

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

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

PRACTICUM – RESPIRATORY CARE RSPT - 2266 - 01

Marighny Dutton, MSRC, RRT

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:

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Clinical IV provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: home care and rehabilitation as well as pulmonary function studies, special procedures, and care of the critically ill adult, pediatric, and neonatal patient. Semester Hours 2 (16 clinical hours/week)

Prerequisites and/or Corequisites:

Prerequisite: RSPT 2260

Course Notes and Instructor Recommendations:

Students must obtain:

- Reliable transportation to and from clinical sites

Instructor Information:

Instructor Name: **Marighny Dutton**

MCC E-mail: mdutton@mclennan.edu

Office Phone Number: (254) 299- 8132 with voicemail

Office Location: HP #127

Office/Teacher Conference Hours:

- Tuesday: 8:30 AM –9:30 AM
- Thursday: 8:30 AM –9:30 AM
- Friday: 9:30AM -11:30 AM and 1:00 PM -2:00 PM

By appointment – call (254) 299 – 8132 or email @ mdutton@mclennan.edu

Required Text & Materials:

Title: Clinical Practitioner's Pocket Guide to Respiratory Care

Author: Oakes, Dana

Edition: N/A

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

Methods of Teaching and Learning:

Students are required to demonstrate satisfactory clinical progress regarding skills, knowledge and professional behavior. Students will be evaluated two times (once at the end of each rotation) in each semester. The student must not receive an unsatisfactory evaluation on more than one rotation evaluation per semester to pass the clinical course. If a student accumulates a third unsatisfactory evaluation at any time over the course of the five clinical courses, the student will receive no credit in the clinical course in which the third unsatisfactory evaluation occurred.

Course Objectives and/or Competencies:

The student will:

1. Demonstrate professional behaviors.
2. Apply appropriate concepts, principles, laws and theories concerning the safe, competent practice of respiratory care.
3. Apply critical thinking skills in evaluating, planning, and modifying respiratory care practice.
4. Perform and/or observe appropriate respiratory care techniques, as identified in the course description.

PRACTICUM – RESPIRATORY CARE

RSPT 2266

Course Outline or Schedule:

BSW HILLCREST														BSW TEMPLE													
JAN														MAR													
M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
10	12	17	19	24	26	31	2	7	9	14	16	21	23	28	2	9	11	14	16	21	23	28	30	4	6	11	13
MEET N GREET - ON CAMP	O	D	H	OR	NI	ICU	WAX	ER	PALS SMPT	E	ER	WAX	ICU	McLane	P-OR	PT	SPRING BREAK !!	ER	WAX	McLane	E	NI	PT	ICU	TR	E	ACLS SMPT
	O	D		WAX	OR	ICU	NI	P-OR	PALS SMPT	ICU	ICU	WAX	ER	ICU	E	PT		McLane	ER	E	WAX	ER	PT	NI	ICU	E	ACLS SMPT
	O	D		P-OR	WAX	ER	OR	NI	PALS SMPT	E	McLane	ER	E	WAX	ICU	PT		ICU	ER	E	ICU	McLane	PT	E	WAX	ER	ACLS SMPT
	O	D		ER	McLane	ICU	WAX	OR	PALS SMPT	NI	ICU	E	P-OR	WAX	ER	PT		E	ICU	ICU	PFT	E	PT	ICU	ER	McLane	ACLS SMPT
	O	D		NI	ICU	ICU	ER	ICU	PALS SMPT	OR	P-OR	E	McLane	ER	WAX	PT		WAX	E	PFT	ER	E	PT	WAX	NI	TR	E
	O	D		ICU	ER	ICU	ICU	WAX	PALS SMPT	WAX	OR	NI	E	ER	McLane	PT		E	ICU	E	NI	ICU	PT	McLane	PFT	ICU	E

