



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

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**CLINICAL III**

**RNSG 2363.01**

**Tiffanie Elbrecht, MSN, RN**

**Maria McElroy, RN, MSN**

**Dr. Amanda Sansom, RN, DNP**

**Jenna Warf, RN, MSN**

**NOTE: This is a 16-week course.**

**COVID 19 Notice:**

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

## CLINICAL III

RNSG 2363.01

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### **Course Description:**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nursing process is utilized to provide patient care.

Semester Hours: 3 (12 clinical hrs/wk).

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

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

Corequisites: RNSG 1137, RNSG 1538, and PSYC 2314.

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

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

### **Instructor Information:**

Instructor Name: Tiffanie Elbrecht, MSN, RN (Simulation)

MCC E-mail: [telbrecht@mclennane.edu](mailto:telbrecht@mclennane.edu)

Office Phone Number: (254) 299-8352

Office Location: HPN 117

Office/Teacher Conference Hours: Monday 1000-1100, Tuesday 1000-1100, Wednesday 0930-1100, Thursday 0930-1100

## CLINICAL III

RNSG 2363.01

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Instructor Name: Maria McElroy, RN, MSN (Adjunct Faculty)

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

Office Phone Number: N/A

Office Location: N/A

Office/Teacher Conference Hours: By appointment.

Instructor Name: Dr. Amanda Sansom, RN, DNP

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

Office Phone Number: (254) 299-8486

Office Location: HPN 231

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

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

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

Office Phone Number: (254) 299-8359

Office Location: HPN 225

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

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

#### **Books:**

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

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

#### **Websites:**

AND Student Handbook: [Concept Distribution Across the Curriculum \(mclennan.edu\)](http://www.mclennan.edu/concept-distribution-across-the-curriculum)

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

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

#### **Materials:**

Clinical uniform and supplies found in the ADN Student Handbook.

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

### **Methods of Teaching and Learning:**

In the clinical settings, the student will be required to satisfactorily demonstrate clinical competency according to the level/course criteria on the clinical evaluation tool and clinical objectives stated.

**Course Objectives and/or Competencies:**

Upon completion of this course the student will:

1. Apply knowledge of selected concepts to a variety of clinical situations (SLO #1).
2. Utilize clinical reasoning and knowledge based on the nursing program of study to date, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision making and comprehensive, safe patient-centered care for up to three clients in an acute care setting (SLO #1).
3. Utilize a systematic process to develop detailed concept maps to provide patient-centered care to diverse patients across the life span (including teaching, referrals, etc.) (SLO #1).
4. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice (SLO #2).
5. Promote safety and basic quality improvement as an advocate and manager of nursing care (SLO #3).
6. Demonstrate beginning coordination, collaboration, and communication skills with diverse patients, families and the interdisciplinary team to plan, deliver, and evaluate care that promotes quality of life (SLO #4).
7. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse (SLO #5).
8. Demonstrate beginning knowledge of delegation, management and leadership skills (SLO #6).
9. Demonstrate behavior that reflects the values and ethics of the nursing profession, including spirit of inquiry (SLO #7).

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

The graduate will be able to:

1. Use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient-centered care.
2. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice.
3. Promote safety and quality improvement as an advocate and manager of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.

**Course Outline or Schedule:**

**This course consists of 192 clinical hours. All hours must be completed in order to successfully pass the course with a “CR” credit.**

The clinical hours may consist of:

**On-Campus Clinical**

Dosage Calculation Review  
Simulation Orientation  
Skills Drill

Clinical Orientation  
Dosage Exam  
Central Line Review

**Practice HESI Exam** (may retake as needed to make at least 80% prior to HESI Exam)

**Scholarly Project:** Level 3 concept presentation and research (may include Scholar's Day and/or high school student presentation)

**Clinical Days** (Home Unit, Women's & Children's, Sim Lab)

**Observation Sites** (May include the following: End of Life: Hospice, Cellular Regulation: Cancer Center, Mood Affect: DePaul)

