

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

PRACTICUM HEALTH INFORMATION TECHNICIAN-NonMBR

HITT – 1167 - 02

DEBORAH WILLIAMS

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

Prerequisites and/or Corequisites:

Prerequisites: HITT 1441; concurrently enrolled in HITT 2335.

Course Notes and Instructor Recommendations:

- **Success in this course** requires a commitment from the student to **reading** and **following** directions, specifically **due dates**. Online courses require students to spend a great amount of time reading, studying, reviewing materials, and researching. To be successful, be prepared to dedicate the time necessary and accommodate your schedule accordingly.
- Students are expected to adhere to the posted deadlines for completing all work weekly. The deadlines are **not** optional.
- Students will need the textbooks and materials required for this course. These are the primary sources of information. However, read the posted power-points and watch the videos, as they will provide additional information and will help prepare you to be successful in this course.
- All communication will be delivered via Brightspace, student email, or in class. It is **required** that you check your student email and Brightspace on a **daily** basis. Access to your student email can be set up through this link: www.mclennan.edu/student-email/.
- Any student found to be **cheating** will receive an automatic **zero** if cheating is evident. A **second** offense will result in automatic **failure** of the class and program. Cheating is not tolerated.
- If you feel that you may have a technical problem or if your computer crashes, you are **still expected** to turn your work in by the posted due date. Have an alternate location available in case this happens. One alternate location to be considered is MCC's library, which provides computers for student use.

Instructor Information:

Instructor Name: **Deborah Williams**

MCC E-mail: **dmwilliams@mclennan.edu**

Office Phone Number: **254-299-8973**

Office Location: **BTB 225**

Office/Teacher Conference Hours:

Monday: 9:30 a.m. – 12:30 p.m.

Tuesday: 10:00 a.m. – 12:00 p.m.

Wednesday: 9:30 a.m. – 12:30 p.m.

Required Text & Materials:

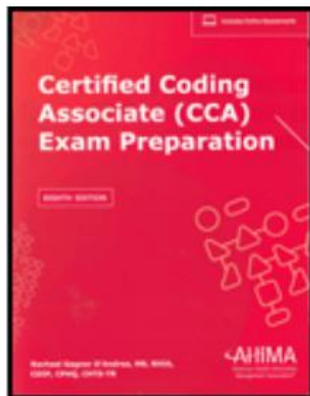
Title: Certified Coding Associate (CCA) Exam Prep

Author: D'Andrea

Edition: 8th

Publisher: AHIMA

ISBN: 9781584267829



Title: Let's Code It! 2019-2020 Code Edition

Author: Safian

Edition: 2nd

Publisher: McGraw Hill

ISBN: 9781260366570



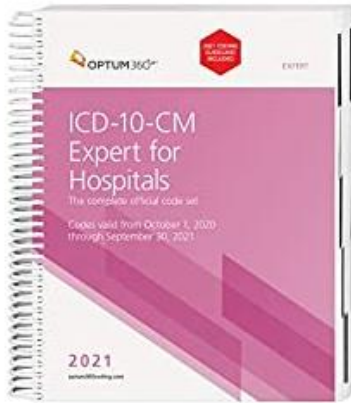
Title: ICD-10-CM Expert for Hospitals Spiral, 2021

Author: Optum

Edition: 2021

Publisher: Optum

ISBN: 9781622545230



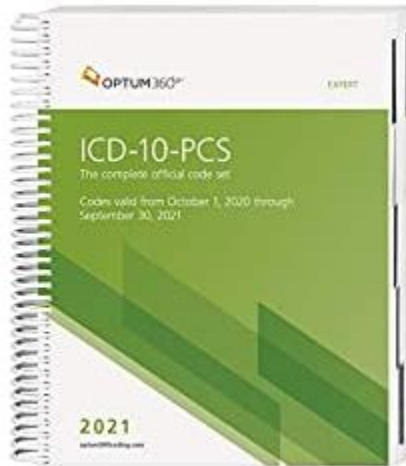
Title: ICD-10-PCS Expert Spiral, 2021

Author: Optum

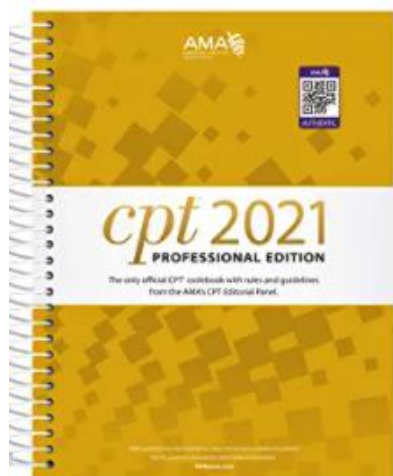
Edition: 2021

Publisher: Optum

ISBN: 9781622545452



Title: CPT 2021 Professional Edition
Author: American Medical Association
Edition: 2021
Publisher: American Medical Association
ISBN: 9781640160491



