

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Advanced Cardiopulmonary Anatomy & Physiology

RSPT 1340.01

Erica 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:

This course provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary systems. The student will describe and explain advanced concepts of cardiopulmonary anatomy and physiology; describe the neurology of breathing, ventilation/perfusion concepts, and gas transport from the lung to the tissues. Semester Hours 3 (3 lec).

Prerequisites and/or Corequisites:

Prerequisite: BIOL 2402 or BIOL 2404

Course Notes and Instructor Recommendations:

You will need a computer, webcam and Internet access daily. If your home computer becomes unusable for any reason, you will need a backup plan. You may use MCC campus computers or local library computers. **Lack of computer, webcam or Internet access will not be a reason for lack of participation.**

Instructor Information:

Instructor Name: Erica Williams

MCC Email: ewilliams@mclennan.edu

Office Phone Number: (254) 299-8341

Office Location: HP 104

Office/Teacher Conference Hours:

- Monday and Wednesday – by appointment or email
- Tuesday and Thursday – 9:30 am – 11:30 am; 3:00 – 3:30 pm

Other Instruction Information:

Required Text & Materials:

Title: Cardiopulmonary Anatomy & Physiology

Author: Terry Des Jardins

Edition: 7th

Publisher: Cengage Learning

ISBN: 9781337794909

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

Methods of Teaching and Learning:

Instructional methods include: lectures, reading assignments, quizzes, electronic exams, and in class problem solving learning activities.

To achieve the Daily Academic Goal, the student will 1) read the weekly textbook assignments, 2) attend the on-line lectures, and 3) **answer/master** the study questions (“ticket” to class). The student will come to campus prepared to participate in activities designed to apply the information learned from the on-line lectures and reading assignments.

The “**Ticket to Class**” is your answered study questions. Study questions/objectives accompany each online lecture and/or video. As a prerequisite to taking your daily IRA and TRA quiz, the student must upload these answered study questions to the assignment tab in Brightspace **by 9:00 pm** prior to each class day. If a student fails to complete the “ticket to class,” the student will be dismissed from class and earn a zero on the daily quizzes. **NO EXCEPTIONS.**

Participation in class discussions and problem-based activities will be possible only after answering and mastering all study questions. During class activities, teams will work together to solve new problems based on knowledge gained from the on-line lectures.

Computer Skills Requirements:

Students are expected to be able to:

- *Download lecture files*
- *Operate PowerPoint software*
- *Operate PowerPoint audio*
- *Navigate Brightspace*

Monitor academic progress via Brightspace Grade Book

<http://www.mclennan.edu/tech-support/>

(MCC technology help desk)

Course Objectives and/or Competencies:

- I. Develop a basic knowledge of the anatomical and histological structures associated with the respiratory system to include:
 - A. The upper airway
 - B. The lower airways
 - C. The sites of gas exchange
 - D. Pulmonary vascular system
 - E. The lymphatic system
 - F. Neural control of the lungs
 - G. The lungs
 - H. The mediastinum

- I. I. The pleural membranes
 - J. The thorax
 - K. The diaphragm
- II. Develop a basic knowledge of the anatomical and histological structures associated with the cardiovascular system to include:
- A. Blood
 - B. Heart
 - C. The pulmonary and systemic vascular system
- III. Develop a basic knowledge of the anatomical and histological structures associated with the kidney (excretory system) to include:
- A. Kidney
 - B. Nephron
 - C. Blood vessels of the kidney
 - D. Urine formation, etc.
- IV. Develop a basic knowledge of the major concepts and mechanisms associated with cardiopulmonary physiology to include:
- A. Ventilation
 - B. Pulmonary function measurements
 - C. The diffusion of pulmonary gases
 - D. Circulation
 - E. Hemodynamic measurements
 - F. Oxygen transport
 - G. Carbon dioxide transport and acid-base balance
 - H. Ventilation-Perfusion relationship
 - I. Control of ventilation

SCANS Competencies:

- 1. Resource allocation:
 - C1 Allocates Time
- 2. Information:
 - C5 Acquires and Evaluates Information
 - C6 Organizes and Maintains Information
 - C7 Interprets and Communicates Information
 - C8 Uses Computers to Process Information
- 3. Interpersonal:
 - C9 Participates as a Member of a Team
 - C10 Teaches Others

- C11 Serves Clients/Customers
- C12 Exercises Leadership
- C13 Negotiates to Arrive at a Decision
- C14 Works with Cultural Diversity
- 4. Systems:
 - C15 Understands Systems
 - C16 Monitors and Corrects Performance
 - C17 Improves and Designs Systems
- 5. Technology:
 - C18 Selects Technology
 - C19 Applies Technology to Task
 - C20 Maintains and Troubleshoots Technology