BSW TEMPLE														PROVIDENCE													
JAN														MAR													
M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
10	12	17	19	24	26	31	2	7	9	14	16	21	23	28	2	9	11	14	16	21	23	28	30	4	6	11	13
MEET N GREET - ON CAMP	O	D	H	OR	NI	ICU	WAX	E	PFT	E	TC	ICU	PT	ICU	E	SPRING BREAK !!	OR	ACLS SMPT	ER	PT	PFT	McLane	ICU	WAX	E	WAX	ICU
	O	D		WAX	OR	ICU	NI	WAX	ICU	E	TC	NI	PT	E	ICU		ICU	ACLS SMPT	E	PT	WAX	TR	OR	McLane	ER	WAX	ICU
	O	D		PFT	TC	ER	ICU	WAX	ICU	E	McLane	ICU	PT	NI	ICU		E	ACLS SMPT	WAX	PT	ER	ICU	E	OR	ICU	TR	McLane
	O	D		ICU	TC	ICU	ICU	WAX	McLane	ER	NI	E	PT	ICU	PFT		ICU	ACLS SMPT	E	PT	OR	TR	ER	E	WAX	ICU	PFT
	O	D		NI	ICU	ICU	ICU	ICU	TC	WAX	E	PFT	PT	E	McLane		McLane	ACLS SMPT	PFT	PT	E	OR	WAX	TR	ICU	ER	E
	O	D		ICU	NI	McLane	ICU	PFT	TC	WAX	ER	E	PT	ICU	E		ICU	ACLS SMPT	OR	PT	ICU	WAX	E	PFT	ER	TR	WAX

PROVIDENCE														BSW HILLCREST													
JAN														MAR													
M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
10	12	17	19	24	26	31	2	7	9	14	16	21	23	28	2	9	11	14	16	21	23	28	30	4	6	11	13
MEET N GREET - ON CAMP	McLane			WAX	ICU	ER	ICU	PT	OR	E	ICU	ACLS SMPT	ICU	TR	E	ER	SPRING BREAK !!	WAX	NI	ICU	ICU	McLane	ICU	WAX	E	ICU	ER
	WAX			McLane	ICU	ICU	ICU	PT	E	TR	PFT	ACLS SMPT	WAX	OR	ER	E		ER	E	NI	McLane	ICU	WAX	ER	E	ICU	ER
	ICU			ER	WAX	TR	ICU	PT	McLane	WAX	E	ACLS SMPT	ICU	PFT	ICU	OR		E	ER	WAX	NI	ICU	E	ICU	ICU	E	McLane
	OR			ICU	ER	WAX	McLane	PT	ICU	ER	TR	ACLS SMPT	PFT	E	WAX	ICU		ICU	McLane	E	WAX	ICU	NI	ICU	ICU	PT	ER
	ER			ICU	McLane	WAX	ICU	PT	ICU	OR	TR	ACLS SMPT	ICU	WAX	ICU	E		ICU	WAX	ICU	E	NI	ICU	E	ER	McLane	PT

Course Grading Information:

COURSE GRADE: Credit / No-credit basis based on the following criteria:

- A. **Dependability** – Also see the description of affective evaluation criteria posted on BlackBoard (Clinical policies)

Clinical attendance – At the beginning and end of each clinical day, students must “Time In” and “Time Out” via E-Value (www.e-value.net). At the end of the clinical day, clinical instructor will evaluate each student using the E-Value evaluation system. See CLINICAL ATTENDANCE POLICY for more details.

- B. **Communication - Documentation** - Students will provide satisfactory evidence of all documentation requirements regarding patient charting, E-Value Competency Log, Daily Patient Summary, Time In and Out, etc

C. **Interpersonal Skills** –

Affective Behavior - students are required to demonstrate satisfactory professional behaviors, attitudes, cooperation and teamwork.

D. **Clinical Competence** – The goal of this course is to orient the student to the health care environment while they begin to develop competencies. The student will continue to develop skills in subsequent clinical courses to achieve a mastery level.

Daily patient summary reports - students are required to complete one patient summary report each day. If a student is assigned to patients who are not hospitalized, the daily patient summary report is waived. The student must complete one patient summary any time he/she is assigned patient care. Students should be prepared to discuss the patient's case at the post conference.

NOTE: Students will not leave patients unattended during therapy. MCC does NOT support concurrent therapy.

E. **Professional Development** -

Expectations of the student during their clinical assignments include:

Resourceful use of time, compliance with dress code, acceptable hygiene standards, acceptance of guidance, accountability, adherence to confidentiality practices, maintaining patient dignity and welfare, displaying professional interest, cooperation and flexibility, maintaining professional composure, resolving problems, overcoming obstacles, establishing self-direction and motivation as well as professional membership (TSRC and AARC).

