



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

SURGICAL PROCEDURES I

SRGT 1441.80

MRS. RIERSON MSHRM, CST

NOTE: This is an 8 week Blended/Hybrid 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.

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Course Description:

This class is an 8-week blended/hybrid class that will introduce students to surgical procedures and related pathologies. With emphasis on surgical procedures related to general, obstetrics/gynecology, genitourinary, orthopedic and Otorhinolaryngologic surgical specialties incorporating instruments, equipment, and supplies.

Prerequisites and/or Corequisites:

Pre-requisites

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques
SRGT 1260 Clinical Introductory
SRGT 2130 Professional Readiness

Co-requisite

SRGT 1542 Procedures II
SRGT 1660 Clinical Intermediate

Course Notes and Instructor Recommendations:

- Attend all face-to-face meetings and be on time.
- Be prepared for class by having completed all reading and online assignments
- Bring all textbooks and handouts to class each day.
- Complete online assignments by the due dates – no makeup work accepted
- Check Brightspace daily for messages, assignments, grades and any class information update.
- Cell phones are not be used during class time unless approved by instructor.
- Students can bring laptops but must remember that they are only to be used for course purposes during class time. If the student is caught “surfing the web” during lecture or working on a different course, the instructor has the right to ask the student to discontinue bringing the laptop to class.

Instructor Information:

Instructor Name: Mrs. Marcie Rierson

MCC E-mail: mrrierson@mclennan.edu

Office Phone Number: (254) 299-8292

Office Location: HP 112

Office/Teacher Conference Hours: by appointment

Other Instruction Information: I will respond to emails received during the work week within 24 hours; weekends and holidays may take as long as 48 hours

Required Text & Materials:

Title: Surgical Technology for the Surgical Technologist: A Positive Care Approach (along with MindTap)

Author: Association of Surgical Technologist

Edition: 5th

Publisher: Cengage

ISBN: 9781305956414

Title: Alexanders Surgical Procedures

Author: Jane Rothrock, Sherri Alexander

Publisher: Elsevier

ISBN 978-0-323-07595-8

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Title: Pocket Guide to the Operating Room
Author: Maxine Goldman
Edition: 3rd
Publisher: FA Davis
ISBN: 9780803612266

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

Methods of Teaching and Learning:

Methods of teaching include but are not limited to:

- Online
 - Weekly attendance questions
 - Quizzes
 - Activities
 - Unit short answer assessments
- Face-to -Face
 - Group exercises
 - Lab exercises
 - Classroom discussions
 - Procedure videos

Since the course is constructed largely around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Students are expected to maintain regular and reliable access to a computer with a stable broadband Internet connection. If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.

All MCC campus computers are configured to use Brightspace and will have most of the software needed to complete your online coursework. If additional software is needed on an MCC lab computer, please contact the administrator of the lab for assistance.

If your computer is publicly accessed off campus or is loaned to you, you may be prohibited from downloading files or software. Keep this in mind because many instructors do require file downloads in their courses.

Notes About Mobile Devices

Please note that you very likely that you will NOT be able to complete an online course using only a mobile device. A laptop or desktop computer is almost always required. If you only have a mobile device, and you cannot come to MCC campus to use a lab computer, contact your instructor immediately to discuss your situation.

Notes About Antivirus and Antimalware Programs

It is highly recommended that you run an antivirus program on every computer that connects to the Internet or shares files with other computers. Thankfully there are some good choices of FREE antivirus and antimalware programs available. You should only install and run one program of each type. Conflicts and false positive reports can result with multiple installations, not to mention wasted system resources. Many antivirus programs now include an antimalware component, so read carefully before you install both types of programs.

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Reminder: You must update your antivirus and antimalware on a frequent and regular basis. Most of these programs will automatically update which is nice. Restarts after updates/upgrades maybe needed in some cases so do not postpone the restart.

