

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

CODING & REIMBURSEMENT METHODOLOGIES

HITT – 2335 – 87

DEBORAH WILLIAMS

NOTE: This is a 16-week course.

COVID 19 Notice:

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

Course Description:

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Prerequisites and/or Corequisites:

HITT 1441 with a minimum grade of C or better

Course Notes and Instructor Recommendations:

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

Instructor Information:

Instructor Name: **Deborah Williams**

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

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

Office Location: **Zoom**

Office/Teacher Conference Hours:

Monday: 9:00 a.m. – 12:00 p.m.

Tuesday: 10:00 a.m. – 12:30 p.m.

Wednesday: 9:00 a.m. – 11:00 a.m.

Thursday: 5:00 p.m. – 6:00 p.m.

Required Text & Materials:

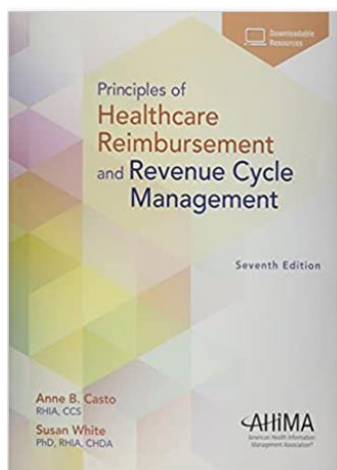
Title: Principles of Healthcare Reimbursement

Author: Casto

Edition: 7th

Publisher: AHIMA

ISBN: 9781584268000



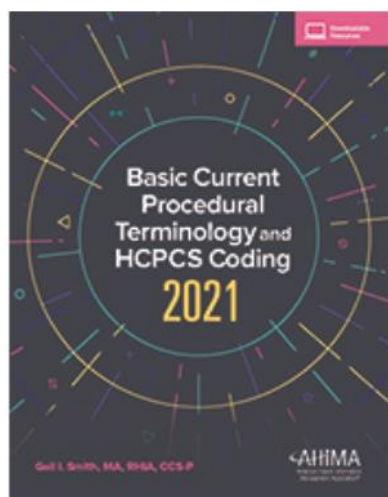
Title: Basic Current Procedural Terminology and HCPCS Coding 2021

Author: Smith

Edition: 2021

Publisher: AHIMA

ISBN: 9781584268253



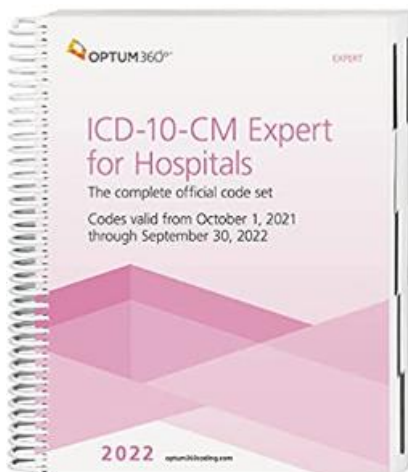
Title: ICD-10-CM Expert for Hospitals Spiral, 2022