Clinical Evaluation: Clinical instructors will evaluate student performance every day and at the end of each clinical rotation using the E-Value Evaluation system. Instructors will confidentially review evaluations with each student. Clinical evaluations are designed to advance or confirm the student's development of clinical skills, knowledge and behaviors. Students' clinical competence will be evaluated as:

Satisfactory

Area of Concern

Needs Improvement

Unsatisfactory

To earn “CREDIT” for this clinical course, the student must achieve at least one satisfactory of the two End-of-Rotation Evaluations. If a student receives **two unsatisfactory** end-of-rotation evaluations in one semester, he/she will receive a grade of **no-credit**. If a student accumulates **three unsatisfactory end-of-rotation evaluations** for three different semesters, the student will be withdrawn from the program and will be required to wait 5 years before reapplying. In addition, specific unacceptable behaviors may be sufficient grounds for receiving an unsatisfactory semester grade (no-credit), thus jeopardizing the student’s enrollment in the program.

Clinical instructors will conduct a summative evaluation for each student at the end of each rotation. If for any reason a student isn’t evaluated on the designated clinical dates, the student must contact the Director of Clinical Education to schedule an evaluation time. Students are required to comment whether he/she agrees or disagrees with the evaluation. **NOTE:** *all students are expected to provide information that is both truthful and accurate during an evaluation, failure to do so or providing any information that is determined to be untruthful or inaccurate, may result in suspension of the student from the program*

At the end of each rotation, students are expected to complete an evaluation for the respective **clinical instructor and clinical site**. Evaluations are conducted via E-Value. *Clinic grades will be held until the student completes the required evaluations.*

Daily evaluations will include:

Satisfactory evaluation is defined as no deficiencies.

The first occurrence of a deficiency results in an area of concern.

The second occurrence of the same deficiency results in needs improvement.

The third occurrence of the same deficiency results in an unsatisfactory.

Rotation evaluations:

Satisfactory rotation evaluation is defined as no deficiencies on any daily evaluations.
The first occurrence of a deficiency results in an area of concern.
The second occurrence of the same deficiency results in needs improvement.
The third occurrence of the same deficiency also results in an unsatisfactory rotation evaluation.

NOTE: The fourth occurrence of the same deficiency results in **no credit** in the clinical course.

The student must address a plan for improvement, specifying the course of action, while the faculty will identify probable consequences if improvement does not occur. When a student disagrees with the faculty's clinical evaluation or wishes to explain unusual circumstances that may have affected the evaluation, the student is encouraged to do so in writing. The students must acknowledge and sign the evaluation, whether or not the student agrees with it. However, the student is given an opportunity to comment in the area provided.

MASTERY COMPETENCIES

Mastery Competency is a **formal evaluation procedure** conducted at the clinical site. A Mastery evaluation will be conducted after the student gains experience performing a procedure in the hospital setting. Students will request to be “checked off” at the Mastery level when he/she is ready. Students should be prepared for this evaluation prior to the request. To earn “Mastery” level, students should perform all steps **WITHOUT** assistance or prompting. If prompting or assistance is required, the student will earn an “unsatisfactory” for the procedure

If a student does not achieve mastery on a procedure, the clinical instructor will document the attempt using the E-Value Competencies form. The instructor will remediate the student, reviewing the proper procedure and/or concepts. The student may attempt the Mastery Level check off again when ready. The student may attempt the competency as many times as necessary to achieve Mastery.

During this clinical rotation, Mastery competencies include all clinical procedures:

REQUIRED MASTERY COMPETENCIES

*****ALL competencies MUST be Mastered BEFORE Attending Specialty Rotation**

Taught 1st year SPRING – CHECK OFF during SUMMER & FALL

!

Vital Signs and Auscultation!

Gas Cylinder Initiation!

Nasal Cannula!

Simple Mask – Lab Only, Mastery not required!

Partial Rebreather Mask – Lab Only, Mastery not required!

Non Rebreather Mask!

Air Entrainment Mask!

Small Volume Nebulizer!

Metered Dose Inhaler!

Dry Powder Inhaler!

Face Tent – Lab Only, Mastery not required!

Aerosol (Face) mask!

Trach collar!!!!!!!!!!!!!!

T-piece!!!



(only 2 of 3 large volume aerosols required!)

Adult CPR- Ventilation

Adult CPR- Compressions

Manual ventilation during transport

Incentive Spirometry!

IPPB – Lab Only, Mastery not required!

Chest Physiotherapy!

!

Taught 1st year SUMMER – CHECK OFF during 2nd year FALL & SPRING

!

