



**Texas Concept-Based Curriculum  
MCC ADN Program**



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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**HEALTH CARE CONCEPTS III  
RNSG 1538.01**

**Dr. Susan Olson, RN, DNP  
Dr. Amanda Sansom, RN, DNP  
Jenna Warf, RN, MSN**

**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.

## HEALTH CARE CONCEPTS III

RNSG 1538.01

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### **Course Description:**

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

Semester Hours: 5 (4 lec/4 lab).

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

Prerequisites: RNSG 1126, RNSG 1533, RNSG 2362, and BIOL 2420.

Corequisites: RNSG 1137, RNSG 2363, and PSYC 2314.

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

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

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### **Instructor Information:**

Instructor Name: Dr. Susan Olson, RN, DNP

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

Office Phone Number: (254) 299-8744

Office Location: HPS 162

Office/Teacher Conference Hours: By appointment.

Instructor Name: Dr. Amanda Sansom, RN, DNP

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

Office Phone Number: (254) 299-8486

Office Location: HPN 231

Office/Teacher Conference Hours: Monday 0800-1000; Tuesday 0800-0900, 1200-1400

Instructor Name: Jenna Warf, RN, MSN, VA-BC (Team Leader)

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

Office Phone Number: (254) 299-8359

Office Location: HPN 225

Office/Teacher Conference Hours: Monday 0900-1000, 1300-1430; Tuesday 1200-1430

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

#### **Books:**

*HESI Comprehensive Review for the NCLEX-RN Examination* (6<sup>th</sup> ed.). (2020). St. Louis, MO: Elsevier.

Silvestri, L. A. (2020). *Saunders Comprehensive Review for the NCLEX-RN Examination* (8<sup>th</sup> ed.). St. Louis, MO: Elsevier.

#### **Websites:**

ADN Student Handbook

Elsevier: Evolve: <https://evolve.elsevier.com/cs/>

Highlander Guide: <http://www.mclennan.edu/highlander-guide/>

#### **Materials:**

Earphones/Earbuds (for HESI Examinations)

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

**Methods of Teaching and Learning:**

Theory consists of lectures, class discussions, case studies, group projects, written reports/papers, exams, quizzes, simulations, and tutorial software. Refer to the course calendar and LMS for specific dates, times, and assigned activities. Each student is expected to come to class prepared to participate in the class presentation and therefore is expected to have completed assigned reading prior to class. See curriculum outline in the ADN Student Handbook for courses and hours.

**The Faculty:** Expectations are that the student will be a self-motivated learner and by the end of the semester will have met the learning objectives, transitioning to successful program outcomes. The faculty will provide a context and environment that supports thoughtful curriculum that guides investigative self-learning. The faculty expects student preparation and active involvement in the learning environment. Teaching strategies are designed to stimulate critical thinking and active classroom learning. Examples include interactive lecture, course readings, class discussion, case-studies, pre-class or post-class assignments, and research findings.

**The Students:** Students will commit to an environment of full class participation taking an active role in the learning experience by completing assignments, participating in class discussions, being actively involved in group activities such as projects and presentations, related to current and previously mastered content. The students will be expected to perform, discuss, communicate, and present themselves in a professional manner always.

**Course Objectives and/or Competencies:**

Upon completion of this course the student will:

1. Utilize a systematic process to analyze selected health care concepts (SLO #1, #6).
2. Prioritize nursing management of care for selected health care concepts (SLO #1, #3, #4).
3. Apply the learned concepts to other concepts or exemplars (SLO #1, #2).
4. Examine the interrelatedness among health care concepts to make clinical judgements for optimum patient care outcomes (SLO #1, #4, #5, #7).