Author: Optum

Edition: 2022

Publisher: Optum

ISBN: 9781622547647



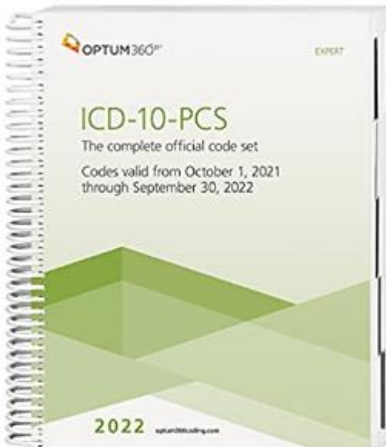
Title: ICD-10-PCS Expert Spiral, 2022

Author: Optum

Edition: 2022

Publisher: Optum

ISBN: 9781622547760



Title: CPT 2023 Professional Edition and CPT E/M Companion

Author: American Medical Association

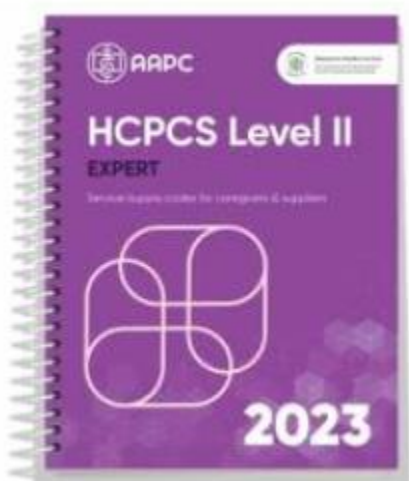
Edition: 2023

Publisher: American Medical Association

ISBN: 9781640162136



Title: HCPCS Level II Expert 2023
Author: AAPC
Edition: 2023
Publisher: American Medical Association
ISBN: 9781646315840



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

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

Methods of Teaching and Learning:

Students will participate in and complete discussions, coding assignments, case studies, quizzes, exams, midterm exam, and final exam.

Course Objectives and/or Competencies:

1. Sequence codes according to established guidelines and standards (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)
2. Apply reimbursement methodologies (C03, C05, C07, C14, F1, F2, F5, F6, F11, F15)

AHIMA entry-level competency tasks for health information technicians. The objectives of this course relate specifically to those tasks listed below.

Domain I. Data Structure, Content, and Information Governance

5. Explain the use of classification systems, clinical vocabularies, and nomenclatures. (2)

Domain IV. Revenue Cycle Management

2. Describe components of revenue cycle management and clinical documentation improvement. (2)

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

3. Summarize regulatory requirements and reimbursement methodologies (2)
3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies (5)

Course Outline or Schedule:

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

Unit 01 Due Date: 1/17/2023 Orientation; Basic – Chapter 1		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review the Syllabus and tentative Schedule ▪ Introduction to CPT and HCPCS 	<ul style="list-style-type: none"> ▪ Identify the purpose and uses of CPT ▪ Distinguish between CPT and National Codes ▪ Differentiate between the uses of CPT, ICD-10-CM and ICD-10-PCS 	Reading <ul style="list-style-type: none"> ▪ Class Syllabus ▪ Basic – Chapter 1 Watch <ul style="list-style-type: none"> ▪ Orientation Video ▪ Basic – Chapter 1 Video Create <ul style="list-style-type: none"> ▪ Study Cards Homework <ul style="list-style-type: none"> ▪ Orientation Assignment ▪ Basic – Ch 1 Assignment ▪ Basic – Ch 1 Review Quiz <ul style="list-style-type: none"> ▪ Unit 01 Quiz
Unit 02 Due Date: 1/24/2023 Basic – Chapters 2-3; PHR – Chapter 1		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review the format and organization of CPT ▪ Become familiar with the conventions and characteristics of CPT ▪ Learn how to abstract data from operative reports in order to assign the appropriate CPT codes 	<ul style="list-style-type: none"> ▪ Interpret conventions and characteristics of CPT ▪ Describe Category I, II, and III Codes ▪ Successfully apply the general rules and guidelines for coding assignment 	Reading <ul style="list-style-type: none"> ▪ Basic – Chapters 2-3 ▪ PHR – Chapter 1 Watch <ul style="list-style-type: none"> ▪ Basic – Chapter 2 Video ▪ Basic – Chapter 3 Video ▪ PHR – Chapter 1 Video ▪ PHR – Ch 1 Assignment 2 Help Video Create <ul style="list-style-type: none"> ▪ Study cards Homework <ul style="list-style-type: none"> ▪ Basic – Ch 2 Assignment 1 ▪ Basic – Ch 2 Assignment 2 ▪ Basic – Ch 2 Review

