

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**PRACTICUM  
RSPT - 1266 - 01**

**Marighny Dutton, MSRC, RRT**

### **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.

## PRACTICUM – RESPIRATORY CARE

RSPT

1266

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Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student; provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: arterial blood gas sampling and analysis, lung expansion therapy, postural drainage and percussion, manual resuscitation devices - CPR, pulse oximetry, patient assessment (patient history, vital signs and physical assessment), medical terminology and symbols, infection control, chest x-ray interpretation, medical gas therapy, oxygen analyzers and humidity and aerosol therapy. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Semester Hours 2 (16 clinical hours/week)

### **Prerequisites and/or Corequisites:**

Prerequisite: RSPT 1371

RSPT 1227

### **Course Notes and Instructor Recommendations:**

Students must obtain:

- Reliable transportation to and from clinical sites.
- Stethoscope prior to first clinical day.

### **Instructor Information:**

Instructor Name: **Marighny Dutton**

MCC E-mail: [mdutton@mclellan.edu](mailto:mdutton@mclellan.edu)

Office Phone Number: (254) 299- 8132 with voicemail

Office Location: HP #127

### **Office/Teacher Conference Hours:**

- Tuesday: 11:00 AM – 12:00 PM & 1:00 PM – 3:00 PM
- Thursday: 11:00 AM – 12:00 PM & 1:00 PM – 2:30 PM
- Friday-By appointment
- By appointment – call (254) 299 – 8132 or email @ [mdutton@mclellan.edu](mailto:mdutton@mclellan.edu)

### **Required Text & Materials:**

Title: Clinical Practitioner's Pocket Guide to Respiratory Care

Author: Oakes, Dana

Edition: N/A

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

**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.

**Methods of Teaching and Learning:**

Students are required to demonstrate satisfactory clinical progress regarding skills, knowledge and professional behavior. Students will be evaluated two times (once at the end of each rotation) in each semester. The student must not receive an unsatisfactory evaluation on more than one rotation evaluation per semester to pass the clinical course. If a student accumulates a third unsatisfactory evaluation at any time over the course of the five clinical courses, the student will receive no credit in the clinical course in which the third unsatisfactory evaluation occurred.

**Course Objectives and/or Competencies:**

The student will:

1. Demonstrate professional behaviors.
2. Apply appropriate concepts, principles, laws and theories concerning the safe, competent practice of respiratory care.
3. Apply critical thinking skills in evaluating, planning, and modifying respiratory care practice.
4. Perform and/or observe appropriate respiratory care techniques, as identified in the course description.

SCANS Competencies:

1. Resource allocation: C1 Allocates Time
2. Information:  
C5 Acquires and Evaluates Information

## PRACTICUM – RESPIRATORY CARE

RSPT

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- C6 Organizes and Maintains Information
  - C7 Interprets and Communicates Information
  - C8 Uses Computers to Process Information

### 3. Interpersonal:

- C9 Participates as a Member of a Team
- C10 Teaches Others
- C11 Serves Clients/Customers
- C12 Exercises Leadership
- C13 Negotiates to Arrive at a Decision
- C14 Works with Cultural Diversity

### 4. Systems:

- C15 Understands Systems
- C16 Monitors and Corrects Performance
- C17 Improves and Designs Systems

### 5. Technology:

- C18 Selects Technology
- C19 Applies Technology to Task
- C20 Maintains and Troubleshoots Technology

## SCANS Foundation skills:

### 1. Basic skills

- |    |                    |     |  |
|----|--------------------|-----|--|
| F1 | <u>Reading</u>     | F7  | <u>Creative Thinking</u>               |
| F2 | <u>Writing</u>     | F8  | <u>Decision Making</u>                 |
| F3 | <u>Arithmetic</u>  | F9  | <u>Problem Solving</u>                 |
| F4 | <u>Mathematics</u> | F10 | <u>Seeing Things in the Mind's Eye</u> |
| F5 | <u>Listening</u>   | F11 | <u>Knowing How to Learn</u>            |
| F6 | <u>Speaking</u>    | F12 | <u>Reasoning</u>                       |

### 2. Personal Qualities

- |     |                |     |                   |
|-----|----------------|-----|-------------------|
| F13 | Responsibility | F15 | Social            |
| F14 | Self-Esteem    | F16 | Self-Management   |
|     |                | F17 | Integrity/Honesty |

# Practicum – Respiratory Care

RSPT 1266

## Course Outline or Schedule:

The course schedule is flexible and subject to change. Any changes in the course schedule will be posted as an announcement on Brightspace

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**Course Grading Information:**

**COURSE GRADE:** Credit / No-credit basis based on the following criteria:

- A. **Dependability** – Also see the description of affective evaluation criteria posted on BlackBoard (Clinical policies)

**Clinical attendance** – At the beginning and end of each clinical day, students must “Time In” and “Time Out” via E-Value ([www.e-value.net](http://www.e-value.net)). At the end of the clinical day, clinical instructor will evaluate each student using the E-Value evaluation system. See CLINICAL ATTENDANCE POLICY for more details.

