



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Practicum – Drug/Alcohol Abuse Counseling

DAAC 2266.01

Tuesday 4:50:00-5:50 PM

CSC E111

Ms. Jamie Schmitt, MSW, LCDC

Course Description:

DAAC 2266 – Practicum – Drug/Alcohol Abuse Counseling

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (1 lec./18 lab.)

Prerequisites and/or Corequisites:

No Prerequisite /Corequisties

Course Notes and Instructor Recommendations:

All readings and assignments must be completed prior to class in order to facilitate productive class discussions and group work. **Bring your Reference Binder to each class meeting.**

Instructor Information:

- Instructor Name: Jamie Schmitt
- Office Address: CSC, E129, Suite E (CURRENTLY REMOTE)
- **MCC E-mail:** jschmitt@mclennan.edu
- Texting is the best way to reach me (254-242-8491)
- Office/Conference Hours: **Virtual By Appointment**

Required Text & Materials:

No textbook is required for this class.

Materials Required:

One - 2 inch Three Ring Binder

One - Package 10-tab dividers

One – Package Highlighters (Multiple Colors)

The following documents are required readings:

There are many versions of each document. Please make sure you utilize the correct and most current documents which will be posted on Brightspace and/or provided in class.

Licensed Chemical Dependency Counselors: Title 25, Part 1, Chapter 140, Subchapter 1
Standard of Care: Title 25, Part 1, Chapter 448
Standards for Reasonable Cost Control and Utilization Review for Chemical Dependency Treatment Centers: Title 28, Part 1, Chapter 3, Subchapter HH
American Society of Addiction Medicine (ASAM) Criteria

Other required materials will be posted on the course Brightspace site and/or handed out in class. Keep these materials in your binder as you will use these in your clinical work.

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

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/>

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

Methods such as field instruction, skills practiced in the field, lecture, discussions, written reports/papers and evaluations will be used in this course. This list is not all-inclusive and is adaptive to fit the needs of the specific class.

In addition to hand outs, some course materials will be delivered via the Internet. You will have weekly reading assignments and a Reference Binder; as well as the final exam. The total points earned during the semester will determine your final grade.

Course Objectives and/or Competencies:

The student will work (paid or unpaid) with substance abuse clients at an agency approved by the instructor for a **total of 300 hours** for the semester. The student will complete **at least 20 hours of treatment activities in each of the Knowledge Skills Attitudes (KSA) domains** as outlined by the Center for Substance Abuse Treatment in *Technical Assistance Publication 21: Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice* as required by the Texas Department of State Health Services.

These KSAs are:

1. **Understanding addiction:** This pertains to understanding a variety of models/theories of addiction and problems related to addiction, the context in which addiction exists, risk/resiliency factors, effects of addiction, and co-occurring disorders. This is knowledge you have picked up in coursework, but in practicum you'll need to see how this knowledge is used in real life by professionals.
2. **Treatment knowledge:** This pertains to knowing various models of treatment, the importance of support networks in treatment & recovery, understanding addiction research, and working as part of a treatment team. This is also something you'll need to learn at your site by observation, practice with clients, and in any training your agency has you do. Be sure to keep copies of all training materials your agency gives you.
3. **Application to practice:** This pertains to understanding how to make good DSM 5 substance abuse diagnoses, level of care determinations, knowing different helping strategies, making treatment plans with clients, cultural sensitivity, working in various settings, knowing the various medical/pharmacological treatments available, knowledge of insurance/other treatment payment options and how to help clients access them, how to intervene in crises, and how to measure treatment outcomes. You'll need to sit in on individual, group, and/or family sessions to see how LCDCs and other counselors do this in real life. You'll also need to lead some groups, family sessions, and individual sessions yourself under observation by your field supervisor.
4. **Professional readiness:** This pertains to providing culturally appropriate and inclusive care, self-awareness, ethical practice, using supervision and training to serve clients better, engagement in prevention, and following your site's policies/procedures for crises and dangerous situations. In a nutshell, this is all about conducting yourself as a professional.

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The student will observe treatment delivery and deliver services in the field under direct supervision by a ***Qualified Credentialed Counselor (QCC)*** as required by the State of Texas.