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

		<ul style="list-style-type: none"> Basic – Ch 3 Review PHR – Ch 1 Assignment 1 PHR – Ch 1 Assignment 2 PHR – Ch 1 Review Quiz <ul style="list-style-type: none"> Unit 02 Quiz
Unit 03 Due Date: 1/31/2023 Basic – Chapter 4 (General; Integumentary); PHR – Chapter 2		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Describe the different code sets approved by HIPAA Review the code structure, maintenance, and coding guidelines for each code set Discuss coding issues that affect compliance 	<ul style="list-style-type: none"> Differentiate the different code sets approved by HIPAA Know the coding compliance issues that influence reimbursement Explain the roles of various Medicare improper payment review entities 	Reading <ul style="list-style-type: none"> Basic – Chapter 4 (General; Integumentary System) PHR – Chapter 2 Watch <ul style="list-style-type: none"> Basic – Chapter 4 Gen/Integ Videos PHR – Chapter 2 Video Create <ul style="list-style-type: none"> Study cards Homework <ul style="list-style-type: none"> Basic –Ch 4 Integ Assignment 1 Basic – Ch 4 Integ Assignment 2 Basic – Ch 4 Integ Review PHR – Ch 2 Assignment 1 PHR – Ch 2 Assignment 2 PHR – Ch 2 Review Quiz <p>Unit 03 Quiz</p>
Unit 04 Due Date: 2/7/2023 Basic – Chapter 4 (Musculoskeletal; Respiratory); Exam 1		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review various diseases/conditions in the musculoskeletal and respiratory systems Identify various procedures/services performed on the 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the musculoskeletal and respiratory systems' procedures/services Apply the CPT guidelines and rules applicable to the 	Reading <ul style="list-style-type: none"> Basic – Chapter 4 (Musculoskeletal System; Respiratory System) Watch <ul style="list-style-type: none"> Basic – Chapter 4 Musc Videos Basic – Chapter 4 Resp Videos Create

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

<p>musculoskeletal and respiratory systems</p> <ul style="list-style-type: none"> ▪ Abstract data from operative reports in order to assign the appropriate codes 	<p>musculoskeletal and respiratory systems' procedures/services</p> <ul style="list-style-type: none"> ▪ Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the musculoskeletal and respiratory systems 	<ul style="list-style-type: none"> ▪ Study cards <p>Discussion</p> <ul style="list-style-type: none"> ▪ Unit 04 Discussion <p>Homework</p> <ul style="list-style-type: none"> ▪ Basic –Ch 4 Musc Assignment 1 ▪ Basic –Ch 4 Musc Assignment 2 ▪ Basic –Ch 4 Musc Review ▪ Basic –Ch 4 Resp Assignment 1 ▪ Basic – Ch 4 Resp Assignment 2 ▪ Basic – Ch 4 Resp Review <p>Quiz</p> <p>Unit 04 Quiz</p> <p>EXAM 1</p>
<p>Unit 05 Due Date: 2/14/2023 Basic – Ch 4 (Cardiovascular; Digestive); PHR - Chapter 3</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review various diseases/conditions in the cardiovascular and digestive systems ▪ Identify various procedures/services performed on the cardiovascular and digestive systems ▪ Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> ▪ Identify the CPT guidelines and rules applicable to the cardiovascular and digestive systems' procedures/services ▪ Apply the CPT guidelines and rules applicable to the cardiovascular and digestive systems' procedures/services ▪ Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the cardiovascular and digestive systems 	<p>Reading</p> <ul style="list-style-type: none"> ▪ Basic – Chapter 4 (Cardiovascular System; Digestive System) ▪ PHR – Chapter 3 <p>Watch</p> <ul style="list-style-type: none"> ▪ Basic – Chapter 4 Cardio Videos ▪ Basic – Chapter 4 Digest Videos ▪ PHR – Chapter 3 Videos <p>Create</p> <ul style="list-style-type: none"> ▪ Study cards <p>Discussion</p> <ul style="list-style-type: none"> ▪ Unit 05 Discussion <p>Homework</p> <ul style="list-style-type: none"> ▪ Basic –Ch 4 Cardio Assignment ▪ Basic –Ch 4 Cardio Review ▪ Basic –Ch 4 Digest Assignment 1 ▪ Basic – Ch 4 Digest Assignment 2 ▪ Basic – Ch 4 Digest Review ▪ PHR – Ch 3 Assignment ▪ PHR – Ch 3 Review <p>Quiz</p> <p>Unit 05 Quiz</p>
<p>Unit 06 Due Date: 2/21/2023 Basic – Ch 4 (Urinary; Male Genitalia); PHR - Chapter 4</p>		
Overview:	Learning Objectives:	Assignments:

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

<ul style="list-style-type: none"> Review various diseases/conditions in the urinary and male genitalia systems Identify various procedures/services performed on the urinary and male genitalia systems Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the urinary and male genitalia systems' procedures/services Apply the CPT guidelines and rules applicable to the urinary and male genitalia systems' procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the urinary and male genitalia systems 	<p>Reading</p> <ul style="list-style-type: none"> Basic – Chapter 4 (Urinary System; Male Genitalia System) PHR – Chapter 4 <p>Watch</p> <ul style="list-style-type: none"> Basic – Chapter 4 Urin Videos Basic – Chapter 4 Male Gen Videos PHR – Chapter 4 Video <p>Create</p> <ul style="list-style-type: none"> Study cards <p>Discussion</p> <ul style="list-style-type: none"> Unit 06 Discussion <p>Homework</p> <ul style="list-style-type: none"> Basic –Ch 4 Urin Assignment Basic –Ch 4 Urin Review Basic –Ch 4 Male Gen Assignment Basic – Ch 4 Male Gen Review PHR – Ch 4 Assignment 1 PHR – Ch 4 Assignment 2 PHR – Ch 4 Review <p>Quiz</p> <p>Unit 06 Quiz</p>
<p>Unit 07 Due Date: 2/28/2023 Basic – Ch 4 (Female Genitalia), Chapter 13; PHR - Chapter 5; Midterm Exam Review</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Define Computer-Assisted Coding Explain the impact CAC has and will continue to have on the coding profession Review examples of CAC coding 	<ul style="list-style-type: none"> Evaluate the CAC auto-suggested codes for accuracy Select the appropriate codes applicable for the diagnoses and procedures described in the operative reports Defend your selection by providing the applicable coding guideline(s) and/or data you abstracted from the report that 	<p>Reading</p> <ul style="list-style-type: none"> Basic – Chapter 4 (Female Genitalia System) Basic – Chapter 13 PHR – Chapter 5 <p>Watch</p> <ul style="list-style-type: none"> Basic – Chapter 4 Fem Gen Videos Basic – Ch 13 Assignment Help Video PHR – Chapter 5 Videos <p>Create</p> <ul style="list-style-type: none"> Study cards <p>Homework</p> <ul style="list-style-type: none"> Basic –Ch 4 Fem Gen Assignment 1

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

	supports the code assignments	<ul style="list-style-type: none"> Basic –Ch 4 Fem Gen Assignment 2 Basic –Ch 4 Fem Gen Review Basic – Ch 13 Assignment PHR – Ch 5 Assignment PHR – Ch 5 Review MIDTERM Exam Review Quiz Unit 07 Quiz
SPRING BREAK 3/6/2023 – 3/10/2023		
MIDTERM EXAM Due Date: 3/14/2023		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Covers Units 04-07 		MIDTERM EXAM - Take from home through Lockdown Browser with Webcam
Unit 08 Due Date: 3/21/2023 Basic – Ch 4 (Endocrine); PHR - Chapter 6		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Distinguish between the major types of Medicare and Medicaid prospective payment systems for inpatients Describe the elements of the inpatient prospective payment system Review case mix indices and the factors that influence case mix indices 	<ul style="list-style-type: none"> Identify factors that influence case mix indices Calculate the CMI's by dividing the total weighted volume by the total volume of admissions Analyze the results of the CMI calculations and explain the differences between the CMI's and the factors that influenced the differences 	Reading <ul style="list-style-type: none"> Basic – Chapter 4 (Endocrine System) PHR – Chapter 6 Watch <ul style="list-style-type: none"> Basic – Chapter 4 Endo Video PHR – Chapter 6 Video PHR – Ch 6 Assignment 2 Help Video PHR – Ch 6 Assignment 3 Help Video Create <ul style="list-style-type: none"> Study cards Homework <ul style="list-style-type: none"> Basic –Ch 4 Endo Review PHR – Ch 6 Assignment 1 PHR – Ch 6 Assignment 2 PHR – Ch 6 Assignment 3 PHR – Ch 6 Review Quiz Unit 08 Quiz