**Reproduction Orientation and Skills Review**

**Mid-Term and Final Clinical Evaluation**

**Course Grading Information:**

**Grading for RNSG 2363:**

1. Completion of 192 clinical hours.
2. 90% or better on dosage calculation exam (within 3 attempts).
3. Passing clinical evaluation tool (CET) with skills documentation.
4. Compliant in Complio (starting Week 2) at all times for immunizations, TB Test, CPR, and health insurance.
5. Approval of hours and skill documentation within e\*Value.
6. Completion of clinical paperwork:
  - a. Simulation paperwork
  - b. Observational site objectives (submitted to Brightspace)
  - c. Home unit paperwork (concept map and reflection) (submitted to Brightspace)

**Simulation Information:**

- The clinical simulation day will consist of the following:
  - Pre-work: is 2 hours of the clinical day.
  - Simulation, which includes pre-briefing, simulation, and debriefing, is worth 4 hours of the clinical day. (8 hours for high fidelity)
  - Post work: Evolve/Hesi case studies and/or patient reviews are worth 2 hours of the clinical day.
- If a student is tardy or absent as defined by the ADN student handbook, the student will not receive credit for those clinical simulation hours. Clinical simulation hours will be made up at the simulation make up day.
- Students will be required to stay the entire day of simulation make up regardless of the number of hours owed.
- Students are expected to maintain academic integrity as defined in the highlander guide.

- If a student attends clinical simulation but does not have pre-work completed, or does not complete post work by the due date they must make up clinical simulation hours owed as assigned.
- Pre simulation work is not limited to, but may consist of medication cards, concept maps, or chart review. All assigned pre work must be submitted in brightspace by 2359 the night prior to the simulation.
- Medication cards will be completed per template, will be legible, and handwritten.
- Evolve/HESI case studies and/or patient reviews must be completed by 2359 the day of simulation with a minimum score of 80%. If a minimum score of 80% is not achieved, no hours will be earned.
- Students will be prepared and have all the necessary equipment when attending simulation as outlined in the clinical dress code. If a student does not have all equipment, they will not receive credit for the simulation time.
- Notification of absence: If a student is going to be absent for any reason, Notification of absence must be made at least one hour prior to the start of simulation through e-mail to Tiffanie Elbrecht: telbrecht@mclennan.edu

**Clinical Evaluation Guidelines and Final Grade Criteria:**

Clinical evaluation is a teaching method used to assist the student in clinical practice, progression and enhancement. In order to provide the maximum learning experience, the faculty believes it is essential for the student to be actively involved in the identification of personal strengths, weaknesses and activities to promote or strengthen these attributes. The student's clinical progression throughout the program will be reviewed and considered in guiding and determining clinical activities in each course to assist the student in performing at the expected level of competency. The clinical evaluation tool reflects the student's level of competency. Credit or non-credit will be the final grade assigned for each clinical course.

**Final Grade Criteria:**

**Credit:** On completion of the course the student will receive credit if she/he:

- a. Performs at the expected level of competency or higher.
- b. Attains goal(s) identified in any Plan(s) for Success
- c. Fulfills any Faculty Required Enhancements
- d. Receives Consent of Professional Nursing Faculty for credit.

**Non-Credit:** The student will not receive credit if:

- a. Criteria are not achieved at the minimum expected level or higher.
- b. Plan(s) for Success are not attained.
- c. Faculty Required Enhancements are not fulfilled.
- d. Professional Nursing Faculty Consent for non-credit.

**Pat on the Back:** Recording written by students, staff or instructor for outstanding performance in the clinical area.

**Plan of Success:** A plan developed, written and carried out by the student when clinical performance is below the expected level of competency. The instructor will provide guidance and assistance to the student reaching the identified goal.