Arterial Blood Gas Sampling!

Arterial Line Sampling!

!

Intubation – Lab Only, Mastery not required!

Tracheostomy Care!

Nasotracheal Suctioning – Lab Only, Mastery not required!

Endotracheal and Tracheal Tube Suctioning!

In Line Suctioning!

Taught 2nd year FALL – CHECK OFF during 2nd year SPRING

!

Ventilator Set Up!

Routine Vent Check!

Non Invasive Ventilator Set Up!

Non Invasive Ventilator Check!

!

Ventilator Circuit Change – Lab Only, Mastery not required!

Late Work, Attendance, and Make Up Work Policies:

Clinical Attendance Policy

Regular and punctual attendance is expected of all students. Clinical instructors will maintain a record of attendance for each rotation. If a student misses a clinical day, he/she must present documentation of the reason for the absence to a committee of respiratory care faculty. If the student cannot provide documentation to meet the course requirements for absences, the student may be withdrawn from the course.

Students must “Time In” and “Time Out” on designated computers. Students may not clock in via cell phone or personal computer. Students may not clock in via hospital computers that have not been previously approved. Clinical Instructors will assess the IP addresses each day during the Daily Evaluation.

Students will be permitted to make up class work and assignments missed due to absence caused by:

1. Authorized participation in official college function.
2. Personal illness.
3. Illness or death in the immediate family.
4. Observance of a religious holy day.

Students should NOT come to campus or clinic, when sick! Return only when:

- Afebrile (fever-free) for 24 hours
- No vomiting for 24 hours
- No diarrhea for 24 hours

If a student is ill when he/she reports to the clinical site and/or if the student is febrile, the faculty may dismiss him/her. The student will be considered, “absent” for the day. The student will appear before the Attendance Committee to discuss additional clinical time (ACT). If the student objects to being dismissed, he/she may present the concerns to the attendance committee.

The attendance committee will be composed of the clinical faculty member, the Program Director, and the Director of Clinical Education. **The committee has the prerogative of determining whether or not a student may make up work missed due to absences for other**

reasons. If the student accrues more than 16 total hours absence, he/she will receive “Unsatisfactory” Rotation Evaluation and may receive “No Credit” in the course.

Absence Policy:

All missed clinical hours (regardless of reason) must be rescheduled and completed before the end of the semester. If a student does not complete the required clinical hours by the end of the semester he/she will be awarded an “I” for the course.

All absences must be “**Notified**”. A “**Notified**” absence is defined as: the student providing timely notification by phone (text notification is NOT acceptable) of the clinical absences to the following:

1. 1) Assigned clinical site’s phone,
2. 2) Assigned clinical instructor’s phone, and
3. 3) Mrs. Dutton’s office voice mail (254) 299-8132, **prior to the start** of the clinical assignment assigned time. Also see other requirements noted on the clinical schedule.

Failure of the student to notify the clinical affiliate, the instructor, **AND** Mrs. Dutton’s voice mail of that clinical absence **within 1 hour and 1 minute** of the assigned start time is defined as a “**Non-Notified**” absence. “**Non-notified**” absences for any clinical assignment are strictly prohibited and will automatically result in an unsatisfactory Affective Evaluation for that rotation and thus jeopardize the student’s enrollment in the course. The student will also be marked as “Unsatisfactory” on the E-Value Daily Evaluation with explanation from the Clinical Instructor. The student must contact the Attendance Committee for appointment.

Student Responsibilities following an absence:

FIRST absence: student should contact Mrs. Dutton to present documentation and schedule Additional Clinical Time (ACT).

SECOND absence: student should request a meeting with the Clinical Attendance Committee. During the meeting, the student will explain the absences, present documentation, and discuss the possibility of ACT. Students will also sign a contract,

indicating that he/she understands that with one more absence the Rotation Evaluation will be marked, “Unsatisfactory” and he/she may receive “No Credit” in the course.

Daily Evaluation of Absence:

In the **E-Value Affective section** Absence will be marked as “Unsatisfactory”. The clinical instructor will also enter an E-Value “Sick Day” with explanation re: the absence and proper notification.

Rotation Evaluation of Absences:

In the **E-Value Affective section**:

- 1 absence during a rotation should be ranked as “Area of Concern” - Student must contact Mrs. Dutton.
 - 2 absences during a rotation should be ranked as “Needs Improvement” - Student must meet with the Attendance Committee.
 - 3 or more absences during the first rotation should be ranked as “Unsatisfactory” and student may receive “No Credit” in the course. Student must meet with the Attendance Committee.
- Three absences is considered excessive. Depending on the situation the student may receive “No Credit” for the course with 3 or more absences.