Title: Virtual Lab Student Access Code – Full Year (STD)
Author: AHIMA
Edition: NA
Publisher: AHIMA

1. Microsoft Word, Microsoft Excel, and Adobe Reader.
2. Computer with reliable internet connectivity.
3. **WEBCAM**

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

Methods of Teaching and Learning:

Students will participate in discussion groups, exams, lab exercises, Virtual Lab projects, written assignments, Coding and DRG/APC assignment of medical records using encoders, and Case Studies.

Course Objectives and/or Competencies:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems

associated with the occupation and the business/industry (C01, C02, C03, C04, C05, C06, C07, C08, C09, C11, C14, F06, F11, F13, F15, F17)

2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (C01, C02, C03, C04, C05, C06, C07, C08, C09, C11, C14, C15, F01, F02, F03, F05, F06, F11, F13, F15, F17)

Course Outline or Schedule:

This schedule is tentative and subject to change. Students will be notified via Brightspace or student email of changes.

Unit 01 Due Date: 01/21/2022 Meeting; Orientation; VLAB Assignments		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review the Syllabus and tentative Schedule ▪ Log into VLAB ▪ Explain the 3M CRS encoder and its use in the coding process 	<ul style="list-style-type: none"> ▪ After reviewing the Syllabus, explain what is expected of you as a student in this course ▪ Successfully register in VLAB ▪ Utilize grouper software (3M CRS) to perform the coding process 	<p>Reading</p> <ul style="list-style-type: none"> ▪ Course Syllabus; VLAB Instructions <p>Watch</p> <ul style="list-style-type: none"> ▪ Orientation Video ▪ VLAB Registration Video ▪ Meeting Recording <p>Homework</p> <ul style="list-style-type: none"> ▪ Attend Friday meeting ▪ Resume ▪ Vlab Registration Assignment ▪ VLAB – 3M Assignment ▪ VLAB – CRS References Assignment ▪ 3M – CRS Worksheet
Unit 02 Due Date: 01/28/2022 Meeting; Chapter 5-6; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ ICD-10-CM Coding of diseases of infectious diseases; neoplasms 	<ul style="list-style-type: none"> ▪ Define key terms and symbols used in the coding process in 3M CRS ▪ Explain the functionality of grouper software (3M CRS) 	<p>Reading</p> <ul style="list-style-type: none"> ▪ Chapters 5-6 <p>Watch</p> <ul style="list-style-type: none"> ▪ Chapter 5 Video ▪ Chapter 6 Video ▪ Meeting Recording <p>Homework</p>

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	<ul style="list-style-type: none"> Utilize grouper software (3M CRS) to perform the coding process 	<ul style="list-style-type: none"> Attend Friday meeting Chapter 5 Homework Chapter 5 Coding Assignment Chapter 5 Case Study Chapter 6 Homework Chapter 6 Coding Assignment Chapter 6 Case Study CCA Mock Exam 1 CCS Mock Exam 1 Quiz <ul style="list-style-type: none"> Unit 02 Quiz
Unit 03 Due Date: 02/04/2022 Meeting; POA; Chapters 7-8; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ICD-10-CM Coding of diseases of conditions of the blood and immunological systems; endocrine conditions Review the current guidelines of POA status indicators 	<ul style="list-style-type: none"> Assign the appropriate POA indicators to inpatient scenarios Utilize grouper software (3M CRS) to perform the coding process 	Reading <ul style="list-style-type: none"> POA guidelines Chapters 7-8 Watch <ul style="list-style-type: none"> POA Video Chapter 7 Video Chapter 8 Video Meeting Recording Homework <ul style="list-style-type: none"> Attend Friday Meeting POA Assignment 1 Chapter 7 Homework Chapter 7 Coding Assignment Chapter 7 Case Study Chapter 8 Homework Chapter 8 Coding Assignment Chapter 8 Case Study CCA Mock Exam 2 CCS Mock Exam 2 Quiz <ul style="list-style-type: none"> Unit 03 Quiz
Unit 04 Due Date: 02/11/2022 Meeting; POA; Coding Clinics; Chapters 9-10; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the current guidelines of POA status indicators 	<ul style="list-style-type: none"> Evaluate clinical scenarios and assign the correct POA status 	Reading <ul style="list-style-type: none"> Coding Clinics; POA guidelines; Chapters 9-10

