McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

RSPTL 1410.01

DONNA MENDOZA

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.

AN EQUAL OPPORTUNITY INSTITUTION SPRING SEMESTER 2022

Course Description:
This course provides essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. Content areas include: oxygen therapy, humidity and aerosol therapy, lung expansion therapy, bronchial hygiene therapy, and pulse oximetry.
Semester Hours 4 (3 lec/4lab)

Prerequisites and/or Corequisites:
RSPT 1371

Course Notes and Instructor Recommendations:
You will need a computer and Internet access daily. **NOTE: You may need a webcam in the case of quarantine and/or need to isolate due to COVID**. 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, wecam or Internet access will not be a reason for lack of participation.**

Instructor Information:
Instructor Name: Donna Mendoza
Lab Instructors: Robert Flores, James Shamblin, and Erica Williams

MCC E-mail: dmendoza@mclennan.edu
Office Phone Number: 254-299-8426
Office Location: HP #128
Office/Teacher Conference Hours:

- Monday and Wednesday – by appointment or email
- Tuesday and Thursday – 9:00 am – 9:30 am and 2:00 pm – 3:00 pm
- Fridays – 9:00 am – 11:00 am

By appointment, call 254/299-8426 or email dmendoza@mclennan.edu

Required Text & Materials:

Title: Mosby's Respiratory Care Equipment, 10th ed.
Author: Cairo, J.M.
St. Louis, Elsevier
ISBN# 978-0-323- 41636-8

Title: Egan's Fundamentals of Respiratory Care, 12th ed.
Author: Kacmarek, Stoller, and Heuer, 12th ed.,

Publisher: Elsevier
ISBN# 978-0-323-81121-7

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

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan and course schedule, unless otherwise noted by the instructor.

Methods of Teaching and Learning:
Class: Instructional methods include: lectures, reading assignments, quizzes, electronic exams, and in class problem solving learning activities.

Lab: skill competencies

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 9:30 am** 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.

Please note: The PowerPoint slides are designed for students to view, using PowerPoint Viewer. The PowerPoint slides include the weekly lectures. The slides contain an audio component that emphasizes important principles. View the PowerPoint slides before class, to participate in class discussions and other classroom activities and be prepared to ask questions during class or address your questions to the instructor by email.

If you do not have Microsoft Office, you should download **FREE** Microsoft Office 365 (has PowerPoint, MSWord and Excel) here: http://www.mclennan.edu/tech-support/

- Click on "Software"
- Click on "Software for Students, Faculty and Staff"
- Watch Instructional Video
- Sign Up and Download
- NOTE: this software is operable on PC and Mac platforms

The methods to evaluate learning in this class include:

- **Exams**
- **Daily quizzes**
- **Demonstration and passing required competencies in the laboratory setting**

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:

The student will learn:

Unit I - Oxygen Therapy

1. Gas delivery, metering and clinical analyzing devices

- Manipulate by order or protocol and maintain infection control for gas delivery, metering, and clinical analyzing devices, including gas cylinders, regulators, reducing valves, connectors and flow meters, and air / oxygen blenders; including air compressors
- Perform quality control for gas metering devices (flow meters)

2. Oxygen therapy administration devices
    - Manipulate oxygen therapy by order or protocol and maintain infection control for oxygen administration devices
    - Low flow devices
    - High flow devices
    - High flow nasal cannula
3. Administering oxygen therapy
    - Achieve respiratory support by administering oxygen therapy
    - Measure the F_IO_2 and/or oxygen flow to evaluate and monitor the patient's objective and subjective response to oxygen therapy; independently modify oxygen therapy or recommend changes in oxygen therapy based on the patient's response, including changing the mode of administration, flow, or F_IO_2, including setting up or changing an O_2 blender
4. Pulse oximetry
    - Perform pulse oximetry
    - Manipulate and assure infection control for pulse oximetry
    - Monitor, evaluate and interpret the patient's subjective and objective response to oxygen therapy with pulse oximetry; recommend modifications in the patient's oxygen therapy
5. Other therapeutic gases
    - Manipulate by order or protocol and maintain infection control for helium/oxygen therapy (He/O_2 or heliox)
    - Independently modify helium/oxygen therapy based on the patient's response to change the mode of administration or adjust the flow or gas concentration

Unit II - Humidity and Aerosol Therapy

1. Manipulate (operate and control) by order or protocol
    - humidifiers
    - nebulizers
2. Independently modify and alter continuous humidity or aerosol therapy based on the patient's response, according to protocol:

- change type of equipment and change aerosol output
- adjust temperature of the aerosol (nebulizer) or humidifier
- change type of humidification equipment to manage the artificial airway

