC or the clinical site supervisor of the need for an “occurrence”, it will be considered an **absence along with the appropriate point deductions for failure to notify!**

Notification of “occurrences” will follow the same procedure as absences. Notification of CC and clinical site supervisor is a sign of professional courtesy and is required. A message must be left either through voice mail phone of the CC at 254-299-8119, or email [sdove@mclellan.edu](mailto:sdove@mclellan.edu) for documentation purposes. Failure to leave a message will be treated as a failure to notify.

Should you have any questions regarding the content of this policy feel free to contact the clinical coordinator or program director.

#### **Late and Makeup work**

Students who must miss clinical hours must make up the hours whether the absence is excused or unexcused. Due to the shortage of available clinical spots, the student may be required to travel to another clinical site, finish the hours on campus, or complete the hours in a following semester.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to exhibit professionalism at **all** times! (See the MLT Student Handbook) *Failure to comply will result in disciplinary action and possible dismissal from the program.*

#### **Dress Code**

Students are required to wear the MCC MLT uniform while attending clinical rotations.

#### **Plagiarism and Cheating**

Any reported incidents of plagiarism or cheating will be investigated and documented with proper disciplinary action taken as necessary including possible dismissal from the program. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Cellular Telephones, Personal Telephone Calls, and Electronic Devices

**Students are NOT to receive or place telephone calls or text messages during clinical hours.** Cellular telephones and other electronic devices are to be turned off and put away before entering the clinical site. Messages for students may be left with the Health Professions Division secretary for the Medical Laboratory Technician program. Messages during an emergency will be delivered immediately to the student. Inappropriate use of any electronic device may result in disciplinary action.

**\* [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.

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

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

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

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

# McLennan

C O M M U N I T Y

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## ACADEMIC RESOURCES/POLICIES

### **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/>

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 a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

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.



**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.

**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 her/his 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.

**Forwarding Emails:**

You may forward the 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 become lost or placed in junk or spam filters.

**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. 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

\* [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 (Chief of Staff for Equity & Inclusion/Title IX) 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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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 Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*