- B. **Communication** -

**Documentation** - Students will provide satisfactory evidence of all documentation requirements regarding patient charting, E-Value Competency Log, Daily Patient Summary, Time In and Out, etc

- C. **Interpersonal Skills** –

**Affective Behavior** - students are required to demonstrate satisfactory professional behaviors, attitudes, cooperation and teamwork.

- D. **Clinical Competence** – The goal of this course is to orient the student to the health care environment while they begin to develop competencies. The student will continue to develop skills in subsequent clinical courses to achieve a mastery level.

**Daily patient summary reports** - students are required to complete one patient summary report each day. If a student is assigned to patients who are not hospitalized, the daily patient summary report is waived. The student must complete one patient summary any time he/she is assigned patient care. Students should be prepared to discuss the patient’s case at the post conference.

**NOTE:** Students will not leave patients unattended during therapy. MCC does NOT support concurrent therapy.

**E. Professional Development -**

Expectations of the student during their clinical assignments include:

Resourceful use of time, compliance with dress code, acceptable hygiene standards, acceptance of guidance, accountability, adherence to confidentiality practices, maintaining patient dignity and welfare, displaying professional interest, cooperation and flexibility, maintaining professional composure, resolving problems, overcoming obstacles, establishing self-direction and motivation as well as professional membership (TSRC and AARC).

**Clinical Evaluation:** Clinical instructors will evaluate student performance every day and at the end of each clinical rotation using the E-Value Evaluation system. Instructors will confidentially review evaluations with each student. Clinical evaluations are designed to advance or confirm the student's development of clinical skills, knowledge and behaviors. Students' clinical competence will be evaluated as:

**Satisfactory**

**Area of Concern**

**Needs Improvement**

**Unsatisfactory**

To earn "CREDIT" for this clinical course, the student must achieve at least one satisfactory of the two End-of-Rotation Evaluations. If a student receives **two unsatisfactory** end-of-rotation evaluations in one semester, he/she will receive a grade of **no-credit**. If a student accumulates **three unsatisfactory end-of-rotation evaluations** for three different semesters, the student will be withdrawn from the program and will be required to wait 5 years before reapplying. In addition, specific unacceptable behaviors may be sufficient grounds for receiving an unsatisfactory semester grade (no-credit), thus jeopardizing the student's enrollment in the program.

Clinical instructors will conduct a summative evaluation for each student at the end of each rotation. If for any reason a student isn't evaluated on the designated clinical dates, the student must contact the Director of Clinical Education to schedule an evaluation time. Students are required to comment whether he/she agrees or disagrees with the evaluation. **NOTE:** *all students are expected to provide information that is both truthful and accurate during an evaluation, failure to do so or providing any information that is determined to be untruthful or inaccurate, may result in suspension of the student from the program*

At the end of each rotation, students are expected to complete an evaluation for the respective **clinical instructor and clinical site**. Evaluations are conducted via E-Value. *Clinic grades will be held until the student completes the required evaluations.*

Daily evaluations will include:

Satisfactory evaluation is defined as no deficiencies.

The first occurrence of a deficiency results in an area of concern.

The second occurrence of the same deficiency results in needs improvement.

The third occurrence of the same deficiency results in an unsatisfactory.

Rotation evaluations:

Satisfactory rotation evaluation is defined as no deficiencies on any daily evaluations.

The first occurrence of a deficiency results in an area of concern.

The second occurrence of the same deficiency results in needs improvement.

The third occurrence of the same deficiency also results in an unsatisfactory rotation evaluation.

NOTE: The fourth occurrence of the same deficiency results in **no credit** in the clinical course.

The student must address a plan for improvement, specifying the course of action, while the faculty will identify probable consequences if improvement does not occur. When a student disagrees with the faculty's clinical evaluation or wishes to explain unusual circumstances that may have affected the evaluation, the student is encouraged to do so in writing. The students must acknowledge and sign the evaluation, whether or not the



student agrees with it. However, the student is given an opportunity to comment in the area provided.

## **MASTERY COMPETENCIES**

Mastery Competency is a **formal evaluation procedure** conducted at the clinical site. A Mastery evaluation will be conducted after the student gains experience performing a procedure in the hospital setting. Students **may not attempt** Mastery Level competencies during the first clinical rotation.