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<ul style="list-style-type: none"> ▪ Explain the importance of Coding Clinics' and the use of their advice in the coding process ▪ ICD-10-CM Coding of mental, behavioral, and neurological disorders; dysfunction of the optical and auditory systems 	<p>indicator according to POA guidelines</p> <ul style="list-style-type: none"> ▪ Research Coding Clinics' and assign appropriate diagnosis and procedure codes according to their advice ▪ Utilize grouper software (3M CRS) to perform the coding process 	<p>Watch</p> <ul style="list-style-type: none"> ▪ Coding Clinics Video ▪ Chapter 9 Video ▪ Chapter 10 Video ▪ Meeting Recording <p>Homework</p> <ul style="list-style-type: none"> ▪ Attend Friday Meeting ▪ POA Assignment 2 ▪ Coding Clinics Assignment 1 ▪ Chapter 9 Homework ▪ Chapter 9 Coding Assignment ▪ Chapter 9 Case Study ▪ Chapter 10 Homework ▪ Chapter 10 Coding Assignment ▪ Chapter 10 Case Study ▪ CCA Mock Exam 3 ▪ CCS Mock Exam 3 <p>Quiz</p> <ul style="list-style-type: none"> ▪ Unit 04 Quiz
<p>Unit 05 Due Date: 02/18/2022 Meeting; POA; Coding Clinics; Chapters 11-12; Mock Exams</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review the current guidelines of POA status indicators ▪ Explain the importance of Coding Clinics' and the use of their advice in the coding process ▪ ICD-10-CM Coding of cardiovascular conditions; respiratory conditions 	<ul style="list-style-type: none"> ▪ Evaluate the assigned POA indicators for accuracy ▪ Recommend actions to be taken to correct the POA indicator inaccuracies ▪ Defend your recommendations by providing the applicable POA guideline(s) ▪ Utilize grouper software (3M CRS) to perform the coding process 	<p>Reading</p> <ul style="list-style-type: none"> ▪ POA guidelines ▪ Coding Clinics ▪ Chapters 11-12 <p>Watch</p> <ul style="list-style-type: none"> ▪ Chapter 11 Video ▪ Chapter 12 Video ▪ Meeting Recording <p>Homework</p> <ul style="list-style-type: none"> ▪ Attend Friday Morning ▪ POA Audit Assignment 1 ▪ Coding Clinics Assignment 2 ▪ Chapter 11 Homework ▪ Chapter 11 Coding Assignment ▪ Chapter 11 Case Study ▪ Chapter 12 Homework ▪ Chapter 12 Coding Assignment ▪ Chapter 12 Case Study ▪ CCA Mock Exam 4

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		<ul style="list-style-type: none"> CCS Mock Exam 4 Quiz <ul style="list-style-type: none"> Unit 05 Quiz
Unit 06 Due Date: 02/25/2022 Meeting; POA; Chapters 13-14; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the current guidelines of POA status indicators ICD-10-CM Coding of diseases of digestive system conditions; integumentary conditions 	<ul style="list-style-type: none"> Evaluate the assigned POA indicators for accuracy Recommend actions to be taken to correct the POA indicator inaccuracies Defend your recommendations by providing the applicable POA guideline(s) Utilize grouper software (3M CRS) to perform the coding process 	Reading <ul style="list-style-type: none"> POA guidelines Chapters 13-14 Watch <ul style="list-style-type: none"> Chapter 13 Video Chapter 14 Video Meeting Recording Homework <ul style="list-style-type: none"> Attend Friday Meeting POA Audit Assignment 2 Chapter 13 Homework Chapter 13 Coding Assignment Chapter 13 Case Study Chapter 14 Homework Chapter 14 Coding Assignment Chapter 14 Case Study CCA Mock Exam 5 CCS Mock Exam 5 Quiz <ul style="list-style-type: none"> Unit 06 Quiz
Unit 07 Due Date: 03/04/2022 Meeting; VLAB; POA; Chapters 15-16; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the current guidelines of POA status indicators Explain MS-DRG grouping and impact on reimbursement ICD-10-CM Coding of musculoskeletal conditions; injury, poisoning, and external causes 	<ul style="list-style-type: none"> Evaluate the assigned POA indicators for accuracy Recommend actions to be taken to correct the POA indicator inaccuracies Defend your recommendations by providing the applicable POA guideline(s) Utilize the 3M encoder to compute the MS-DRG 	Reading <ul style="list-style-type: none"> VLAB POA guidelines Chapters 15-16 Watch <ul style="list-style-type: none"> Chapter 15 Video Chapter 16 Video Meeting Recording Homework <ul style="list-style-type: none"> Attend Friday Meeting POA Audit Assignment 3 VLAB: MS-DRG Assignment Chapter 15 Homework