**End-of-Program Student Learning Outcomes (SLOs)**

The graduate will be able to:

1. Use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient-centered care.

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2. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice.
3. Promote safety and quality improvement as an advocate and manager of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.
5. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrate knowledge of delegation, management, and leadership skills.
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

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

#### **HEALTH CARE CONCEPTS – BIOPHYSICAL:**

##### **Cellular Regulation**

- Solid Tumors
- Lymphoproliferative Disorder
- Cancer Survivorship

##### **Comfort (within other concepts)**

- Cancer Pain (Cellular Regulation)
- Labor Pain (Reproduction)
- Neonatal Pain (Reproduction) (circumcision, procedural pain, e.g., chest tube or ET tube insertion)
- Rheumatoid Arthritis (Immunity)
- Trauma (Mobility) (fractures/ musculoskeletal injuries (acute pain); amputation (acute and phantom limb/ neuropathic pain))

##### **End of Life**

- Senescence (aging)
- Persistent Vegetative State (PVS)
- Amyotrophic Lateral Sclerosis (ALS) (chronic disease ending in death)
- Pancreatic Cancer/Hospice (palliative care)
- Pediatric

##### **Grief**

- Prenatal Diagnosis of Congenital Defect

- Stillborn
- Amputation
- Sudden Infant Death Syndrome (SIDS)
- Myocardial Infarction
- Terminal Illness

### **Human Development**

- Downs Syndrome
- Attention-Deficit Hyperactivity Disorder (ADHD & ADD)
- Autism Spectrum Disorders
- Developmental Delay
- Menopause
- Aging
- Social Anxiety disorder

### **Immunity**

- Tuberculosis (TB)
- Anaphylaxis
- Systemic Lupus Erythematosus (SLE)
- Rheumatoid Arthritis (RA)
- Multiple Sclerosis (MS)
- Inflammatory Bowel Disease (IBD)

### **Interpersonal Relationships**

- Aging of Family Members
- Disability of Family Member
- Expanding Family (birth, adoption, blended family)

### **Intracranial Regulation**

- Seizure Disorder
- Stroke
- Traumatic Brain Injury/Organ Donation/Brain Death
- Post-Concussion Syndrome
- Brain Tumor
- Meningitis
- Hydrocephalus

- Parkinson's Disease

### **Mobility**

- Cerebral Palsy
- Spinal Cord Injury
- Musculoskeletal Trauma (fractures/musculoskeletal injuries, amputation, compartment syndrome)

### **Mood Affect**

- Bipolar Disorder
- Major Depressive Disorder
- Suicide
- Post-Partum Depression

### **Reproduction**

- Contraception/Family Planning
- Infertility
- Pregnancy (includes birth process)
- Placental Complications
- Preterm Labor
- Newborn (includes neonate)
- Rh Incompatibility
- Genetics (Down Syndrome, Huntington's, breast cancer, Sickle Cell)

### **Sexuality**

- Dyspareunia
- Erectile Dysfunction
- Sexually Transmitted Infections
- Altered Libido
- Gender Dysphoria/Body Image

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### **Course Grading Information:**

#### **Grading and percentages for RNSG 1538:**

Exam 1 – 25%

Exam 2 – 25%

Exam 3 – 25%

HESI (Final Exam) – 23%

Simulation – 2%

#### **ADN Grading Scale:**

90 – 100 = A

80 – 89 = B

75 – 79 = C

65 – 74 = D

Below 65 = F

**Grade Calculations:** All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to the tenth. The final exam for the course will be computed to two decimal places. The final course grade will be rounded off to a whole number.

**Final Examinations:** A HESI Level 3 Exam will be given at the termination of the course as the final exam. All regular examination policies apply to the final exam. The final exam grade will not be rounded off. The final course grade will be rounded to a whole number.

#### **HESI Policy**

The HESI Benchmark for each level will be: **Level 3 = 875**

- **HESI 1 will be administered to the class per the course calendar.**
  - The conversion score on HESI 1 will be assigned as the final exam grade for the class.
  - If a student is passing all other aspects of the class and meets the benchmark score, the final grade will be assigned per the MCC calendar and the student will be encouraged to complete HESI NGN remediation packets that are assigned within the HESI System before progressing to the next level.\*
  - If a student is failing the class after the HESI 1 conversion score (final exam grade) is recorded, that student will fail the course. Students who do not pass a course are encouraged to complete HESI remediation. The grade earned in the class will be recorded and the student will be subject to any and all progression, reapplication, and readmissions (if eligible) policies.
  - If a student has a passing average in the class but fails to meet the benchmark on the HESI Exam (L1= 800, L2 = 850), the student will be required to complete the



assigned remediation packets within the HESI system. The assigned remediation must be completed and submitted before the scheduled HESI 2 testing date per the course calendar and faculty instructions.