**W - WITHDRAWAL** - This grade is given for an instructor- or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign either a W, if passing work was being accomplished, or an F if the student was failing the course. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

**I - INCOMPLETE** - This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, an Incomplete (I) will be changed to an F, and the course must be repeated if credit is to be given.

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

## **PREPARATION FOR CLINICAL ASSIGNMENTS**

It is the student's responsibility to be adequately prepared to achieve clinical objectives. The student must be responsible for his/her paperwork (e.g., patient summaries, etc.). The student must also bring security badge, stethoscope, watch, calculator, pen, and all other required materials to each clinical assignment. Failure to arrive prepared will result in the student's dismissal from the clinical area resulting in a clinical absence for the day, requiring additional clinical time. **Failure to wear the appropriate security badge will result in dismissal from the clinical site and an absence that will require additional clinical time.**

The student is expected to prepare in advance for clinical learning experiences and arrive ready to start the clinical assignment at the designated time.

### **CELLULAR TELEPHONES and PERSONAL TELEPHONE CALLS**

Cell phones and smart watches are **NOT** permitted in the patient care areas. “Patient care” areas include any location in which patients are treated or other health care professionals work.

Examples include (but are not limited to): general floor areas, nurses’ stations, specialty care units, patient gymnasiums, sleep labs, etc. Students may NOT use cell phones to “study”. Cell phones **MUST** be turned OFF or on silent (NOT on vibrate) when left in the Respiratory Care Department. The health careers secretary will notify a student of an emergency situation (254) 299-8347. No personal phone calls (non-emergency) will be accepted.

### **Clinical Attendance Policy**

Regular and punctual attendance is expected of all students. Clinical instructors will maintain a record of attendance for each rotation. If a student misses a clinical day, he/she must present documentation of the reason for the absence to a committee of respiratory care faculty. If the student cannot provide documentation to meet the course requirements for absences, the student may be withdrawn from the course.

Students must “Time In” and “Time Out” on designated computers. Students may not clock in via cell phone or personal computer. Students may not clock in via hospital computers that have not been previously approved. Clinical Instructors will assess the IP addresses each day during the Daily Evaluation.

Students will be permitted to make up class work and assignments missed due to absence caused by:

1. Authorized participation in official college function.
2. Personal illness.
3. Illness or death in the immediate family.
4. Observance of a religious holy day.

**Students should NOT come to campus or clinic, when sick! Return only when:**

- Afebrile (fever-free) for 24 hours
- No vomiting for 24 hours
- No diarrhea for 24 hours

If a student is ill when he/she reports to the clinical site and/or if the student is febrile, the faculty may dismiss him/her. The student will be considered, “absent” for the day. The student will appear before the Attendance Committee to discuss additional clinical time (ACT). If the student objects to being dismissed, he/she may present the concerns to the attendance committee.

The attendance committee will be composed of the clinical faculty member, the Program Director, and the Director of Clinical Education. **The committee has the prerogative of determining whether or not a student may make up work missed due to absences for other reasons.** If the student accrues more than 16 total hours absence, he/she will receive “Unsatisfactory” Rotation Evaluation and may receive “No Credit” in the course.

**Absence Policy:**

All missed clinical hours (regardless of reason) must be rescheduled and completed before the end of the semester. If a student does not complete the required clinical hours by the end of the semester he/she will be awarded an “I” for the course.

**All** absences must be “**Notified**”. A “**Notified**” absence is defined as: the student providing timely notification by phone (text notification is NOT acceptable) of the clinical absences to the following:

1. 1) Assigned clinical site’s phone,
2. 2) Assigned clinical instructor’s phone, and
3. 3) Mrs. Dutton’s office voice mail (254) 299-8132, **prior to the start** of the clinical assignment assigned time. Also see other requirements noted on the clinical schedule.

Failure of the student to notify the clinical affiliate, the instructor, **AND** Mrs. Dutton’s voice mail of that clinical absence **within 1 hour and 1 minute** of the assigned start time is defined as a “**Non-Notified**” absence. “**Non-notified**” absences for any clinical assignment are strictly prohibited and will automatically result in an unsatisfactory Affective Evaluation for that rotation and thus jeopardize the student’s enrollment in the course. The student will also be

marked as “Unsatisfactory” on the E-Value Daily Evaluation with explanation from the Clinical Instructor. The student must contact the Attendance Committee for appointment.

**Student Responsibilities** following an absence:

**FIRST** absence: student should contact Mrs. Dutton to present documentation and schedule Additional Clinical Time (ACT).

**SECOND** absence: student should request a meeting with the Clinical Attendance Committee. During the meeting, the student will explain the absences, present documentation, and discuss the possibility of ACT. Students will also sign a contract, indicating that he/she understands that with one more absence the Rotation Evaluation will be marked, “Unsatisfactory” and he/she may receive “No Credit” in the course.