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	assignment and reimbursement estimate	<ul style="list-style-type: none"> Chapter 15 Coding Assignment Chapter 15 Case Study Chapter 16 Homework Chapter 16 Coding Assignment Chapter 16 Case Study CCA Mock Exam 6 CCS Mock Exam 6 Quiz <ul style="list-style-type: none"> Unit 07 Quiz
SPRING BREAK 03/07/2022 - 03/11/2022		
Unit 08 Due Date: 03/18/2022 Meeting; VLAB; POA; Chapters 17-18; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the current guidelines of POA status indicators Explain MS-DRG grouping and impact on reimbursement ICD-10-CM Coding of OB conditions; congenital disorders; pediatric conditions; factors influencing health status 	<ul style="list-style-type: none"> Evaluate the assigned POA indicators for accuracy Recommend actions to be taken to correct the POA indicator inaccuracies Defend your recommendations by providing the applicable POA guideline(s) Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate 	Reading <ul style="list-style-type: none"> VLAB POA guidelines Chapters 17-18 Watch <ul style="list-style-type: none"> Chapter 17 Video Chapter 18 Video Meeting Recording Homework <ul style="list-style-type: none"> Attend Friday Meeting POA Audit Assignment 4 VLAB – MS-DRG Evaluation Chapter 17 Homework Chapter 17 Coding Assignment Chapter 17 Case Study Chapter 18 Homework Chapter 18 Coding Assignment Chapter 18 Case Study CCA Mock Exam 7 CCS Mock Exam 7 Quiz <ul style="list-style-type: none"> Unit 08 Quiz
Unit 09 Due Date: 03/25/2022 Meeting; MS-DRG; Coding Audit; Chapter 33; Mock Exams		
Overview:	Learning Objectives:	Assignments:

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<ul style="list-style-type: none"> Identify CC's and MCC's regarding MS-DRG assignment Review medical scenarios for coding accuracy ICD-10-PCS procedure coding from the Medical and Surgical Section 	<ul style="list-style-type: none"> Determine the correct MS-DRG assignment and reimbursement amount Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate Audit coding scenarios to ensure compliance to official coding guidelines 	<p>Reading</p> <ul style="list-style-type: none"> MS-DRG ICD-10-CM and ICD-10-PCS guidelines Chapter 33 <p>Watch</p> <ul style="list-style-type: none"> Chapter 33 Video(s) Meeting Recording <p>Homework</p> <ul style="list-style-type: none"> Attend Friday Meeting Coding Audit Assignment 1 MS-DRG Assignment 1 Chapter 33 Body System HW Chapter 33 Root Operation HW Chapter 33 Body Part Hw Chapter 33 Homework Part 1 CCA Mock Exam 8 CCS Mock Exam 8 <p>Quiz</p> <ul style="list-style-type: none"> Unit 09 Quiz
<p>Unit 10 Due Date: 04/01/2022 Meeting; MS-DRG; Coding Audit; Chapter 33; Mock Exams</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Identify CC's and MCC's regarding MS-DRG assignment Review medical scenarios for coding accuracy ICD-10-PCS procedure coding from the Medical and Surgical Section 	<ul style="list-style-type: none"> Determine the correct MS-DRG assignment and reimbursement amount Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate Audit coding scenarios to ensure compliance to official coding guidelines 	<p>Reading</p> <ul style="list-style-type: none"> MS-DRG ICD-10-CM and ICD-10-PCS guidelines Chapter 33 <p>Watch</p> <ul style="list-style-type: none"> Chapter 33 Video(s) Meeting Recording <p>Homework</p> <ul style="list-style-type: none"> Attend Friday Meeting Coding Audit Assignment 2 MS-DRG Assignment 2 Chapter 33 Surgical Approach HW Chapter 33 Device HW Chapter 33 Homework Part 2 Chapter 33 Coding Assignment Chapter 33 Case Study