SCANS Foundation skills:

1. Basic skills Mind's Eye

- | | | | |
|----|-------------|-----|----------------------|
| F1 | Reading | F11 | Knowing How to Learn |
| F2 | Writing | F12 | Reasoning |
| F3 | Arithmetic | | |
| F4 | Mathematics | | |

2. Personal Qualities

- | | | | |
|-----|----------------------|-----|-------------------|
| F5 | Listening | F13 | Responsibility |
| F6 | Speaking | F14 | Self-Esteem |
| F7 | Creative Thinking | F15 | Social |
| F8 | Decision Making | F16 | Self-Management |
| F9 | Problem Solving | F17 | Integrity/Honesty |
| F10 | Seeing Things in the | | |

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Course Outline or Schedule:

Wk 1	Tuesday Jan 11	Orientation/ Q&A/ Class Activity
	Thursday Jan 13	Upper Airways, Pharynx & Lower Airways
Wk 2	Tuesday January 18	Neck Muscles, Cartilaginous & NonCartilagenous Airways
	Thursday Jan 20	Immune Response & Respiratory Zone
Wk 3	Tuesday Jan 25	Exam 1 Review
	Thursday Jan 27	Unit One Exam - NOTICE: All unit exams and the final are given via Brightspace <u>during class</u> . No make-up exams will be given. If you encounter a conflict, you must resolve the conflict with me <u>BEFORE</u> the exam.
Wk 4	Tuesday Feb 1	Pulmonary Vascular System
	Thursday Feb 3	Neural control & Lungs
Wk 5	Tuesday Feb 8	Thorax and Muscles of Ventilation
	Thursday Feb 10	Unit Two Exam -- Exam Covers: Pulmonary Vascular System, Neural control, Lungs, Thorax, and Muscles of Ventilation

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Wk 6	Tuesday Feb 15	Ventilation A & B
	Thursday Feb 17	Ventilation C & D
Wk 7	Tuesday Feb 22	Ventilation E & F
	Thursday Feb 24	Ventilation- Clinical Application
Wk 8	Tuesday March 1	UNIT THREE EXAM -- Exam Covers: Ventilation, A, B, C, D, E & F and Clinical Application
	Thursday March 3	Gas Diffusion, parts A, B
March 7 th - March 11 th		SPRING BREAK
Wk 9	Tuesday March 15	Gas Diffusion C & D
	Thursday March 17	Gas Diffusion clinical application

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Wk 10	Tuesday March 22	Exam 4 Review
	Thursday March 24	UNIT FOUR EXAM -- Exam Covers: Gas Diffusion, parts A, B, C, & D and clinical application
Wk 11	Tuesday March 29	The Heart
	Thursday March 31	The Blood
Wk 12	Tuesday April 5	The Vascular
	Thursday April 7	Hemodynamic Measurements
Wk 13	Tuesday April 12	Exam 5 Review Day
	Thursday April 14	UNIT FIVE EXAM -- Exam Covers: The Heart, Blood, Vascular, and Hemodynamic Measurements
Wk 14	Tuesday April 19	Pulmonary Function Measures

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	Thursday April 21	Control of Ventilation
Wk 15	Tuesday April 26	Renal
	Thursday April 28	FINAL - REVIEW DAY
WK 16	Tuesday May 3	COMPREHENSIVE FINAL EXAM <u>In class @ 1:00 pm – 3:00 pm</u>

Course Grading Information:

The grading is based on a percentage system.

Each quiz or examination is graded as the number of correct responses divided by the number of possible correct responses and recorded as a percentage, e.g., 40 correct responses divided by 40 possible correct responses is recorded as 100% or 35 correct responses divided by 40 possible correct responses is recorded as 87.5% rounded to 88% . The grading scale:

90% - 100% = A 80% - 89% = B 75% – 79% = C 60% -74% = D <60% = F

The course grade is the average percentage grade from the quizzes and exams for the semester.

The course grade is an average.

Grades are posted on Brightspace and will not be communicated in any other way.

Students will only be able to access their own grades. A grade of C or better defines a passing grade for this course and all other RSPT courses.

Evaluation:

Individual readiness assessment (IRA) quizzes – 20%

Team readiness assessment (TRA) quizzes – 10%

Exams – 70%

An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the on-line lectures.

The IRA quiz is a closed-book, secure exam. IRA scores are a component of the Daily Grades. Students will submit a **Team Readiness Assessment (TRA)** during each class.

TRA quizzes are closed-book. Team members will work on this quiz jointly and submit the completed quiz for the entire group. Full, partial, or no credit will be given for each of the ten questions on the TRA quiz. Each team member will receive the same TRA quiz grade.

TRA scores are a component of the Daily Grades.