**Daily Evaluation of Absence:**

In the **E-Value Affective section** Absence will be marked as “Unsatisfactory”. The clinical instructor will also enter an E-Value “Sick Day” with explanation re: the absence and proper notification.

**Rotation Evaluation of Absences:**

In the **E-Value Affective section**:

- 1 absence during a rotation should be ranked as “Area of Concern” - Student must contact Mrs. Dutton.
  - 2 absences during a rotation should be ranked as “Needs Improvement” - Student must meet with the Attendance Committee.
  - 3 or more absences during the first rotation should be ranked as “Unsatisfactory” and student may receive “No Credit” in the course. Student must meet with the Attendance Committee.
- Three absences is considered excessive. Depending on the situation the student may receive “No Credit” for the course with 3 or more absences.

**End of Semester Evaluation of Absences:**

**NOTE:** If the student has no other Absences during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional absence during the second rotation, absences will be considered “cumulative”. Absences from first and second rotation will be added together to determine end-of-semester evaluation.

Follow these examples,

<b>First Rotation</b>	<b>Rotation Evaluation</b>	<b>Second Rotation</b>	<b>Total Absences</b>	<b>End Of Semester Evaluation</b>
1 absence	Area of Concern	0 absences	0	<b>Satisfactory</b>
2 absences	Needs Improvement	0 absences	0	<b>Satisfactory</b>
3 absences	Unsatisfactory	0 absences	0	<b>Satisfactory</b>

1 absence	Area of Concern	1 absence	2	<b>Needs Improvement</b>
2 absences	Needs Improvement	1 absence	3	<b>Unsatisfactory</b>

1 absence	Area of Concern	2 absences	3	<b>Unsatisfactory</b>
2 absences	Needs Improvement	2 absences	4	<b>Unsatisfactory</b>

**NOTE:**

- 1) Time for which the student is paid by a clinical facility cannot be used as additional clinical time.
- 2) Additional clinical time does not remove clinical absences.
- 3) If student is absent from the pre-arranged ACT day, he/she will go through the Attendance Committee again. Missed ACT days are considered an additional “absence”.
- 4) Leaving the clinical affiliate site will result in an absence. The student must receive authorization from the assigned clinical instructor prior to leaving the facility. If the student leaves the clinical site without notification or authorization, this will be considered a non-notified absence and the student will receive an unsatisfactory evaluation.

**Tardy Policy:**

Students are expected to be at the clinical assignment on time. The student will be tardy when the student arrives at a clinical assignment after the assigned time. The student must notify the clinical instructor immediately when he/she arrives at the clinical site. If the student arrives an hour after the assigned time, the student will be counted absent, be dismissed from the clinical assignment and additional clinical time will be required.

**Daily Evaluation:**

In the **E-Value Affective section** Tardy will be marked as “Unsatisfactory”. The clinical instructor will also post comments explaining the tardy.

**Rotation Evaluation of Tardy:** In the **E-Value Affective section:**

- 1 tardy during a rotation should be ranked as “Area of Concern”.
- 2 tardies during a rotation should be ranked as “Needs Improvement”.  
Student must meet with the Attendance Committee.
- 3 tardies during a rotation should be ranked as “Unsatisfactory”.  
Student must meet with the Attendance Committee.

**End of Semester Evaluation of Tardy:**

**NOTE:** If the student has no other tardies during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional tardy during the second rotation, tardies will be considered “cumulative”. Tardies from first and second rotation will be added together to determine end-of-semester evaluation.

**Dismissal From Clinical Site:** Students who are dismissed from the clinical area for specific reasons (e.g., no name tag, inappropriate dress, hygiene, illness, etc) shall receive an absence that day and will require appearance before the attendance committee.

**Respiratory Care Student Handbook:** [http://www.mclennan.edu/health-professions/respiratory-care-technology/pdfs/RCT\\_Student\\_Handbook.pdf](http://www.mclennan.edu/health-professions/respiratory-care-technology/pdfs/RCT_Student_Handbook.pdf)

**Student Behavioral Expectations or Conduct Policy:**

*“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”*

**\* Click Here for the MCC Academic Integrity Statement**

**([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.

Academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.

From these values flow principles of behavior that enable academic communities to translate ideals into action.”

Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide. Students who cheat or plagiarize will receive a zero for the assignment and are subject to suspension.

- The term “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 instructor 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.
- The term “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. Collaboration in the completion of course work is prohibited unless explicitly permitted by the instructor. Where such collaboration is permitted by the instructor, students must acknowledge any collaboration and its extent in all submitted work.

**\* Click Here for the MCC Attendance/Absences Policy**

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

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

*\* 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.*

**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 programs'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.



# McLennan

C O M M U N I T Y

# COLLEGE

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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

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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.*