- **HESI 2 will be administered per the course calendar.**
  - Students who fail to achieve the benchmark score on HESI 2 will be required to complete the remediation packets within the HESI system by the date set in the course calendar.
  - Failure to complete all of the assigned HESI remediation by the faculty-assigned date will result in failure of the course. A grade of “F” will be assigned regardless of average in the class.
  - All progression, re-application, and readmission policies apply

*\*All nursing courses must be taken concurrently. Passing the class in which HESI is administered does not automatically allow the student progress. ALL courses in each level must be passed for progression to occur.*

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

**ADN Examination Policy:**

1. Nursing exams will be administered on-campus using Exam Soft software in a proctored setting.
2. Students with disabilities may request special examination accommodations as outlined in the general McLennan Community College catalog.
3. Students are expected to take all exams on the scheduled dates and times as indicated on course calendars or in course instructor plans. There are no make-up unit exams. The ADN department reserves the right to make changes in the scheduling of exams in order to meet unexpected circumstances that might occur. See Make-Up Work Policy for additional information.
4. The proctor is not allowed to answer any questions regarding content.
5. Notify the exam proctor if computer hardware or software problems occur.
6. The ExamSoft program will upload exam grades to Brightspace. The final course grade is calculated by the Brightspace gradebook system and grades are delivered to students by Brightspace gradebook, exclusively.

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7. Exam grades will be made available to students in the Brightspace gradebook after exam analysis is complete. The desired time frame for completion of exam analysis is within 72 hours, unless there are extenuating circumstances.

### **Exam Administration:**

1. Students will be given 1.5 minutes per exam item (HESI Exam may differ according to HESI guidelines and rules).
2. A standardized testing environment will be maintained in all courses. Failure to follow exam regulations or the instruction of the exam proctor will be cause for immediate dismissal from the examination room and the exam process. The following regulations are designed to help ensure such an environment:
  - a. All examinees should begin testing at the same time in each testing site.
    - i. Exception for students with ADA exam accommodations. Course faculty will advise students about exam start time according to the Testing Center accommodation availability.
  - b. Examinees arriving to the exam room after the scheduled exam time will follow the missed exam clause above.
  - c. No communication is permitted between examinees while taking the exam; examinees are expected to complete the examination independently.
  - d. Food and drink, gum, candy, lip balm, medications, and removable medical devices are prohibited at the examinees computer station during the exam.
    - i. An area will be provided for medical devices to be stored inside the exam room, with prior approval.
    - ii. Examinees must declare medical devices, special needs, or accommodations to course faculty prior to the first exam.
  - e. Examinees may bring two writing utensils into the examination room.
  - f. Examinees are not allowed to bring any additional materials with them to the examination site, including personal calculators.
  - g. Scratch paper, earplugs, and tissue will be provided by the exam proctor:
    - i. Examinees name and exam date will be written on all scratch paper provided.
    - ii. Examinees may not write any information (except name and date) on the scratch paper until after the exam password has been given.
    - iii. Scratch paper will be returned to the proctor before exiting the examination room.
    - iv. Scratch paper will be collected and destroyed upon completion of the exam.