The lowest daily grade will be exempted. After this one exemption, missed quizzes, leaving after the quiz, using phone during the quiz, sleeping during class, or leaving class early will earn a zero. **No exceptions.**

Unit Exams and Comprehensive Final Exam (70%)

- Five Unit Exams (50%) and a Comprehensive Final Exam (20%) constitute 70% of the total course grade. If a student fails to appear for the test date, a grade of zero (0%) will be awarded for that exam. Please see **Make Up Work Policy** below. **HINT:** a family vacation, a night on the town, a hang-over, a shopping trip, car trouble, a rainy day, a Thanksgiving family reunion, a Christmas event, a friend's wedding, rehearsal dinner, getting the date wrong in your planner, or not being ready for the test are **NOT** examples of a college approved absence. Any date/time conflicts must be resolved with me **BEFORE** the exam.

NOTICE: All unit exams and the Final exam are given electronically via Brightspace in the classroom.

Daily Grades 30% (IRA 20% and TRA 10%)

- An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the on-line lectures. The quiz is a closed-book, secure exam. IRA scores are a component (20%) of the Daily Grades.
- Students will submit a **Team Readiness Assessment (TRA)** during each class. Team members will work on this quiz jointly and submit the completed quiz for the entire group via Brightspace. The teams will be preselected each class day and a team leader will be assigned by the instructor. Each team member will receive the same TRA quiz grade. TRA scores are a component (10%) of the Daily Grades.
 - The lowest IRA and TRA will be exempted. After this one exemption, missed quizzes, leaving after the quiz, using phone during the quiz, or leaving class early will earn a zero. **NO EXCEPTIONS.**

Testing Policies and Procedure for Security Measures:

- All student possessions will be left at the front of the room during an exam and IRA/TRA quiz **or** at the instructor's choice.
- No smart phones/cell phones or smart watches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during an exam or quiz. Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam & may NOT be taken out until after student is dismissed from the exam or quiz.
- No sunglasses, hats, visors, or hoodies will be worn during an exam or quiz.
- Students may use instructor approved ear plugs if needed.
- No food or drink on the desk during exams or quizzes.
- Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam and/or quiz pertaining to classwork only.

Exam and Quiz Review –

The purpose of the exam and quiz review is to provide a learning experience for the student.

- Exams and quizzes must be reviewed in the presence of an instructor.
- There will be no note taking during the exam or quiz review process; no cell phones will be out during the review.

Computer Testing Software:

- You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the faculty will re-set your exam.

Follow these rules during computer exam:

- Save each answer before moving on to the next question
- Do not use scroll button during test (this can possibly change the answer you selected)

Course GRADING SYSTEM:

GRADE SCALE: The grading scale adopted by the Respiratory Care Program is as follows:

90-100% = A

75-79% = C

59% or less = F

80-89% = B

60-74% = D

PLEASE NOTE: a course grade of 88.5 = 89, is a B. A course grade of 89.4 is also a B. Do NOT EXPECT your instructor to "bump" grades!!

COURSE GRADES: Grades for this course will be determined as follows:

IRA quiz -	20%	
TRA quiz -	10%	
Five Unit exams -		50%
Comprehensive Final Exam -		20%

Remediation Plan – Academic Courses

When a student is struggling in the classroom, the faculty will respond, proactively. Students that consistently score less than 80% on their daily F2F quizzes or score less than 80% on any exam will be required to complete an activity of remediation assigned by the instructor of the course **immediately following**. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

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

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

EXTRA CREDIT: Grades for this course will be determined as stated, above. There will be NO extra-credit projects accepted.

COURSE REQUIREMENTS: Respiratory Care Technology Program students are required to maintain at least **75% average** in all respiratory care courses.

All students must meet the course requirements to be successful in this course and continue within the program.

Late Work, Attendance, and Make Up Work Policies:

Make-up Work: Students are responsible for all material presented or assigned in class and Lab. Students will be held accountable for such materials in the determination of course grades.

If a student misses an EXAM, the student will be permitted to make up the exam if the following occur: the student must **notify the instructor, and must provide proof of** 1) illness, or illness of a family member for whom the student is a caretaker (e.g. single parent) 2) death in the family, 3) religious holy day or 4) approved college activity and make up missed exam **within one week** following the exam date was administered.

Exams will be made up in the MCC testing center. If a student fails to follow these instructions for making up an exam, the student will receive a zero (0%) for that exam.