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

Unit 09 Due Date: 3/28/2023 Basic – Ch 4 (Nervous, Eye); PHR - Chapter 7		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review various diseases/conditions in the nervous and eye/adnexa systems Identify various procedures/services performed on the nervous and eye/adnexa systems Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the nervous and eye/adnexa systems' procedures/services Apply the CPT guidelines and rules applicable to the nervous and eye/adnexa systems' procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the nervous and eye/adnexa systems 	<p>Reading</p> <ul style="list-style-type: none"> Basic – Chapter 4 (Nervous System; Eye Adnexa System) PHR – Chapter 7 <p>Watch</p> <ul style="list-style-type: none"> Basic – Chapter 4 Nerv Video Basic – Chapter 4 Eye Video PHR – Chapter 7 Video PHR – Ch 7 Assignment 1 Help Video <p>Create</p> <ul style="list-style-type: none"> Study cards <p>Homework</p> <ul style="list-style-type: none"> Basic –Ch 4 Nerv Assignment Basic – Ch 4 Nerv Review Basic - Ch 4 Eye Review PHR – Ch 7 Assignment 1 PHR – Ch 7 Assignment 2 PHR – Ch 7 Review <p>Quiz</p> <p>Unit 09 Quiz</p>
Unit 10 Due Date: 4/4/2023 Basic – Ch 4 (Auditory); PHR - Chapter 8; EXAM 2		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Define the postacute care Differentiate between Medicare and Medicaid prospective payment systems for healthcare delivered to patients in postacute care Describe Medicare's prospective payment systems for long-term care hospitals and inpatient rehab facilities 	<ul style="list-style-type: none"> Describe Medicare's per-episode payment system for home health agencies Differentiate the specialized collection instruments that exist in postacute care Explain the classification models and payment formulae associated with reimbursement under the Medicare and Medicaid prospective 	<p>Reading</p> <ul style="list-style-type: none"> Basic – Chapter 4 (Auditory System) PHR – Chapter 8 <p>Watch</p> <ul style="list-style-type: none"> Basic – Chapter 4 Aud Video PHR – Chapter 8 Video PHR – Ch 8 Assignment 2 Help Video PHR – Ch 8 Assignment 3 Help Video <p>Create</p> <ul style="list-style-type: none"> Study cards <p>Homework</p> <ul style="list-style-type: none"> Basic – Ch 4 Aud Review

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

	payment systems in postacute care	<ul style="list-style-type: none"> Basic – Ch 4 Final Review PHR – Ch 8 Assignment 1 PHR – Ch 8 Assignment 2 PHR – Ch 8 Assignment 3 PHR – Ch 8 Review Quiz Unit 10 Quiz EXAM 2
Unit 11 Due Date: 4/11/2023 Basic – Chapters 5-6; PHR – Chapter 12		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the Radiology and Lab/Patho sections Identify the notes included throughout the Radiology and Lab/Patho sections Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the radiology and lab/patho sections Apply the CPT guidelines and rules applicable to the radiology and lab/patho procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes for radiology and lab/patho sections 	Reading <ul style="list-style-type: none"> Basic – Chapters 5-6 PHR – Chapter 12 Watch <ul style="list-style-type: none"> Basic – Chapter 5 Video Basic – Chapter 6 Video PHR – Chapter 12 Videos Create <ul style="list-style-type: none"> Study cards Homework <ul style="list-style-type: none"> Basic –Ch 5 Assignment Basic – Ch 5 Review Basic – Ch 6 Review PHR – Ch 12 Assignment PHR – Ch 12 Case Study Quiz Unit 11 Quiz
Unit 12 Due Date: 4/19/2023 Basic – Chapter 7-8		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Define revenue cycle management List each component of the revenue cycle Discuss the importance of effective revenue cycle management and its relationship to providers' fiscal stability 	<ul style="list-style-type: none"> Identify components of revenue cycle management Utilize sources of revenue cycle compliance for guidance in revenue cycle management Analyze reimbursement and revenue cycle data to ensure compliance to regulatory guidelines 	Reading <ul style="list-style-type: none"> Basic – Chapter 7-8 Watch <ul style="list-style-type: none"> Basic – Chapter 7-8 Videos Create <ul style="list-style-type: none"> Study cards Homework <ul style="list-style-type: none"> Basic –Ch 8 Assignment 1 Basic – Ch 8 Assignment 2 Basic – Ch 8 Assignment 3 Basic – Ch 8 Assignment 4