Course Objectives and/or Competencies:

To provide the introductory knowledge and skills that will enable the student to evaluate new concepts, attain more knowledge, and solve problems within the perioperative field through:

- Application of physical and biological sciences
- Application of the basic background in behavioral theories and social sciences.
- Comprehension of the surgical process from positioning and prepping to applying dressings.
- Reinforcement of learned aseptic technique and theory.
- Introduction to surgical anatomy and various incision sites.
- Discussion of instrumentation and supplies used for each surgical specialty.
- Discussion of the surgical technologist role during each surgical specialty

Learning Outcomes:

- Relate the relevant anatomy and pathology to indications for selected surgical procedures;
- summarize patient preparation for selected surgical procedures; select appropriate instruments, equipment, and supplies and
- reconstruct the sequence for selected surgical procedures; and
- Identify expected outcomes and possible complications for selected procedures.

Course Outline or Schedule:

Face to Face meeting will be on Mondays from 8:00 – 12:45 in MAC 241

Final Exam will be Monday, March 1, 2021 at 9:00 am in MAC 241.

This is a hybrid course meaning that this course will have both an online component and face-to-face component. Students will be required to complete online assignments by their assigned due dates no later than 11:59pm. A list of the course outline may be found on Brightspace under the Syllabus tab.

This course will be divided into 5 units. Each unit will contain sections with activities that must be completed by their respective due dates. The number of activities may vary from unit to unit. At the beginning of each unit there will be a “Things To Do” list that will guide the student through the required assignments

Online activities for the class will be completed using Brightspace. These activities will be a mixture of timed exercises through Brightspace and MindTap by Cengage. MindTap by Cengage is an online companion for the AST book. MindTap does require an access code and that code was purchased with the book bundle. The unit short answer assessments will be due on Wednesday, please follow course schedule for each unit. Please see the course outline that is found under the Syllabus tab in Brightspace.

Face -to-Face meetings are mandatory. We will meet in MAC 241 from 8:00-12:45 on Mondays. Content presented in face-to-face meetings will follow the course schedule. Any modifications to this schedule will be announced in class and in BrightSpace.

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For each unit the chapter for the Alexander book and AST book are included. “A” followed by a number is referring the chapter in the Alexander’s Surgical Procedures Book. “AST” followed by a number is referring to the chapter in the Surgical Technology for the Surgical Technologist: A Positive Approach book.

Unit 1 -General Surgery (A= 2, AST=14)

In this unit the student will learn the basic setup and surgical steps in general surgery procedures in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Common Terminology
2. Anatomy & Physiology and Pathophysiology
3. Positioning, prepping, draping, instrumentation & supplies
4. Anesthesia considerations
5. Safety Factors
6. Positive vs. Adverse surgical outcomes
7. Procedural Steps

Colon Resection (A= 2, AST=14)

- A. With Colostomy
- B. Without Colostomy

Gastrectomy (A= 2, AST=14)

- A. With Gastrostomy
- B. Without Gastrostomy

Laparoscopic Nissen Fundoplication (A= 2, AST=14)

Appendectomy (A= 2, AST=14)

- A. Open
- B. Laparoscopic

Hemorrhoidectomy (A= 2, AST=14)

Cholecystectomy (A=3, AST=14)

- A. Open
- B. Laparoscopic
- C. With Cholangiogram

Liver Resection (A=3, AST=14)

Splenectomy (A=3 AST=14)

- A. Open
- B. Laparoscopic

Pancreaticoduodenectomy (Whipple Procedure) (A=3, AST=14)

Breast Procedures (A=8, AST=14)

- A. Breast Biopsy
 - 1) Sentinel Node Biopsy
 - 2) Needle Localization
- B. Modified Radical Mastectomy with Auxillary Node Dissection

Herniorrhaphy: Open and Laparoscopic (A=4, AST=14)

- A. Incisional
- B. Umbilical
- C. Inguinal

Thyroidectomy (A=7, AST=14)

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Online Activities:

See PDF calendar in Brightspace

Face-to-Face Activities:

Review Common surgical supplies for General Surgery procedures

Review common surgical supplies for Laparoscopic General Surgery

Review basic General Surgery instrumentation

Review draping that is commonly used for General Surgery procedures

Student's Responsibilities

Read:

Alexander's Ch 2, 3, 4, 7, 8

AST Ch.14

Goldman's Ch. 14, 15, 16, 17 (supplement reading)

Unit 2 - Obstetrics and Gynecological Procedures (A=5, AST=15)

In this unit the student will learn the basic setup and surgical steps in basic obstetrics and gynecological procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Common Terminology
2. Anatomy & Physiology and Pathophysiology
3. Positioning, prepping, draping, instrumentation & supplies
4. Anesthesia considerations
5. Safety Factors
6. Positive vs. Adverse surgical outcomes
7. Procedural Steps

External Genitalia (A=5, AST=15)

- A. Labioplasty
- B. Perineal Laceration
- C. Vulvectomy

Cervical (A=5, AST=15)

- A. Cervical Biopsy
- B. Cervical Cerclage (Shirodkar's Procedure)
- C. Dilation and Curettage (D&C)
- D. Hysteroscopy

Vaginal (A=5, AST=15)

- A. Ablation or Condylomata
- B. Marsupialization of Bartholin's Gland (cystectomy)

Uterine, Ovarian, and Fallopian Tubes (A=5, AST=15)

- A. Uterine
 - 1) Cesarean Section
 - 2) Endometrial Ablation
 - 3) Hysterectomy
 - a) Laparoscopic
 - b) Robotic Assisted
 - c) Total Abdominal
 - d) Vaginal
 - 4) Myomectomy
 - 5) Uterine Radiation Seeding
- B. Ovarian

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- 1) Oophorectomy
- C. Fallopian Tubes
 - 1) Ectopic Pregnancy
 - 2) Salpingectomy
 - 3) Sterilization Procedures
 - 4) Tuboplasty

Pelvic (A=5, AST=15)

- A. Anterior and Posterior Repair (colporrhaphy)
- B. Diagnostic Laparoscopy
- C. Total Pelvic Exenteration
- D. Wertheim Procedure

Online Activities:

See PDF calendar in Brightspace

Face-to-Face Activities:

Review basic OB-GYN instrumentation

Review Common surgical supplies for OB-GYN & Laparoscopic GYN surgery

Review draping that is common for OB-GYN procedures

Student's Responsibilities:

Read:

Alexander's Ch. 5

AST Ch. 15

Goldman's Ch. 18 (supplemental reading)

Unit 3 - Orthopedic Surgery (A=11, AST=21)

In this unit the student will learn the basic surgical steps and setup of basic orthopedic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Common Terminology
2. Anatomy & Physiology and Pathophysiology
3. Positioning, prepping, draping, instrumentation & supplies
4. Anesthesia considerations
5. Safety Factors
6. Positive vs. Adverse surgical outcomes
7. Procedural Steps

Shoulder (A=11, AST=21)

- A. Acromioplasty
 - 1) Open
 - 2) Arthroscopic
- B. Arthroscopy
- C. Bankart Procedure
 - 1) Open
 - 2) Arthroscopic
- D. Total Arthroplasty

Radius (A=11, AST=21)

- 1) ORIF
- 2) Fixator

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Hip (A=11, AST=21)

- 1) Total Arthroplasty
- 2) ORIF

Femur (A=11, AST=21)

- A. Femoral Shaft Fracture
 - 1) Rodding

Knee (A=11, AST=21)

- A. Arthroscopy
- B. Anterior Cruciate Ligament Repair (ACL)
- C. Amputation
 - 1) Above the Knee (AK)
 - 2) Below the Knee (BK)
- D. Total Arthroplasty

Ankle and Foot (A=11, AST=21)