End of Semester Evaluation of Absences:

NOTE: If the student has no other Absences during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional absence during the second rotation, absences will be considered “cumulative”. Absences from first and second rotation will be added together to determine end-of-semester evaluation.

Follow these examples,

First Rotation	Rotation Evaluation	Second Rotation	Total Absences	End Of Semester Evaluation

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1 absence	Area of Concern	0 absences	0	Satisfactory
2 absences	Needs Improvement	0 absences	0	Satisfactory
3 absences	Unsatisfactory	0 absences	0	Satisfactory

1 absence	Area of Concern	1 absence	2	Needs Improvement
2 absences	Needs Improvement	1 absence	3	Unsatisfactory

1 absence	Area of Concern	2 absences	3	Unsatisfactory
2 absences	Needs Improvement	2 absences	4	Unsatisfactory

NOTE:

- 1) Time for which the student is paid by a clinical facility cannot be used as additional clinical time.
- 2) Additional clinical time does not remove clinical absences.
- 3) If student is absent from the pre-arranged ACT day, he/she will go through the Attendance Committee again. Missed ACT days are considered an additional “absence”.
- 4) Leaving the clinical affiliate site will result in an absence. The student must receive authorization from the assigned clinical instructor prior to leaving the facility. If the student leaves the clinical site without notification or authorization, this will be considered a non-notified absence and the student will receive an unsatisfactory evaluation.

Tardy Policy:

Students are expected to be at the clinical assignment on time. The student will be tardy when the student arrives at a clinical assignment after the assigned time. The student must notify the clinical instructor immediately when he/she arrives at the clinical site. If the student arrives an hour after the assigned time, the student will be counted absent, be dismissed from the clinical assignment and additional clinical time will be required.

Daily Evaluation:

In the **E-Value Affective section** Tardy will be marked as “Unsatisfactory”. The clinical instructor will also post comments explaining the tardy.

Rotation Evaluation of Tardy: In the **E-Value Affective section:**

- 1 tardy during a rotation should be ranked as “Area of Concern”.
- 2 tardies during a rotation should be ranked as “Needs Improvement”.
Student must meet with the Attendance Committee.
- 3 tardies during a rotation should be ranked as “Unsatisfactory”.
Student must meet with the Attendance Committee.

End of Semester Evaluation of Tardy:

NOTE: If the student has no other tardies during the second rotation, the student will receive “Satisfactory” for the second (Final) rotation.

If the student has an additional tardy during the second rotation, tardies will be considered “cumulative”. Tardies from first and second rotation will be added together to determine end-of-semester evaluation.

Dismissal From Clinical Site: Students who are dismissed from the clinical area for specific reasons (e.g., no name tag, inappropriate dress, hygiene, illness, etc) shall receive an absence that day and will require appearance before the attendance committee.

Student Behavioral Expectations or Conduct Policy:

PREPARATION FOR CLINICAL ASSIGNMENTS

It is the student's responsibility to be adequately prepared to achieve clinical objectives. The student must be responsible for his/her paperwork (e.g., patient summaries, etc.). The student must also bring the handbook, name tag, stethoscope, watch, calculator, pen, and all other required materials to each clinical assignment and clinical evaluation session. Failure to do this may result in the student's dismissal from the clinical area resulting in a clinical absence

for the day. **Failure to wear the appropriate name badge will result in dismissal from the clinical site and an absence that will require additional clinical time.**

The student is expected to prepare in advance for clinical learning experiences and arrive ready to start the clinical assignment at the designated time.

CELLULAR TELEPHONES and PERSONAL TELEPHONE CALLS

Cell phones are **NOT** permitted in the patient care areas. “Patient care” areas include any location in which patients are treated or other health care professionals work. Examples include (but are not limited to): general floor areas, nurses’ stations, specialty care units, patient gymnasiums, sleep labs, etc. Students may NOT use cell phones to “study”. Cell phones **MUST** be turned OFF or on silent (NOT on vibrate) when left in the Respiratory Care Department. The health careers secretary will notify a student of an emergency situation (254) 299-8347. No personal phone calls (non-emergency) will be accepted.

[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

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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.