

# McLennan

C O M M U N I T Y

## COLLEGE

Waco, Texas

**Texas Concept-Based Curriculum  
Associate Degree Nursing Program  
Spring 2021**

### **COURSE SYLLABUS**

**AND**

### **INSTRUCTOR PLAN**

#### **Health Care Concepts IV: RNSG 2539**

#### **INSTRUCTOR NAMES**

**Professor Virginia Dossman, MSN, RN BC**

**Professor Shirley Kelinske – Jezek, DNP, RN**

**Assistant Professor Angelina Rodriguez, MSN, RN**

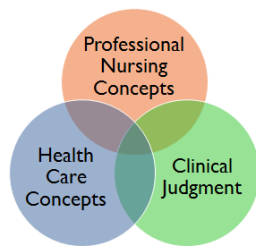
#### **COVID 19 Notice:**

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.

**AN EQUAL OPPORTUNITY INSTITUTION**

**Spring, 2021**

**Campus: Follow Campus Guidelines on the [mclennan.edu](http://mclennan.edu) COVID 19 information page.  
All must Self-report exposures to or infections with COVID 19 regardless of PPE use.**



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### Course Description

**RNSG 2539 Health Care Concepts IV:** In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, coping, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all program concepts. The course lends itself to a concept-based approach.

### Prerequisites and/or Corequisites:

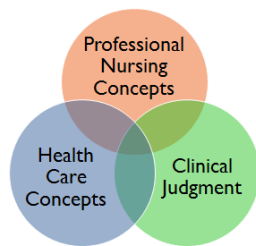
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<b>SEMESTER HOURS</b>	<b>5 (HCC)</b>
<b>PRE-REQUISITES:</b>	<b>HCC (RNSG 1137, 1538, 2363, PSYC 2314)</b>
<b>CO-REQUISITES:</b>	<b>RNSG 2360, RNSG 2539, RNSG 2138</b>

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### Course Notes and Instructor Recommendations

1. Students must demonstrate competency in the use of the D2L learning management system to access, read, and respond to various course components.
2. Concept syllabi and diagrams from the Texas concept-based consortium (CBC) will be posted to the D2L learning management system. Other supplemental learning materials may be posted to the D2L learning management system at the discretion of each professor.
3. Students should monitor D2L and student e-mail daily, for announcements or notices to avoid missing time-sensitive or important messages.
4. A student's failure to read official communications sent to the student's college assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
5. Students must demonstrate basic computer competency in Microsoft Office software for all written assignments.
6. Students should always keep a backup electronic or hard copy of their submitted work. It is the student's responsibility to have copies of all work submitted.
7. All written work becomes the property of the program and may not be returned to the student.
8. Electronic devices in the classroom are for course and classwork only. Students using social media or other internet websites while in class but not related to course or classwork will turn the device off and may be asked to leave the learning environment.



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### **Professor Information**

Virginia Dossman, MSN, RN BC

MCC E-mail: [vdossman@mcclennan.edu](mailto:vdossman@mcclennan.edu)

Office Phone Number: 254-299-8360

Cell Phone Number: 254-223-0733 (Preferred)

Office Location: HPN 113

Office/Teacher Conference Hours: will be posted

Shirley Kelinske-Jezek, DNP, RN

MCC E-mail: [skelinske@mcclennan.edu](mailto:skelinske@mcclennan.edu)

Office Phone Number: 254-299-8312

Cell Phone Number: 254-723-6552 (Preferred)

Office Location: HPN 112

Office/Teacher Conference Hour: will be posted

Angelina Rodriguez, MSN, RN

MCC E-mail: [arodriguez@mcclennan.edu](mailto:arodriguez@mcclennan.edu)