- A. Achilles Tendon Repair
- B. Triple Arthrodesis
- C. Bunionectomy

Online Activities:

See PDF calendar in Brightspace

Face-to-Face Activities:

Review Common surgical supplies for Orthopedic surgical procedures

Review basic orthopedic instrumentation

Review draping that is commonly used for Orthopedic procedures

Student's Responsibilities:

Read:

Alexander's Ch. 11

AST Ch. 21

Goldman's Ch. 2 (supplemental reading)

Unit 4 - Genitourinary Surgery-GU (A=6, AST=20)

In this unit the student will learn the basic surgical steps and setup of basic genitourinary procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in genitourinary surgery
2. Identify key anatomy and physiology of the genitourinary structures
3. Describe basic genitourinary procedures
4. Identify instrumentation and supplies used during genitourinary surgery
5. Discuss prepping, positioning, and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural Steps

Kidney, Ureter & Bladder (A=6, AST =20)

- A. Kidney
 1. Nephrectomy
 2. Kidney Transplant
 3. Wilm's tumor excision (adrenalectomy)
- B. Ureter

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- 1. Ureterscopy
 - 2. Uteropyelithotomy
 - C. Bladder
 - 1. Cystoscopy
 - a. TURBT
 - 2. Cystectomy with Ileal Conduit
 - 3. Suspension – TVT/Sling
 - Prostate (A=6, AST =20)**
 - A. TURP
 - B. Prostatectomy
 - 1. Laparoscopic Prostatectomy – Robot
 - 2. Suprapubic Prostatectomy
 - 3. Retropubic Prostatectomy
 - C. Prostate Seeding
 - Penile (A=6, AST =20)**
 - A. Circumcision
 - B. Epispadias Repair
 - C. Hypospadias Repair
 - D. Penile Implant Insertion
 - E. Penectomy
 - Testicular (A=6, AST =20)**
 - A. Hydrocelectomy
 - B. Orchiopexy
 - C. Orchiectomy

Online Activities:

See PDF calendar in Brightspace

Face-to-Face Activities:

Review Common surgical supplies for Genitourinary surgical procedures

Review basic Genitourinary instrumentation

Review draping that is commonly used for Genitourinary procedures

Student's Responsibilities:

Read:

Alexander's Ch. 6

Fuller's Ch. 25

Goldman's Ch. 19 (supplemental reading)

Unit 5 -Otorhinolaryngologic Surgery (ENT) (A=10, AST=17)

In this topic the student will learn the basic setup and surgical steps in general surgery procedures in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in ENT and mouth surgery
2. Identify the key anatomical structures of the ear, nose, throat, and mouth
3. Describe basic procedures of the ear, nose, throat, and mouth.

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4. Identify instrumentation and supplies used
 5. Discuss patient positioning and prepping
 6. Discuss positive and adverse surgical outcomes
 7. Procedural Steps

Ear (A=10, AST=17)

- A. Cochlear Implant
- B. Mastoidectomy
- C. Myringotomy
- D. Stapedectomy
- E. Tympanoplasty

Nose (A=10, AST=17)

- A. Choanal Atresia
- B. Endoscopic Sinus Surgery (FESS)
- C. Nasal Antrostomy
- D. Nasal Polypectomy
- E. Septoplasty
- F. Turbinectomy

Oral Cavity and Throat (A=10, AST=17)

- A. Laryngectomy
- B. Parotidectomy
- C. Radical Neck Dissection
 1. Glossectomy
 2. Mandibulectomy
- D. Temporomandibular Joint Arthroscopy (TMJ)
- E. Tonsillectomy and Adenoidectomy (T&A)
- F. Tracheotomy and Tracheostomy
- G. Uvulopalatopharyngoplasty

Online Activities:

See PDF calendar in Brightspace

Face-to-Face Activities:

Review Common surgical supplies for ENT surgical procedures

Review basic ENT instrumentation

Review draping that is commonly used for ENT procedures

Student's Responsibilities

Read:

AST Ch. 17

Alexander's Surgical Procedures Ch. 10

COMPREHENSIVE FINAL – Final Exam will be on Monday, March 1, 2021 at 9:00 am in MAC 241.