After notifying the instructor of an absence and providing a date for making up the exam, the student must register for the exam using the registerblast software for the make-up exam in the Testing Center (see Proctored Exam guidelines for students): www.registerblast.com/mclellan

Proctored Exam Guidelines for Students

Proctored testing is offered Monday-Friday. **The latest a student may schedule an appointment depends on the time limit set for the exam. Exams are picked up 10 minutes prior to closing, so students should consider this when scheduling their exams.**

1. All students are responsible for registering for their exams through RegisterBlast scheduling software, available at www.registerblast.com/mclellan.
2. Students approved for and requesting a human reader or scribe must request these services 24 business hours (1 working day) in advance.
3. All students must bring a valid, **unexpired** government-issued ID to be allowed to test. Acceptable forms of ID include a driver's license, state ID card, passport, military ID, national ID, tribal ID, naturalization card, certificate of citizenship, or permanent resident card (Green Card). Photos must be clear and recognizable. A photo or photocopy of an ID is not acceptable.
4. Students should bring only items approved for testing. No prohibited items are allowed in the testing center. This includes sunglasses, hats/caps, backpacks, bags, purses, hooded garments, jackets/coats, pocketed sweaters, food/drinks, unauthorized calculators, unauthorized textbooks and study materials, cell phones, smart watches, or any device which can receive or transmit a wireless signal (unless permitted as a medically documented device, authorized testing accommodation, or for religious purposes).

5. Children under the age of 18 are not allowed to be left unattended in the Testing Center or any other area of the college during testing.
6. Students should arrive 10 minutes prior to their scheduled appointment time for check-in.
7. **Students who arrive later than 10 minutes past their scheduled appointment time, are considered late and will not be allowed to test and will be required to register for a new testing appointment.**

TESTING CENTER INFORMATION:

Instructional testing is offered:

Monday 8:30 a.m.-8:00 p.m.

Tuesday - Thursday 8:30 am – 6:00 pm

Friday 11:30 a.m.-5:00 p.m.

The MCC Testing Center is located on the 2nd floor of the Student Services Center. Need help or have questions? Contact the Testing Center at 254-299-8453 or testingcenter@mclennan.edu

If the student cannot provide documentation to meet the class requirements for absences for a missed exam, or the student doesn't make up the missed exam during the week following the absence, the student will be withdrawn from the course.

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. 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. **Absence from 25 percent** of scheduled lecture **meetings (8)** will be taken as evidence that a student does not intend to complete the course, and 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 from **lecture classes (8)** are reached after the official drop date, 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 this course. 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.**

Students are expected to be in class, on time.

Due to COVID, the doors will remain open at all times. There will be a designated **ENTER** and **EXIT** door. If the student cannot be in the classroom by the time class starts, or if the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave. This will result in an absence, therefore, zeros for the daily quizzes. **The students' cooperation is required and appreciated.**

Student Behavioral Expectations or Conduct Policy:

All 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.

Cell phones and other electronic devices, and PERSONAL TELEPHONE CALLS:

All cellular phones, tablets, laptops, and smart devices must be turned OFF at the beginning of class and placed in a designated area set by the instructor. This also includes smart watches, Fitbits, etc. NOTE: Due to COVID, students will use their own Laptop/tablet to access daily quizzes and Exams.

This is NOT optional. *If you choose to keep your device in a book bag or purse, you MUST place this book bag or purse in the instructor's designated area until all quizzes and/or Exams are completed.*

If a student is caught with any of the above devices during ANY portion of the daily quiz or Exam, the student will immediately receive a ZERO on the quiz or Exam, be referred to the Vice President of Student Services for disciplinary action and be subject to suspension.

NO EXCEPTIONS.

Under extraordinary circumstances and with permission, the student may receive emergency phone calls if placed on vibrate and placed on the instructor's desk during daily quizzes or Exams. Responding to emergency phone calls must be conducted outside the classroom. Take your books and personal items with you when you leave to answer the call. You won't be able to return to the classroom. No personal phone calls (non-emergency) will be allowed during class.

Texting during class not pertaining to classwork will result in withdrawal of that student from this course.

*Students may use lap top computers, tablets or smart phones to access class work with permission during class, and only after the daily quizzes. Accessing other material or web sites during class **WILL RESULT** in withdrawal of that student for this course. **NO EXCEPTIONS.***

[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.

*** [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.

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your **Highlander Student Guide**.

Students who cheat or plagiarize will receive a **zero** for the assignment and will be referred to the Vice President for Student Services for disciplinary action and are subject to suspension.

The term “cheating” includes, but is not limited to:

(1) use of any unauthorized assistance in taking quizzes, tests, examinations, or **“ticket” to class**; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

All exams are closed book and proctored.

If the instructor suspects that a student is cheating, the student will be asked to leave the class, immediately, and will receive an F (zero) on that quiz or exam. The student will then be referred to the Vice President for Student Services for disciplinary action.

The Director of the Respiratory Care Technology Program and the Dean of Allied Health will be notified, in writing, of the incident.

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the programs's accrediting agency. The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty, or staff member and McLennan Community College or this program.

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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.