Office Phone Number: 254-299-8338

Cell Phone Number: 337-718-2416

Office Location: HPN 228

Office/Teacher Conference Hours: will be posted

### **Required Textbooks & Equipment**

Title: Medical/Surgical Nursing

Authors: Rebar, Ignatavicius, & Workman

Edition: 9<sup>th</sup> Edition

Publisher: Elsevier

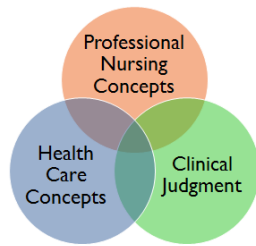
ISBN: 9780323461580

<https://pageburstls.elsevier.com/books/9780323401685>

Title: *Maternal-Child Nursing*

Authors: McKinney, James, & Murray

[Pageburstls]. Retrieved from <https://pageburstls.elsevier.com/#/books/9780323401708/>



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Title: Nursing Today: Transitions and Trends  
Authors: Zerwekh and Garneau  
Edition: 9<sup>th</sup> Edition  
Publisher: Saunders and Elsevier  
ISBN: 9780323401685  
<https://pageburstls.elsevier.com/books/9780323401685>

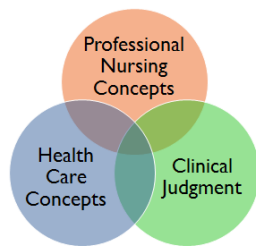
Title: Saunders Comp Rev for NCLEX-RN  
Author: Silvestri  
Edition: 8<sup>th</sup> Edition  
Publisher: Saunders  
ISBN: 9780323358515

Title: Strategies Test Success (2016-2017) (w/Evolve Study Access)  
Author: By Linda Anne Silvestri, PhD, RN and Angela Silvestri, MSN, RN 2018  
Edition: 4<sup>th</sup> Edition  
Publisher: Saunders, Elsevier  
ISBN: 9780323479592

Title: Saunders Nursing Drug Handbook 2020  
Authors: Kizior & Hodgson  
Edition: 2020  
Publisher: Saunders, Elsevier. St. Louis, Missouri  
ISBN: 9780323677622  
<https://pageburstls.elsevier.com/books/9780323677622>

Title: Gahart's 2020 Intravenous Medications  
Authors: Betty L. Gahart, RN and Adrienne R. Nazareno, PharmD  
Edition: 36<sup>th</sup> ed.  
Publisher: Saunders, Elsevier. St. Louis, Missouri  
ISBN: 9780323661386  
<https://pageburstls.elsevier.com/books/9780323661386>

“Nursing Practice Act”: <http://www.bon.state.tx.us/nursinglaw/npa.html>



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**Earphones (ear buds) for HESI RN Exit Exam V1 and HESI RN Exit Exam V2**

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

**MCC Library Website:** <https://www.mclennan.edu/online/students/library.html>

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### **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/>

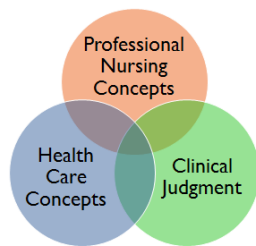
College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. 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.



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\* [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>)

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.

### Zoom Etiquette and Expectations

#### **Expectations for a Successful Zoom Meeting:**

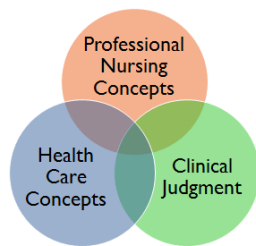
- **Mute your mic** when you are not talking.
- **Turn off your video while waiting** for your instructor, advisor, etc.
- **Turn your video on when the meeting starts.** Leave it on throughout the meeting.
  - When eating, going to the restroom, speaking to others in your home, etc., turn off your camera for privacy. Your microphone should be off in these cases too.
- **Get dress (appropriately)** for the meeting.
- **Avoid private conversations and multi-tasking.**
  - Please do not drive, text, talk on the phone, cook, type a paper, etc. while in the meeting.
- Find a **quiet and private space** to work.
- **Don't be late.** Join the meeting early.

**Although having meetings through Zoom is a bit different than meeting face-to-face, the same rules still apply.**

- **Be respectful** of all participants.
- **Dress appropriately.**
- **Stay engaged** in the conversation.