3. Initiate (administer) and modify aerosol therapy with prescribed drugs
    - Manipulate (operate and control) aerosol therapy with these devices:
        - ✓ metered dose inhalers (MDI) and
        - ✓ dry powder inhalers (DPI)
    - Communicate results of aerosolized medications and alter therapy according to protocol and independently modify therapy based on the patient's response:
        - ✓ modify patient breathing patterns
        - ✓ change type of equipment and change aerosol output
        - ✓ change dilution of medication

Unit III - Lung Expansion Devices

- **Deep Breathing and Incentive Spirometry Techniques**

1. Achieve adequate respiratory support by deep breathing and incentive spirometry techniques; instruct the patient in deep breathing and incentive spirometry techniques
2. Manipulate incentive breathing devices by order or protocol, assuring infection control
3. Independently modify incentive spirometry techniques, based on the patient's response

- **Intermittent Positive Pressure Breathing – IPPB**

1. Manipulate (operate and control) by order or protocol the IPPB breathing circuit
2. Initiate, adjust and modify IPPB therapy to achieve adequate respiratory support
3. Independently modify IPPB therapy, based on the patient's response

Unit IV - Bronchial Hygiene - Airway Clearance

1. Manipulate (operate and control) by order or protocol:
    - percussors and vibrators
    - high frequency chest wall oscillators (HFCWO)
    - positive expiratory pressure (PEP) devices
    - vibratory PEP devices
2. Initiate and modify bronchial hygiene procedures to remove bronchopulmonary secretions:
    - postural drainage, percussion and vibration

- airway clearance using mechanical devices such as HFCWO and vibratory PEP

3. Assess a patient's overall cardiopulmonary status by inspection to determine cough, sputum amount and character
4. Instruct and encourage the patient to cooperate with bronchopulmonary hygiene techniques
5. Independently modify bronchial hygiene therapy, based on the patient's response

Recommend modifications of the respiratory care plan based on the patient's response to the institution of bronchopulmonary hygiene procedures; consider altering the patient's position and frequency and duration of therapy and techniques; coordinate sequence of therapies, e.g., chest percussion, postural drainage, PEP

RSPT 1410 SP2022 Course Outline and schedule:

Week	Date	TOPIC
Week 1	Jan. 11 Jan. 13	Syllabus and Manufacture of Medical Gases Storage and Transport of Medical Gases
Week 2	Jan. 18	Regulators and Flowmeters & Oxygen Therapy
	Jan. 20	Devices for Administering Medical Gases
Week 3	Jan. 25	Other Devices for Administering Medical Gases
	Jan. 27	Pulse Oximetry, and Protocol – Based Oxygen Therapy
Week 4	Feb. 1	Exam 1 Review

	Feb. 3	***Exam 1***
Week 5	Feb. 8	Humidity and Bland Aerosol Therapy, Parts 1 & 2
	Feb. 10	Humidity and Bland Aerosol Therapy, Parts 3 & 4
Week 6	Feb. 15	Aerosol Drug Therapy and Aerosol Drug Delivery Systems (SVN)
	Feb. 17	Other Aerosol Drug Delivery Systems (LVN, SPAG, US, Vibrating Mesh Nebulizers, MDI and DPI)
Week 7	Feb. 22	Selecting an Aerosol Drug Delivery System and Other Special Considerations & Exam 2 Review
	Feb. 24	***Exam 2***
Week 8	March 1	Deep Breathing and Incentive Spirometer
	March 3	General Principles of IPPB – Indications, Contraindications, and Hazards
	March 7 – 11th	***SPRING BREAK!!!***
Week 9	March 15	General Principles of IPPB – The Procedure and Troubleshooting
	March 17	Equipment – Bennett IPPB machine
Week 10	March 22	Equipment – Bird IPPB machine
	March 24	Positive Airway Pressure (PAP)
Week 11	March 29	Exam 3 Review
	March 31	***Exam 3***
Week 12	April 5	Bronchial Hygiene – Airway Clearance
	April 7	Postural Drainage
Week 13	April 12	Postural Drainage and Percussion
	April 14	Directed Cough and Expulsion Techniques
Week 14	April 19	PAP and PEP Therapy & High Frequency Compression/Oscillation and Flutter Valve therapy
	April 21	Exam 4 Review
Week 15	***April 26***	***Exam 4***
	April 28	Review for Comprehensive Final Exam
Week 16	***May 3rd***	***Comprehensive Final Exam 0935 - 1135***

RSPTL 1410.01 and RSPTL 1410.02 Lab Schedule

DATES	TOPIC/ASSIGNMENT	NOTES
January 14	**GAS CYLINDER INITIATION**	Phase 1 & Phase 2