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

		<ul style="list-style-type: none"> Basic – Ch 7 Assignment Basic – Ch 7 Review Quiz Unit 12 Quiz
Unit 13 Due Date: 4/25/2023 Basic – Chapters 10-11; PHR – Chapter 13; EXAM 3		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the Anesthesia section Identify the notes included throughout the Anesthesia section Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the anesthesia section Apply the CPT guidelines and rules applicable to the anesthesia services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes for anesthesia section 	Reading <ul style="list-style-type: none"> Basic – Chapters 10-11 PHR – Chapter 13 Watch <ul style="list-style-type: none"> Basic – Chapter 10 Video Basic – Chapter 11 Video PHR – Chapter 13 Video Create <ul style="list-style-type: none"> Study cards Homework <ul style="list-style-type: none"> Basic – Ch 10 Assignment Basic – Ch 10 Review Basic – Ch 11 Assignment Basic – Ch 11 Review PHR – Ch 13 Assignment PHR – Review Quiz Unit 13 Quiz EXAM 3
Final Exam Review Due Date: 5/2/2023 Units 08-13		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Complete the Final Exam Review Study for the Final Exam 	<ul style="list-style-type: none"> Complete the Final Exam Review Study for the Final Exam 	Homework <ul style="list-style-type: none"> Final Exam Review
FINAL EXAM Due Date: 5/2/2023 Units 08-13		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Covers Units 08-13 		FINAL EXAM - Take from home through Lockdown Browser with Webcam

CODING & REIMBURSEMENT METHODOLOGIES

2335.87

Course Grading Information:

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

Assignments will be averaged and multiplied by 20%

Quizzes/Case Studies will be averaged and multiplied by 20%

Exams will be averaged and multiplied by 20%

Midterm Exam will be multiplied by 20%

Final Exam will be multiplied by 20%

Category	Percent toward final grade	Grade range	
Assignments	20%	A	90-100%
Quizzes/Case Studies	20%	B	80-89%
Exams	20%	C	75-79%
Midterm Exam	20%	D	60-74%
Final Exam	20%	F	0-59%

Late Work, Attendance, and Make Up Work Policies:

Unit Work:

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

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

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

Exams:

There will NOT be a make-up for any exams. There will be a total of **3 exams**. The exams are timed and will be administered through **Respondus Lockdown browser, but no webcam**. Students are encouraged to complete all work prior to taking the exam, as this will better prepare you. Students will receive a score for exams almost immediately and/or within 48 hours after the due date. Due dates are given on Brightspace.

Midterm and Final Exam:

There will NOT be a make-up for the Midterm Exam nor the Final Exam. I will **not** reset the Midterm Exam nor the Final Exam. All students will take the Midterm Exam and Final Exam from home through **Respondus Lockdown browser AND webcam**.

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

Student Behavioral Expectations or Conduct Policy:

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

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

Instructor Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open. Students are encouraged to complete work and contact the instructor with questions regarding the class, assignments, etc. early in the week as there will be no responses after the time noted above.

Emails:

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

Technical Support:

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

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

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Updated 11/04/2022

McLennan
C O M M U N I T Y
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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

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.