#### 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.



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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:**

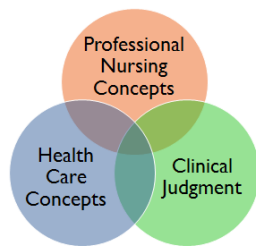
The College recommends that you set up your mobile device to receive McLennan emails.

**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.

**Methods of Teaching and Learning:**

**The Faculty** – expectations are that the student will be a self-motivated learner and by the end of the semester will have met the learning objectives, transitioning to successful program outcomes. The faculty will provide a context and environment that supports thoughtful curriculum that guides investigative self-learning. The faculty expects student preparation and active involvement in the learning environment. Teaching strategies are designed to stimulate critical



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thinking and active classroom learning. Examples include interactive lecture, course readings, class discussion, case-studies, pre-class or post-class assignments, and research findings. Faculty will wear appropriate masks and will self regulate for covid signs. Faculty will provide students that are in quarantined for Covid with online teaching that is comparable to face to face teaching.

**The Students** - Students will commit to an environment of full class participation taking an active role in the learning experience by completing assignments, participating in class discussions, being actively involved in group activities such as projects and presentations, related to current and previously mastered content. The students will be expected to perform, discuss, communicate, and present themselves in a professional manner always. All of this applies whether the class is face to face or the class in online. The student will wear an appropriate mask at all time and must also practice social distance. Self regulation of covid is expected and student showing signs of covid should self report and stay home.

#### Course Objectives and/or Competencies:

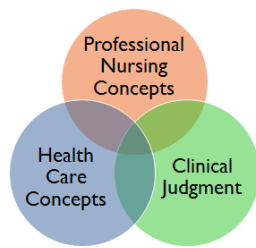
Upon completion of this course, the student will:

1. Utilize a systematic process to analyze selected advanced health care concepts for diverse patients across the lifespan (SLO 1).
2. Describe nursing management for selected advanced health care concepts (SLO 1).
3. Apply the learned concepts to a variety of health care situations (SLO 1-7).
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life. (SLO 4)
5. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse. (SLO 5)
6. Demonstrate knowledge of delegation, management, and leadership skills. (SLO 6)
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry. (SLO 7)
8. Analyze the interrelatedness of program concepts to make clinical judgements for optimum patient care outcomes (SLO 1-7).

#### Student Learning Outcomes (MCC ADN Graduates)

*The graduate will be able to:*





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1. Use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision making and comprehensive, safe, patient-centered care.
2. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice.
3. Promote safety and quality improvement as an advocate and manager of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.
5. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrate knowledge of delegation, management, and leadership skills.
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

#### Course Outline

#### HEALTH CARE CONCEPTS – BIOPHYSICAL

##### Acid Base Balance

Compensation and Partial Compensation

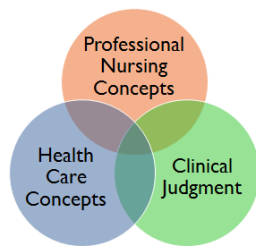
##### Clotting

- Disseminated Intravascular Coagulation
- Thrombocytopenia
- Idiopathic Thrombocytopenia Purpura (ITP)
- HELLP Syndrome
- Heparin Induced Thrombocytopenia (HIT)
- Blood Products

##### Fluid & Electrolytes

- Extracellular Fluid Volume Excess – Heart Failure
- Hypokalemia – Heart Failure
- Hyperkalemia – Acute Renal Failure

##### Gas Exchange



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- Anemia
- Respiratory Distress Syndrome
- Pulmonary Emboli
- Cystic Fibrosis

### Immunity

- Human Immunodeficiency Virus (HIV)
- Organ Transplantation
- Sepsis (Modified Early Warning Scores –MEWS)
- Systemic Inflammatory Response Syndrome (SIRS)
- Multiple Organ Dysfunction Syndrome (MODS) with Shock and/or DIC

### Metabolism

- Liver Failure
- Pancreatitis
- Starvation – Failure to Thrive
- Addison Disease
- Cushings