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- h. Personal items are not allowed in the testing room. Personal items not allowed include, but are not limited to:
    - i. Cellular/mobile/smart phones/PDA
    - ii. Cameras of any kind
    - iii. Any electronic devices
    - iv. Jump Drives
    - v. Pagers/Hand-held computers
    - vi. Bags/Purses/Wallets
    - vii. Back packs
    - viii. Watches, including Smart watches
    - ix. Activity/Fitness Trackers (i.e. Fitbits)
    - x. Books/Study Materials
    - xi. Medical aids/devices (see above)
    - xii. Sunglasses, hats, visors, or hooded clothing will not be worn during an exam.
  - 3. Exams may cover material from previously mastered levels. For example, dosage calculations, growth and development, pharmacology, and communication may appear in subsequent exams.
  - 4. The ExamSoft program allows individual review of missed rationales, one time only.
    - a. Students scoring < than 75% in any nursing course must schedule an appointment with the success coach within five business days to review the strengths and weaknesses report.
    - b. Students scoring > than 75% may schedule an appointment with the course advisor to review the strengths and weaknesses report.
  - 5. Faculty will monitor each report review following the guidelines for standardized testing environment (explained above).
  - 6. Individual report reviews must be completed within two (2) weeks of the original exam date. After two weeks, no further review will be allowed.
  - 7. All exams are the property of the nursing program.
  - 8. Students are prohibited from disclosing or discussing with anyone, information about the question items or answers seen on examinations (this includes posting or discussing questions on the Internet and social media websites).
  - 9. The McLennan Community College and Associate Degree nursing academic integrity policy will be enforced if any student is suspected of or commits academic dishonesty regarding exam items or answers.
    - a. This includes posting or discussing questions or answers in writing, by verbal discussion, by text, the Internet, social media websites, or other forms.
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### Resources:

2013 NCLEX Examination Candidate Bulletin by the National Council of State Boards of Nursing.

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

#### **Late Work:**

All written work for this course is completed in the simulation lab. Please refer to the Simulation Lab Instructor Plan for policies regarding late work.

#### **Attendance:**

Role will be recorded daily on Brightspace at the beginning of class. It is the student's responsibility to notify the instructor if they are late to class and want a late attendance recorded. Students are expected to be in class, on time. For security reasons, the doors to the classroom will remain locked from the outside and will remain locked after class starts. If the student cannot be in the classroom by the time class starts, they must wait until break-time to enter class. If the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave the classroom. Since the doors are locked from the outside, the student will not be able to come back into the class. The students' cooperation is required and appreciated. Students will be allowed entry/re-entry into class at break times.

#### **MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course Instructor Plan.

#### **ADN Program Theory Attendance/Absences (Includes Theory and Skills Lab) Policy:**

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date (the 60 percent point in the semester or term), the instructor may assign a W if the student is passing and

requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence will count toward attendance requirements in each course. Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. A student not present during the taking of attendance at the beginning of class has the responsibility to notify the faculty/instructor BEFORE leaving the scheduled class period. If the student fails to notify the faculty/instructor BEFORE leaving the class period, the absence will remain and will count as part of the 25 per cent of theory absence. The student is the only one that may verify that he/she is present. At NO TIME may one student sign in for another student.

**Make-Up Work:**

Students are expected to take all exams on the scheduled dates and times as indicated on course calendars or in course instructor plans. There are no makeup unit exams. If a student misses a HESI exam, it will be rescheduled for a later date. The ADN department reserves the right to make changes in the scheduling of exams to meet unexpected circumstances that might occur.

- a. If a student is unable to take a scheduled exam, the student must contact a course faculty or advisor per MCC email, prior to the exam start time.
  - i. The final exam grade will replace the missed unit exam grade.
  - ii. Ten points will be deducted from the missed exam grade for failure to notify a course faculty or advisor per policy.
  - iii. If a student is unable to take the scheduled HESI Exam and has missed an exam during the current semester, the student will receive a zero for the missed exam grade.
  - iv. If a student is unable to take the scheduled HESI Exam and has not missed an exam during the current semester, the student will receive an incomplete in WebAdvisor.
  - v. The student must take the missed HESI exam and earn a passing course grade to progress in the program.
  - vi. The student may only miss one unit exam within the semester.

**Student Behavioral Expectations or Conduct Policy:**

**Professional Expectations:**

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

Reference:

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

**[Click Here for the MCC 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.

# McLennan

C O M M U N I T Y

# COLLEGE

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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](http://www.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

### **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](mailto: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/](http://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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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](mailto: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.