QCCs approved by the state of Texas are fully licensed:

- Licensed Chemical Dependency Counselors,
- Licensed Professional Counselors,
- Licensed Social Workers,
- Licensed Marriage and Family Therapists,
- Licensed Psychologists,
- Licensed Physicians,
- Licensed Physician's Assistants,
- Certified Addictions Registered Nurses, or
- Advanced Practice Nurses recognized by the Board of Nurse Examiners as a clinical nurse specialist of practitioner with a specialty in psychiatric-mental health nursing.

The student will complete and submit practicum training, documentation, and evaluation forms on time as required by the classroom and field instructors. These forms serve as documentation of progress, completed hours, and practicum requirements met for LCDC licensure with the State of Texas.

Course Objectives and/or Competencies:

By the end of the semester, the student will be able to:

1. Demonstrate practical knowledge of how substance abuse counselors understand a variety of models/theories of addiction and problems related to addiction, the context in which addiction exists, risk/resiliency factors, effects of addiction, and co-occurring disorders.
2. Demonstrate practical knowledge of various models of treatment, the importance of support networks in treatment & recovery, addiction research, and how to work as part of a treatment team.
3. Show understanding of the complexity of client presenting problems at the micro and macro levels, with an emphasis on COPSD clients.
4. Demonstrate ability to make solid DSM 5 substance abuse diagnoses, make level of care determinations, use different helping strategies, create treatment plans with clients, use cultural sensitivity, work in various settings, understand the various medical/pharmacological treatments available, know about insurance/other treatment payment options and how to help clients access them, how to intervene in crises, and how to measure treatment outcomes.

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5. Demonstrate understanding of how substance abuse counselors provide culturally appropriate and inclusive care, use self-awareness, conduct ethical practice, use supervision and training to serve clients better, engage in prevention, and follow agency policies/procedures for crises and dangerous situations.

The Mental Health/Social Work Dept. has also identified the following **Student Learning Outcomes (SLOs)** for this course. By the end of the semester, the student will be able to:

1. Differentiate between various disorders in the DSM 5 (SLO #2)
2. Apply therapeutic techniques with clients seeking and receiving mental health services (SLO #3)
3. Apply principles, methods, and practices of chemical dependency counseling (SLO #4)
4. Demonstrate professional and ethical behaviors of mental health workers (SLO #6), and
5. Refer clients to appropriate community resources (SLO #7).

Course Competencies:

By the end of the semester the student will be able to:

1. Define the operation of a chemical dependency treatment program.
2. Demonstrate professional behavior of an addiction counselor.
3. List and discuss the four (4) Transdisciplinary Foundation of Addiction Counseling.
4. List, define and discuss the eight (8) Practice Dimension of Addiction Counseling.

Learning Outcomes:

The student will

1. Apply the theory, concepts, and skills involving specialized materials, tools equipment, procedures, regulations, laws, and interactions within and among political economic, environmental, social and legal system associated with the occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
3. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business industry.
4. Demonstrate the ability to complete all intakes, evaluation, treatment planning and ongoing documentation to maintain clinical files.

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5. Demonstrate the ability to coordinate the services for a small caseload including consulting, implementing the treatment plan, and continuing assessment and continuing care.
6. Demonstrate expertise in using assessment tools in a clinical setting
7. Demonstrates expertise in facilitating individual and group counseling in a clinical setting.
8. Demonstrates the ability to conduct education groups

Tentative Course Outline/Schedule:

This schedule is subject to change, you will be notified about changes via D2L/Brightspace or by announcement in class.