		<ul style="list-style-type: none"> CCA Mock Exam 9 CCS Mock Exam 9 Quiz <ul style="list-style-type: none"> Unit 10 Quiz
Unit 11 Due Date: 04/08/2022 Meeting; MS-DRG; Coding Audit; Chapters 34-35; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Identify CC's and MCC's regarding MS-DRG assignment Review medical scenarios for coding accuracy ICD-10-PCS procedure coding from the Obstetric section; Chiropractic section 	<ul style="list-style-type: none"> Determine the correct MS-DRG assignment and reimbursement amount Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate Audit coding scenarios to ensure compliance to official coding guidelines 	Reading <ul style="list-style-type: none"> MS-DRG ICD-10-CM and ICD-10-PCS guidelines Chapters 34-35 Watch <ul style="list-style-type: none"> Chapter 34 Video Chapter 35 Video Meeting Recording Homework <ul style="list-style-type: none"> Attend Friday Meeting Coding Audit Assignment 3 MS-DRG Assignment 3 Chapter 34 Homework Chapter 34 Coding Assignment Chapter 34 Case Study Chapter 35 Homework Chapter 35 Coding Assignment Chapter 35 Case Study CCA Mock Exam 10 CCS Mock Exam 10 Quiz <ul style="list-style-type: none"> Unit 11 Quiz
Unit 12 Due Date: 04/15/2022 Meeting; MS-DRG; Coding Audit; Chapters 36-37; Mock Exams		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Identify CC's and MCC's regarding MS-DRG assignment Review medical scenarios for coding accuracy 	<ul style="list-style-type: none"> Determine the correct MS-DRG assignment and reimbursement amount Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis 	Reading <ul style="list-style-type: none"> MS-DRG ICD-10-CM and ICD-10-PCS guidelines Chapters 36-37 Watch <ul style="list-style-type: none"> Chapter 36 Video

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<ul style="list-style-type: none"> ICD-10-PCS procedure coding from the Imaging, Nuclear Med, and Radiation Therapy sections; Physical Rehab and Diagnostic Audiology sections; New Technology section 	<p>and procedure codes to each case</p> <ul style="list-style-type: none"> Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate Audit coding scenarios to ensure compliance to official coding guidelines 	<ul style="list-style-type: none"> Chapter 37 Video Meeting Recording <p>Homework</p> <ul style="list-style-type: none"> Attend Friday Meeting Coding Audit Assignment 4 MS-DRG Assignment 4 Chapter 36 Homework Chapter 36 Coding Assignment Chapter 36 Case Study Chapter 37 Homework Chapter 37 Coding Assignment Chapter 37 Case Study CCA Mock Exam 11 CCS Mock Exam 11 <p>Quiz</p> <ul style="list-style-type: none"> Unit 12 Quiz
Unit 13 Due Date: 04/22/2022 CPT Assistants; VLAB; Chapter 39; Mock Exam		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Explain the importance of CPT Assistant articles and the use of their advice in the coding process Review reimbursement guidelines and procedures 	<ul style="list-style-type: none"> Research CPT Assistant articles and assign appropriate diagnosis and procedure codes according to their advice Prepare for CCA Credentialing Exam 	<p>Reading</p> <ul style="list-style-type: none"> CPT Assistant Articles VLAB Chapter 39 <p>Watch</p> <ul style="list-style-type: none"> CPT Assistant Help Video Chapter 39 Video <p>Homework</p> <ul style="list-style-type: none"> NO MEETING - HOLIDAY CPT Assistants Assignment VLAB – Clinical Coding and Reimbursement Assignment Chapter 39 Homework CCA Mock Exam 12 <p>Quiz</p> <ul style="list-style-type: none"> Unit 13 Quiz
Unit 14 Due Date: 04/29/2022 Meeting; TAKE CCA Exam		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ACE CCA Exam 	<ul style="list-style-type: none"> ACE CCA Exam 	<p>Homework</p> <ul style="list-style-type: none"> TAKE CCA EXAM Meeting

Final Meeting Due Date: 05/02/2022		
Overview:	Learning Objectives:	Assignments:
▪ Final Meeting	▪ Final Meeting to wrap up semester	Final Meeting

Course Grading Information:

Grades for this course will be weighted. To determine your grade at any point in the semester, calculate the average and multiply by the percentage for each category. **Passing grade for this course is 75 or higher.**

Meetings/Assignments will be averaged and multiplied by 25%

Quizzes/Case Studies will be averaged and multiplied by 25%

Exams will be averaged and multiplied by 25%

Students receiving a score of “PASS” on the CCA will earn a score of 100 that will be multiplied by 25%.