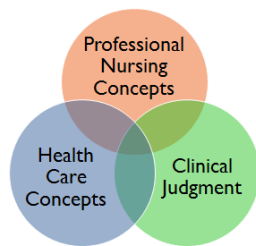
### Perfusion

- Dysrhythmias (afib, aflutter, PVC, PAC, Vfib, Vtach, 3<sup>rd</sup> degree heart block)
- Myocardial Infarction
- Shock
- Congenital Heart Defects
  - Tetralogy of Fallot (congenital)
  - Patent Ductus Arteriosus (PDA)
  - Septal Defects (VSD)
  - Coarctation of the Aorta
- Aneurysms

### Tissue Integrity

- Burns

HEALTH CARE CONCEPTS – PSYCHOSOCIOCULTURAL



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### Cognition

- Traumatic Brain Injury
- Encephalopathy
- Postpartum Psychosis
- Schizophrenia

### Interpersonal Relationships

- Violence
  - Intimate partner violence
  - Workplace Violence
  - Elder Abuse
  - Child Abuse
    - Abusive Head Trauma (Shaken Baby syndrome)
  - Bullying
  - Rape/Trauma
- Personality Disorders
- Crisis Intervention

(The concepts Nutrition, Comfort, Safety, and Communication are taught in other concepts and may be included in exams as presented by faculty.)

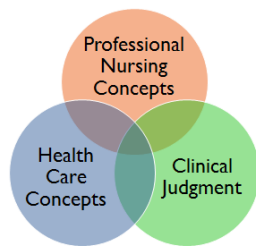
### Course Grading Information

The final course grades (RNSG 2539) will be earned through graded examinations and completion activities:

- 3 Concept Exams
- SIM LAB
- 1 HESI Exam (HESI 1)
- 1 HESI RN Exit Exam (HESI 2)

The student is to participate in all class activities, sim lab activities, presentations, and discussions.

The student is also required to participate in all HESI preparatory activities including remediation. At the end of the semester, the grade will be determined and awarded for RNSG 2539.



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A grade of "C" or above in the theory courses (RNSG 2138 and 2539) with a concurrent grade of "Credit" in the clinical course (RNSG 2360) are required to participate in the ADN pinning and MCC commencement.

The grading breakdown is as follows:

- Exam 1 – 21%
- Exam 2 – 21%
- Exam 3 – 21%
- SIM/LAB – 3%
- HESI 1 - 14%
- HESI 2 – 20%

The ADN grading system is: 90 –100 = A

80 – 89 = B

75 – 79 = C

65 –74 = D

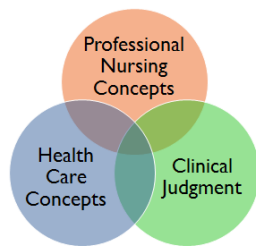
Below 65 = F

#### **Late Work, Attendance, and Make-Up Work Policies**

1. Graded written work submitted past the date due will have 10% of the total points deducted per each day it is late.
2. The ADN program attendance policy is in the student handbook. In addition, students will be required to sign in and sign out when they leave the classroom after class has started.
3. Regarding missed exams – the ADN exam policy will be followed.  
The exam policy is in the ADN Student handbook.

**NOTE:** Students are expected to be in class, on time. For security reasons, the **doors to the classroom will remain locked from the outside and will remain locked after class starts.** If the student cannot be in the classroom by the time class starts, they will have to wait until break-time to enter class. If the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave the classroom. Since the doors are locked from the outside, the student will not be able to come back into the class. **The students' cooperation is required and appreciated.** Students will be allowed entry/re-entry into class at break times.

\* [Click Here for the MCC Attendance/Absences Policy](#)



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(<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 guidelines specific to this course.

### **Withdrawal from Nursing Courses**

Due to the inter-relationship of nursing courses taught each semester, if a withdrawal from one nursing course is necessary, the student must withdraw from all nursing courses. Each semester's nursing courses are concurrent courses. A student with a failure in a nursing course that is granted re-admission to the program and the failed semester is required to take all the related courses for that specific semester. At no time may a student take only the theory course(s) or clinical course(s) independent from the related courses.