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Course Grading Information:

Grading Rubric

A – 100 – 89.5	35% Face-to-Face activities
B – 89.4 – 79.5	35% Online Activities
C – 79.4 – 74.5	10% Unit Short Answer Assessments
D – 74.4 – 69.5	15% Final
F – 69.4 – 0	<u>5% Attendance</u>
	100 %

Face-to-Face activities:

Face-to-Face activities are assignments that will be assigned during our Face-to-Face meeting. Most of these activities must be completed in the allotted class time; however, there will be instances where an activity will be assigned during class and the student is expected to bring turn in the assignment in at the next class period or on BrightSpace. Multistep assignments will be graded accordingly. These assignments cannot be made up. *This will count for 35% of the student's total grade.*

Online activities:

Online activities are activities that can be found on your “Things to Do” list located in each section of the unit. All unit activities must be completed during the allotted time for that unit. Please be aware that some activities may be timed; time will be noted in the activity directions. Please see the *PDF calendar* for specific due dates for each unit. Three attempts will be given for each activity. The highest attempt will be the grade entered into the gradebook. Once the unit is closed, the activities will no longer be available to the student. *This will count for 35% of the student's total grade.*

Unit Short Answer Assessments:

Assessments over each unit will be available online and open the week before they are due. Each assessment will have two attempts. Assessments will be available until Wednesday at 11:59pm. Once the assessment has closed the assessment will be graded and the student will receive a grade. Once the grade is received, the student will be able to review the questions and answers. If a student would like further explanation of their grade, please make an appointment with Mrs. Rierson to review your assessment answers. *This will count for 10% of the student's total grade.*

Attendance:

Attendance will be taken by completing a weekly short answer question. This question is graded based on completion, however one-word answers will not be accepted. *This will count for 5% of the student's total grade.*

(Students that miss 25% of the class will be dropped and withdrawn from the program. This class is only a one-hour credit course. Each attendance assignment missed will be counted towards the 25% of the class.)

Comprehensive Final:

The final for this class will be comprehensive meaning that it will cover AST chapters 14, 15, 17, 20, and 21 along with chapters 2, 3, 4, 5, 6, 7, 8, 10, and 11 from Alexander's. *This will count for 15% of the student's total grade.*

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Late Work, Attendance, and Make Up Work Policies:

Late work:

All assignments must be turned in by their due date. Due to the pace of the course, no late assignments will be accepted. Quizzes and Face-to-Face activities cannot be made up.

Attendance:

Attendance for this class will be counted by physically attending the Monday classroom meetings and by completing the short answer question online by Sunday at 11:59pm. To receive full credit for attendance in the Monday class meetings, students must be present for at least 50% of the time. It is also important to note that if the student chooses to leave early, they will not receive credit or be allowed to make up any activities that were completed after they chose to leave. If the total of the two methods of attendance reach 25% of the course, the student will be removed from the course and consequently the program. *Attendance will count for 5% of the student's total grade.*

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.” Unprofessional behavior or conduct will not be tolerated in the classroom or lab setting. Inappropriate behavior will not be tolerated and will be dealt with immediately. Please refer to the MCC Highlander Guide and the ST program handbook for a more detailed explanation. Students are not allowed to eat or drink in the OR lab. Students are expected to be prepared for scheduled tests and will not be allowed to enter or leave during testing. Once the test starts students are expected to sit for the complete test.

Due to the sensitive nature of some of the classroom discussions students are not to take topics outside of the classroom and into the public setting. This is a direct violation of program policies and will not be tolerated and will lead to dismissal from the program.

***Please refer to your student handbook for further information*

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

(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

COLLEGE

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.

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.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

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)

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 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.*