Students receiving a score of “FAIL” on the CCA will earn a score of 74 that will be multiplied by 25%.

In the event that the CCA exam is in a beta period the 25% for the CCA exam will be applied to the “Exams” category.

Category	Percent toward final grade	Grade range	
Meetings/Assignments	25%	A	90-100%
Quizzes/Case Studies	25%	B	80-89%
Exams	25%	C	75-79%
CCA Exam	25%	D	60-74%
		F	0-59%

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

Students are encouraged to **complete and submit work early in the week**. You have the ability to check your submitted work via D2L|Brightspace. If you see an error in the submission, you have another chance to resubmit the assignment correctly at any point before the due date.

Based on the nature of this course, you will easily fall behind by submitting work late. Weekly coursework builds on each other as you progress through the course. You must complete weekly work accurately and on time to be able to move on to the next section. During the semester, you will be given **ONE** occasion to submit work late (excluding Exams, Meetings, and CCA Exam) **regardless of the circumstance**, without receiving a grade deduction. **After this ONE opportunity is used**, any work incorrectly submitted or submitted past the due date will **receive an automatic zero**.

Weekly work will be graded within 7 days of the due date. Feedback will be provided in the feedback area and/or through the D2L|Brightspace gradebook. You are **required** to **review the instructor's feedback on all work** – even if you are satisfied with the assigned grade.

Exams:

There will NOT be a make-up for any exams. There will be both CCA and CCS mock exams throughout the semester. The exams are timed and you are required to make a 75 or higher to proceed. Each exam will be reviewed the following week so that students can learn from what they missed. Students will receive a score for exams almost immediately and/or within 48 hours after the due date. Due dates are given on Brightspace.

Meeting Attendance:

The student is responsible for attending class meetings according to the approved schedule. Absenteeism from scheduled class time should be limited to emergency situations only. You must contact the professor if you are unable to attend the class meeting 1 hour prior to the scheduled meeting time. Make-up time for any absenteeism will not be coordinated. The student must remain at class meeting until excused by the professor.

EXCUSED ABSENCE:

- Death of immediate family member (parent, spouse, child, sibling) (Three clinical days maximum)
- Subpoena to be present at a court case (Jury duty does not qualify – court issued work notice required)
- Serious/contagious illness diagnosed by qualified medical personnel.

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- Student must contact the clinical site supervisor and the clinical coordinator 1 HOUR PRIOR to the scheduled clinical.
 - Student must provide doctor's note, death notice, or subpoena.
 - If the student must leave a clinical site/classroom meeting early, due to one of the above stated reasons, it will result in an excused absence.
 - One excused absence will result in a reduction of the student's final course grade by 10 POINTS.
 - Four excused absences will result in the student's failure of the course and removal from the program.

UNEXCUSED ABSENCE:

- Failure to contact the clinical site supervisor and the clinical coordinator 1 HOUR PRIOR to the scheduled clinical.
- Failure to provide doctor's note, death notice, or subpoena
- One unexcused absence will result in reduction of the student's final course grade by 20 POINTS.
- Two unexcused absences will result in the student's failure of the course and removal from the program.

Failure to submit a total of 8 items of coursework will show that the student has no intention of completing the course. The student will be dropped from the course.

Student Behavioral Expectations or Conduct Policy:

Students are expected to use appropriate language and display respect for fellow students and instructor regardless of the method of communication: face to face, email, discussion board, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior used in any form of communication will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all emails should be free of typos, grammatical, spelling, and other errors. Any inappropriate behavior or language may result in the student being dropped from the course immediately.

Instructor Feedback:

Students will receive responses via email within 48 hours. Unless the email is sent after 4:00 p.m. on Friday. Students are encouraged to complete work and contact the instructor with questions regarding the class, assignments, etc. early in the week as there will be no responses after the time noted above until Monday morning after 8:00 a.m.

Emails:

Emails should be sent using your student email. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language. At times the instructor may have an extenuating circumstance or may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Technical Support:

Students who need technical support should contact MCC's Information Systems and Support at 254-299-8077. You can access the link by going to the External Links tab, MCC's Information Systems and Support.

[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.

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ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.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

Title IX:

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 Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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 or emailing SuccessCoach@mclennan.edu. Students may 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.