### **NCLEX-RN Licensure Exam Policy**

Effective October 1, 2018, all Associate Degree Nursing students will be required to pass an exit exam with a score of 900. Students who receive a HESI score below 900 must prepare for remediation before the AOG (Affidavit of graduation) will be approved on the Texas Board of Nursing web site.

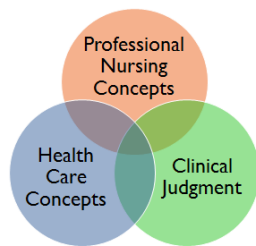
### **HESI-RN EXIT EXAM POLICY**

The HESI-RN Conversion Score will be used as HESI 1 and HESI 2 exam grades.

The goals of the **HESI** exit exam are to:

- Predict licensure success with a computerized comprehensive nursing exam.
- Assist the associate degree nursing student with identifying strengths and weaknesses of content necessary to successfully complete the NCLEX-RN exam.
- Develop a plan to improve any weakness thus enabling the likelihood of success on the graduate's initial NCLEX exam.
- Assist the graduate nurse to enter the health field as a safe practitioner.

**POLICY:** All Associate Degree Nursing Students are required to take the HESI-RN exit exam during the semester of graduation from the program. Students are responsible for HESI exit



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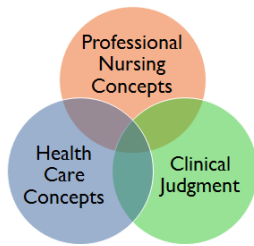
exam fees (paid as registration fees). Only students who have a HESI score of 900 and above on the HESI-RN Exit Exam (final exam in Level 4) and receive credit for RNSG 2539, 2138 and RNSG 2360 will be eligible to take the NCLEX-RN licensure exam. Affidavits of Graduation (AOG) will be released to the Texas BON after final grades have been submitted thru Web Advisor by faculty. **Students may begin remediation after HESI 1 and prior to HESI 2 if the HESI 1 score is below 900.**

#### REMEDIATION

Students who receive a HESI score below 900 on the final HESI exit exam must prepare for remediation before the Affidavit of Graduation (AOG) will be sent to the Texas Board of Nursing. The student will meet with the Program Director or designated faculty member. **All fees are the responsibility of the student.**

The remediation will consist of the following steps:

- 1) Student must do the 5-week course from the National Council of State Board of Nursing (NCSBN) (Cost = \$70.00).
- 2) Student must print off certificate of completion from the NCSBN and turn into the Program Director of the Associate Degree Nursing Department. You may fax or email the certificate to the Program Director
- 3) Must complete the HESI remediation:
  - Log on to Evolve Account (no charge for remediation)
  - Add topics/categories to the remediation study packet.
  - Required: 4 hours of remediation a week for 6 weeks. Minimum of 24 hours of HESI remediation
  - Program Director and/or faculty will monitor remediation progress via faculty access thru Evolve.
- 4) Student will answer 3000 NCLEX Questions as directed by the Program Director.
  - Student must make **75% on each exam. (exam mode)**
  - Student must submit a print out of their results to the Program Director or Faculty member.
  - **Student should attempt to answer 500-600 questions per week.**
- 5) Student will take a third HESI exit exam (cost is \$50.00). A student scoring less than 900 will meet with the Program Director and continue to complete 2500 NCLEX questions.
- 6) Student will answer 2500 NCLEX questions as directed by the Program Director.



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- 
- Student must make **75% on each exam taken.**
  - Student will submit a print out of their results to the Program Director or Faculty member.
  - Student should attempt to answer 500 – 600 questions a week.