Class Date	Topic	Assignment Due
1/10/2023	<u>Introductions</u> <u>Review Syllabus</u> Discuss Expectations	
1/17/2023	Placement Locations NAADAC Code of Ethics DSHS Code of Ethics	Begin Compiling Binder Obtain 300 hours placement in an approved agency whose primary function is the counseling and treatment ind. w/SUD
1/24/2023	Placement Locations Due LCDC Scope of Practice TDI Criteria Personal Mission Statement	<i>Code of Ethics Document – Printed SIGNED and in binder</i>
1/31/2023	<u>Ethical Considerations</u>	<i><u>Learning Contract Due</u></i> <i><u>LCDC Program Standards Chapter 140– Printed and in Binder</u></i> <i><u>LCDC Scope of Practice- Printed and in binder</u></i>
02/07/2023	<u>Review Addiction Counseling Competencies</u> <u>KSAs / Dimension I</u> Clinical Evaluation – Screening – Assessment	<i>Agency Report</i> <i><u>TAC 448 – Printed and in binder</u></i>
02/14/2023	<u>Review Addiction Counseling Competencies</u> <u>KSAs / Dimension II</u> Treatment Planning	Reference Binder Reviewed in Class Weekly Logs Reviewed
02/21/2023	<u>Review Addiction Counseling Competencies</u> <u>KSAs / Dimension III</u> Referral	
02/28/2023	<u>Review Addiction Counseling Competencies</u> <u>KSAs / Dimension IV</u> Service Coordination -Implementing the Treatment Plan -Consulting/Continuing Assessment and Treatment Planning	<i>Mid-Term Field Instructor Evaluation</i> Weekly Logs Reviewed

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03/07/2023	<u>Spring Break</u>	<u>No Assignment</u>
03/14/2023	<u>Review Addiction Counseling Competencies KSAs / Dimension V</u> Counseling -Individual Counseling -Group Counseling -Counseling Families, Couples, and Significant Others	
03/21/2023	<u>Ethical Considerations</u>	<i>Final Paper (Capstone)</i>
03/28/2023	<u>Review Addiction Counseling Competencies KSAs / Dimension VI</u> Client, Family, and Community Education	<i>Self-Evaluation Part One</i>
04/04/2023	<u>Ethical Considerations</u>	<i>Self-Evaluation Part Two</i>
04/11/2023	<u>Review Addiction Counseling Competencies KSAs / Dimension VII</u> Documentation	<i>Binders Will Be Reviewed During Class</i>
04/18/2023	<u>Review Addiction Counseling Competencies KSAs / Dimension VIII</u> Professional and Ethical Responsibilities	
04/25/2023	DSHS/LCDC-Internship Application	<i>Mid-Term Field Instructor Evaluation</i>
05/02/2023	Final Class	

Assignment Descriptions

Learning Agreement

You will complete a learning agreement form with your field instructor. This form identifies the agency activities you'll be participating in during the semester in order to meet the learning goals for the course and the KSA requirements set by the Texas Department of State Health Services. This form also documents the field instructor's QCC status. This form may be downloaded from the class BrightSpace page.

Agency Report

You will complete a form giving comprehensive information about your practicum site. You'll be required to locate and report this information from a variety of sources, including the agency's website, training materials, promotional items, your field instructor, and/or other employees at your agency. This report may be used in future

practicum seminars to educate future students about your agency, so write with this audience in mind. This form may be downloaded from the class BrightSpace page.

Field Instructor Evaluations (Mid-term, Final)

You will give your field instructor midterm and final Field Instructor Evaluations at least a week before the due date in order to give them time to fill the forms out. After your field instructor fills out the forms, you are required to meet with them to discuss their evaluations in order to build upon your strengths and address any areas for improvement. The evaluation forms may be downloaded from the class BrightSpace page.

Final Self-Evaluation

You will complete a two-part Final Self-Evaluation form. Part 1 requires you to rate your own performance in several different areas on a scale of 1-5. Part 2 requires you to write a short narrative reflection on several areas of your field experience. This form may be downloaded from the class BrightSpace page.

Final Paper:

Your final paper project is an opportunity for you to show how you have integrated knowledge from your Mental Health/Substance Abuse Counseling (DAAC) course work into your final practicum. Your assignment is to complete a 5 page typed paper that answers the following questions:

- a. What specific theories or ideas did you learn in your DAAC classes that you applied, or saw being applied in your practicum? Explain how these impacted the client(s).
- b. What specific skills did you learn in your DAAC classes that you used, or saw being used in your practicum? Explain how these impacted the client(s).
- c. What challenges did you face during your 300 hours practicum and how did you address this and/or overcome the challenges?
- d. How have you changed as a result of being in the Mental Health/Substance Abuse Counseling Program?

Paper will be graded on the ability to connect the classroom with the field, on your level of self-awareness, and writing skills (grammar, punctuation, etc.). You do not need to write in APA or MLA style unless you want to. Since this paper is all about you, a Bibliography is not needed unless you choose to include information from another source, in which case it would be needed.