**Faculty Required Enhancement (FRE):** A plan developed and written by the faculty when a student has been unable to achieve expected level of competence criteria through his/her own Plan(s) of Success. A student may be issued a FRE initially, if the clinical instructor deems necessary. Examples of an initial FRE may be unprofessionalism, injury to a patient, medication error, practicing out of scope, etc.

Information from the Nursing Practice Act, Nursing Peer Review, and Nurse Licensure Compact Texas Occupations Code and Statutes Regulating the Practice of Nursing as Amended September 2013 (see [www.bon.state.tx.us](http://www.bon.state.tx.us)) may be in preparation of the FRE.

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

#### **DOSAGE CALCULATION EXAMS INSTRUCTIONS & CLINICAL (Revised 01/06/15)**

1. Dosage Calculation Exams will have 20 questions. Students will be given 1 hour to complete this exam. Students with accommodations must test in testing center.
2. Conversion or equivalency charts will not be used during examinations. May use approved non-memory calculator for Dosage Calculation Exams. To receive credit answer must be on answer line. On Theory Exams will use calculator available through the online testing program. Dosage calculation answers must be typed on the answer line with correct label when using the online testing program. Calculations used to determine answers must be shown on blank sheet of paper handed out by instructor in order to receive credit for the question. Paper will be turned back in to instructor when exam is finished.
3. One of the 2012 Patient Safety Goals requires that the rules for the use of a trailing zero or leading zero must be followed when writing a medication dosage on a patient chart. A. Use of trailing zero: If the dosage is 1 mg only, write 1 mg. Writing this as 1.0 mg could be misread and more than 1 mg administered. If the dosage is 1 tablet, only write 1 tablet and not 1.0 tablet. The use of an inappropriate trailing zero on an exam will result in the problem being counted wrong even if the math calculation is correct. B. Use of leading zero: If the dosage is .5 mg or tablet, the dosage must be written as 0.5 mg or 0.5 tab. Omission of a required leading zero will result in the problem being counted wrong even if the math calculation is correct.
4. All calculations should be carried to the nearest hundredth and maintained at hundredths until arriving at the final answer. Final answers should be rounded to the nearest tenth with some exceptions. Tablets should be rounded to the nearest 0.5 (1.52 tablets becomes 1.5 tablets). A. Rules to be followed in rounding decimals: 1) if the last digit to the right is less than 5, drop the last digit without changing the number to its immediate left 2) if the last digit to the right is 5 or greater, drop the last digit, and add 1 digit to the number at its immediate left 3) Examples: 3.45 becomes 3.5, 3.43 becomes

3.4 4) Values less than 1 mL should be rounded to the nearest hundredth. Example: 0.458 becomes 0.46, 0.452 becomes 0.45.

5. Final answers in the metric system must be in decimal form (Example: 0.5). Final answers with the decimal point in the wrong place are incorrect.

6. Final answers should always be in a whole number for units, seconds, and drops.

7. All medications less than 1 mL must be measured in a 1 mL syringe.

8. All syringes containing medications must be labeled in the medication room with patient name, ID number, medication name and dosage.

9. For conversions use equivalents on the Equivalent Table.

10. When determining the therapeutic range of a medication, you must complete your problem for both the high end and the low end of the range. Then, figure the dose ordered and compare to that range. If dose is too high, then it may be a toxic level; if dose is too low then it may be a sub-therapeutic level.

11. Students must make a 90% or better on the dosage calculation exam. If a student does not make a 90% or better, they must complete a remediation activity. Once this is completed, the student will then have a second opportunity to take an equivalent dosage calculation exam. If the score is less than a 90% on the 2nd dosage calculation exam, the student must complete additional remediation. Once remediation is completed, the student will then have a 3rd opportunity to take an equivalent dosage calculation exam. If a 90% or better is not achieved on the 3rd dosage calculation exam, the student will fail the course and will be withdrawn from the program.

12. All dosage calculation exams will give directions in the stem of the question to which place value the answer will be carried out with the exception of units, seconds, drops, and tablets. A. Example: "As the nurse, you will administer gtt/min." B. Example: "As the nurse, you will administer 0.1mL every second."