**Have remediation complete within 4 to 6 weeks. A student who scores less than 900 on the third HESI exit exam will not have the AOG approved and must meet with the Program Director. The Program Director will require 2500 additional NCLEX questions with a 75% on each exam. Program Director will then approve affidavit of graduation.**

<b>REMEDICATION Continued</b>
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- **Do THE NCSBN 5 WEEK REVIEW, Evolve Remediation & THE 3000 QUESTIONS CONCURRENTLY**
- **ANSWER 85-100 QUESTIONS PER DAY**
- **REVIEW ALL RATIONALES**
- **3000 NCLEX-RN Questions: Pass with 75% on each exam (Exam Mode)**
- **Take third HESI exit exam and make 900 or more.**
- **Meet with the Program Director for additional 2500 NCLEX-RN questions with 75% on each exam.**
- **Program Director will approve affidavit of graduation when all conditions are met.**

NCSBN website: <http://learningext.com>

5-week review

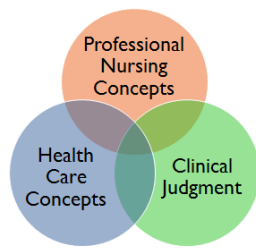
**REMEDICATION DUE:** \_\_\_\_\_

**Contact Program Director:**

- **Email: [sblackwood@mcclennan.edu](mailto:sblackwood@mcclennan.edu)**
- **Phone: 254-299-8354**
- **Fax: 254-299-6232**

**Student Behavioral Expectations and Conduct Policy**

**Professional Expectations for all courses (RNSG 2138, 2539, 2360):**



# McLennan

C O M M U N I T Y

## COLLEGE

Waco, Texas

### Texas Concept-Based Curriculum Associate Degree Nursing Program Spring 2021

1. Be on time and remain throughout class. Arrive at least 10 minutes prior to class starting.
2. Be in class every day and ready to learn. Should some unforeseen incident occur preventing your attendance, contact your instructor.
3. Be a professional. Maintain a professional attitude and be positive. Maintain classroom civility which includes respect for other students and for the faculty. Civility is expected in all verbal and electronic interactions with peers, professors, and college administrators.
4. Know your course expectations. Read your concept syllabi and course instructional plans, check your course calendar, the learning management system (Blackboard) and MCC email daily.
5. Collegiality: Be a positive and productive influence in your work/learning environment, communicating and working professionally, safely, and legally.
6. Know your ethical responsibility to your chosen profession, and the public you will serve.
7. Collaboration: As a professional you will collaborate with clients, their families, other professionals in the health career arena. Be positive, civil, open to new ideas, and research to promote the healing environment.
8. Additional student behavioral expectations are in the ADN Student Handbook.

Reference:

Billings, D. M., Halstead, J. A., (2016). Teaching in Nursing: A guide for faculty. St. Louis, MO. Elsevier. 14:236.

\* [Click Here for the MCC Academic Integrity Statement](#)

(<http://www.mclennan.edu/academic-integrity>)

The link above will provide you with information about academic integrity, dishonesty, and cheating. In addition, in this class, students are subject to the following discipline:

First Offense: Failing grade on the assignment

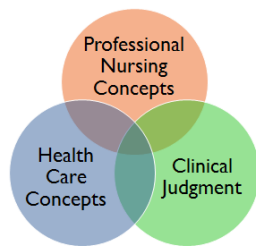
Second Offense: Failing grade in the course. If an associate degree nursing student has a second offense while in the ADN program, the student will receive a failing grade in the course and will be ineligible for readmission into the program.

\* [Click Here for the MCC Attendance/Absences Policy](#)

(<http://www.mclennan.edu/highlander-guide-2016-17/policies>)

Click on the link above for the college policies on attendance and absences.





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Waco, Texas

**Texas Concept-Based Curriculum  
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### **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

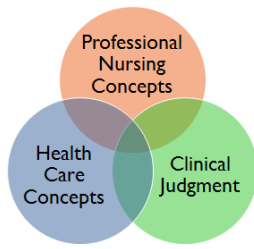
Room 319, Student Services Center

\* [Click Here for more information about Title IX](#)

([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. 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



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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.*

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# 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.

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Room 319, Student Services Center

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[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.*