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Completed Reference Binder:

You will compile a binder organized with the following important documents which you will refer to as a Licensed Chemical Dependency Counselor and Counselor Intern. These documents will be made available on Brightspace and/or provided as handouts during class time. Your binder will need to be divided and labeled using your multicolored dividers. You must bring your binder to every class. Your binder will be worth 100 points. In order to attain the maximum points your binder must contain all required documents (Documents will be posted on Brightspace weekly or provided to you in class). Refer to Rubric for grading criteria.

<u>Item</u>	<u>Point Value (100 pts. total)</u>
<i>Index</i>	10
<i>Syllabus</i>	10
<i>Signed Copy of Code of Ethics</i>	10
<i>TAC 448 - Required Highlighted Areas (With Notes in Margin)</i>	10
<i>LCDC Program Rules- Required Highlighted Areas (With Notes in Margin)</i>	10
<i>Learning Agreement</i>	10
<i>Hours Log</i>	10
<i>All paper is filed in the binder (not in a folder, or in the front pocket of a binder) Dividers Labeled Clearly</i>	10
<i>Miscellaneous Notes; handouts, information you found important.</i>	10
<i>Personal Mission Statement</i>	10
Total Points Possible for the Resource Binder	100

Evaluation & Course Grading Information:

Students **must** complete all 300 hours and submit signed hours logs as scheduled on this syllabus verifying hours completion in order to pass the class as required by the Texas Department of State Health Services. Students who do not submit all signed hours logs and other required documentation on this syllabus will **not** pass the class and will subsequently be ineligible to apply for the Texas LCDC-CI license until requirements are met. **Final grades below a C/70% will require the student to repeat the practicum**

Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc. There is no extra credit in this course. Grades of “I— Incomplete” are given when a course is incomplete due to reasons determined acceptable to the instructor and field instructor which prevent the student

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from completing all of the course requirements by the last day of classes. To be eligible, you must have essentially completed the course, and any remaining work must not require class attendance. If the work is not made up within the following regular semester, the “I” will be converted to an “F” automatically and the course will need to be repeated. **There are 700 points possible.**

<u>Assessment</u>				<u>Point Value (700 pts. total)</u>	
Learning Agreement				100	
Agency Report				100	
Field Instructor Evaluation Mid-Term				100	
Reference Binder				100	
Final Paper				100	
Final Self Evaluation				100	
Field Instructor Evaluation Final				100	
<i>To get your letter grade, divide your total points by 7. For instance, if you earn 600 points, $600/7=86.7$ (B).</i>					
Letter Grade:	A	B	C	D	F
Total Points:	100 – 90	89 – 80	79 – 70	69 – 60	59 or Below
Awarded for:	Exceptional, model performance	Above average work	Good/average work	Below average performance	Unsatisfactory performance

Late Work, Attendance, and Make Up Work Policies:

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.

Students who are absent from 25% of scheduled class meetings will be withdrawn with a grade of W unless the professor has reason to believe the student will complete the course. However, if a student who is not passing reaches the 25% point after the official drop date, the student will receive an F.

As stated in the [Highlander Guide](#), “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.” **All other reasons for late work will be considered at my discretion and will likely require documentation. It is your responsibility to inform me of any absences and their reasons in a timely manner.** Late work will be penalized one letter grade (10 points) per day for each day late. Late work must be handed in to me in person via hard copy. It is up to you to make mutually agreeable arrangements with me to hand in late work.

* [Click Here for the MCC Attendance/Absences Policy](#)
(<http://www.mclennan.edu/catalog/policies>)

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students who willfully disrupt the learning environment or whose presence constitutes a substantial and material threat to the orderly operation of the premises may be involuntarily withdrawn. See the [Highlander Guide](#) for more information on this policy.

Please remember that your current classmates are your future coworkers, employers and employees. It is important to portray an image of professionalism at all times.

* [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.

Disabilities/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide

documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability. Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Students enrolled in mandated developmental classes based on McLennan's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

**You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.

Updated 11/04/2022

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ACADEMIC RESOURCES/POLICIES

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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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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-andStaffCommons/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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.