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

#### **Late Work:**

Written work for this course is completed in the simulation lab, observational sites, and clinical units. All daily home clinical and observational site paperwork should be submitted to Brightspace prior to the end of the semester (failure to complete will result in a clinical failure). Late work to simulation will result in clinical hours being missed.

#### **Attendance:**

The student is expected to arrive and be ready to start at the scheduled time for all clinical experiences. Time in the clinical setting is tracked using the web-based system, e\*Value. The student is expected to clock-in to patient care, observational, and clinical simulation experiences using e\*Value. Students must clock in on a designated computer at the facility. IP addresses are tracked and cell phones may only be used for time tracking in the presence of clinical faculty and with explicit permission. Hours tracked using a mobile or any device other than a facility-owned computer will not be credited and will count as hours missed (see the total allowable hours below). All clinical absence policies apply.



**Tardies:**

Students must report to clinical on time. In extenuating circumstances, a student may be no more than 7-minutes late to an assigned clinical experience and remain on site. Arrival to clinical 8 minutes after start time will result in being sent home and the hours must be made up if eligible. If being sent home due to being more than 7 minutes late results in excessive absences, the student will be required to withdraw from all courses. A progressive response to each tardy will follow:

1. The 1<sup>st</sup> tardy (1-7 minutes late) will result in a Plan for Success for the student.
2. The 2<sup>nd</sup> tardy (1-7 minutes late) will result in a Faculty Required Enhancement (FRE) for the student.
3. The 3<sup>rd</sup> tardy (1-7 minutes late) will result in a failure to meet the requirements of an FRE and will require withdrawal from all nursing courses for the semester.

**Absences:**

Students must notify instructor if they are going to be absent from clinical (including if they are more than 8-minutes late to clinical). Failure to do so will result in a FRE being initiated.

All missed clinical hours must be made up. The student will complete the required level clinical paperwork at each clinical makeup.

In Level 3 a student may miss **20 hours** and must make up the time.

The missed clinical hours must be made up as assigned. Any hours exceeding stated hours for makeup clinical will result in the student being withdrawn from the clinical course and also the concurrent nursing courses. Failure to fulfill all clinical hours, including assigned makeup day, by the end of the clinical portion of the academic term will result in a grade of "NC" for the clinical course. A student who has a clinical withdrawal from missing excessive clinical may apply for readmission, if eligible for readmission.

**Make-Up Work:**

Clinical makeup assignments will be made by Level 3 faculty and will be listed on the clinical schedule. The faculty will assign the make-up day based on availability.

**Student Behavioral Expectations or Conduct Policy:****Clinical Assignment Policy:**

1. Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served (RULE §217.11 (L)). Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

**Professional Expectations:**

1. Be on time and remain throughout class. Arrive at least 10 minutes prior to class starting.
2. Be in class every day and ready to learn. Should some unforeseen incident occur preventing your attendance, contact your instructor.

3. Be a professional. Maintain a professional attitude and be positive. Maintain classroom civility which includes respect for other students and for the faculty. Civility is expected in all verbal and electronic interactions with peers, professors, and college administrators.
4. Know your course expectations. Read your concept syllabi and course instructional plans, check your course calendar, the learning management system (Brightspace), and MCC email daily.
5. Collegiality: Be a positive and productive influence in your work/learning environment, communicating and working professionally, safely, and legally.
6. Know your ethical responsibility to your chosen profession, and the public you will serve.
7. Collaboration: As a professional you will collaborate with clients, their families, other professionals in the health career arena. Be positive, civil, open to new ideas, and research to promote the healing environment.
8. Additional student behavioral expectations are in the ADN Student Handbook.

Reference:

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

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

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

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

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Updated 11/04/2022

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## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-299-  
8122  
Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto: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/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-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](http://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](mailto: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](mailto: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.