January 21 January 28	**OXYGEN THERAPY** Nasal Cannula Simple Mask Partial Rebreather Mask Non-Rebreather Mask Air Entrainment Mask	Phase 1 Phase 2
February 4 February 11	**CONTINUOUS AEROSOL THERAPY** Face tent Face mask Trach collar T-piece (T-bar, T-tube)	Phase 1 Phase 2
February 18 February 25	**SMALL VOLUME NEBULIZER**	Phase 1 Phase 2
March 4	**MDI AND DPI**	Phase 1 & 2
March 7 – 11th	***SPRING BREAK***	***No Lab***
March 18 March 25	**IPPB**	Phase 1 Phase 2
April 1	**SPRING PD DAY**	**No Lab**
April 8	**INCENTIVE SPIROMETRY**	Phase 1 & 2
April 15	**GOOD FRIDAY**	**No Lab**
April 22 April 29	**CHEST PHYSIOTHERAPY (CPT)**	Phase 1 Phase 2

Morning Lab breaks – 9:00 am and 10:15 am
Afternoon Lab breaks – 2:15 pm and 3:30 pm

Dates/Assignments are subject to change. You will be notified in class and on Brightspace

Course Grading Information:
Lab

To satisfy laboratory assignments, the student must receive a satisfactory for each competency.

1. Competency evaluations – Phase II of the competencies will be evaluated as **Pass** or **Fail (Needs Remediation)**. If a student requires remediation on two Phase II attempts to complete a competency (student will not be allowed more than **two attempts** during their lab), then they

will be required to contact Mrs. Mendoza, Program Director, and lab specialist, to complete the competency the following week. **Mrs. Mendoza's contact information is dmendoza@mclennan.edu or 299-8426.** The student will observe the remainder of the lab. If student is unable to complete the competency during the remediation session, the student may be advised to withdraw from the course.

2. Completion of competencies –
Completion of each competency will be evaluated as **satisfactory**, based on the satisfactory completion of the steps outlined on the E-Value competency. To satisfy grading requirements, students must complete and receive a Summary Performance Evaluation of **satisfactory** on all the competencies. Failure to complete all competencies will result in an **Incomplete** in the course. **Persistent remediation** will prompt a meeting with the instructors to discuss whether the student will be able to complete the course, resulting in withdrawal of the student from the course.

3. Lab dress code: Any color/design scrubs or scrub pants with Rho Kappa Pi t-shirt.
Note: A face covering may be required and will be at the instructor's discretion.

Unit Exams and Comprehensive Final Exam (70%)

- Four 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 the instructor **BEFORE** the exam.

NOTICE: All unit exams and the Final exam are given electronically via Brightspace and Respondus 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. Full, partial, or no credit will be given for each of the ten questions on the TRA quiz. The teams will be preselected each class 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 unless approved by instructor.
- 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:

- Brightspace saves each answer automatically. If you lose internet connection during the exam or quiz, please raise your for assistance.
- 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

80-89% = B
75-79% = C
60-74% = D
59% or less = F

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 or LAB COMPETENCY, the student **must provide** **1) proof of illness, 2) illness of a family member for whom the student is a caretaker (e.g., single parent) or death in the family, 3) religious holy day or 4) approved college activity** and make up missed exam or Lab competency **within one week following the Exam date or Lab Competency date.**

Exams will be made up in the MCC testing center and the Lab competency will be made up during the student's Lab time within 1 week. **If a student fails to follow these instructions for making up an exam or Lab competency, the student will receive a zero (0%) for that exam or UNSATISFACTORY for the Lab competency.**

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/mclennan

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.**

Fall & Spring Testing Hours

Monday	**8:30 a.m.-8:00 p.m.**
Tuesday-Thursday	**8:30 a.m.-6:00 p.m.**

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

1. All students are responsible for registering for their exams through RegisterBlast scheduling software, available at www.registerblast.com/mclennan.
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.**

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 from Lab or a missed exam, or the student doesn't make up the missed exam or lab competency 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) or labs (3 meetings)** 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) or labs (3 meetings)** 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.

Students will be permitted to make up **Exams** and **Lab competencies** 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.**

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 or Lab by the time class starts, or if the student must leave the classroom or Lab 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.**

Lab – Students who are tardy to Lab will be admitted during the scheduled break. On the third tardy, the student will receive an unexcused absence.
The instructor will monitor this policy for repeat offenders.

Lab absences – will be monitored the same as above. **Leaving early will be counted as an absence.**

*** Click Here for the MCC Attendance/Absences Policy**
(https://www.mclennan.edu/highlander-guide/policies.html)

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.

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 Student Conduct 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 Academic Integrity Statement
(**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 Student Conduct 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 Student conduct for disciplinary action. 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 program's accrediting agency.
The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

McLennan COMMUNITY COLLEGE

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.