



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PATHOPHYSIOLOGY & PHARMACOLOGY

HITT – 2430 – O280

DEBORAH WILLIAMS

NOTE: This is an 8-week course.

NOTE: This is an Online course.

Course Description:

Presents a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

Prerequisites and/or Corequisites:

Prerequisite: BIOL 2401 Anatomy and Physiology I or BIOL 2404 Anatomy and Physiology or HITT 1205 Medical Terminology I or HPRS 1206 Medical Terminology or approval of Program Director.

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: **BTB 225**

Office/Teacher Conference Hours:

Monday: 9:00 a.m. – 12:00 p.m. (zoom)

Tuesday: 4:00 p.m. – 7:00 p.m. (zoom)

Wednesday: 9:00 a.m. – 11:00 a.m. (on campus)

Thursday: 9:00 a.m. – 11:00 a.m. (zoom)

Required Text & Materials:

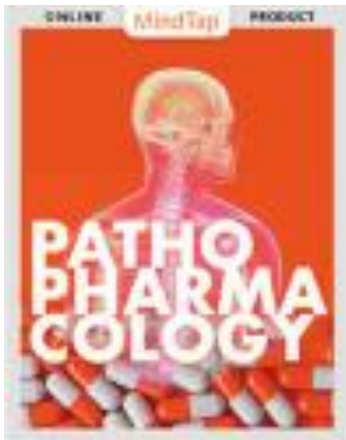
Title: Pathopharmacology (LLF) (w/MindTap 2t Access Card)

Author: Colbert

Edition: N/A

Publisher: Cengage Learning

ISBN: 9780357100646



To check whether your computer meets the requirements for using MindTap, go to

<http://ng.cengage.com/static/browsercheck/index.html>

Students should also have the most current version of Word, Excel, Access, and Power Point.

Click on the URL for free Microsoft Office 365 → <https://www.mclennan.edu/tech-support/software.html>

- 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, MindTap activities, homework assignments, case studies, quizzes, exams, midterm exam, and final exam.

Course Objectives and/or Competencies:

1. Identify the important concepts related to human disease and their drug therapies. (C1, C11, C12, C13, C14, FI, F2, F9, F10,)
2. Define key terminology relevant to human diseases and disorders. (C1, C11, C12, C13, C14, FI, F2,)
3. Identify signs and symptoms, and diagnostic tests, and therapies to common human diseases and disorders. (C1, C2, C12, C13, C14, FI, F2, F9, F10)
4. Describe specific common human diseases, disorders, and therapies. (C1, C11, C12, C13, C14, FI, F2, F6, F8, F9, F10)
5. State the effects of aging on specific body systems. (C1, C11, C12, C13, C14, FI, F2, F9, F10)
6. Correctly spell and pronounce common terminology related to human diseases and pharmaceuticals. (C1, F4, F5)
7. Distinguish between local, systemic, therapeutic, allergic, and side effects of drugs. (C1, C11, C12, C13, C14, FI, F2, F9, F10, F11, F12)
8. Identify routes of administration and describe their advantages and disadvantages. (C1, C11, C12, C13, C14, FI, F2, F9, F10)
9. Distinguish between local, systemic, therapeutic, allergic, and side effects of drugs. (C1, C11, C12, C13, C14 FI, F2, F9, F10, F11 F12,)

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

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Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

With regards to the above policy, one “Unit” equates to one “Module”.

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: 3/19/2024 Orientation; MindTap Registration		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the Syllabus and tentative Schedule Access MindTap 	<ul style="list-style-type: none"> Know how to locate information in the Syllabus Successfully log into MindTap Navigate in MindTap 	Reading <ul style="list-style-type: none"> Class Syllabus MindTap Signup Instructions Watch <ul style="list-style-type: none"> Orientation Video MindTap Help Video Homework <ul style="list-style-type: none"> Orientation Assignment MindTap Registration Assignment
Unit 02 Due Date: 3/19/2024 Core Concepts of Disease		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Interpret disease medical terminology State risk factors associated with disease 	<ul style="list-style-type: none"> Describe how disease is transferred Explain the importance of patient history Identify common methods used to 	Reading <ul style="list-style-type: none"> Module 1 Watch <ul style="list-style-type: none"> Module 1 Lecture Video Unit 02 Help Video(s) Homework <ul style="list-style-type: none"> Module 1 MindTap Activities Unit 02 Assignment 1

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	diagnose and treat diseases	<ul style="list-style-type: none"> Unit 02 Assignment 2 Module 1 Case Study Study <ul style="list-style-type: none"> Module 1 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 02 Quiz
Unit 03 Due Date: 3/26/2024 Mechanism of Disease; Core Concepts of Pharmacology		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Explain the various sources of disease Describe the role of immunity against disease and terminology associated with pharmacology Compare terms indicating drug actions and drug reference sources 	<ul style="list-style-type: none"> Identify types of infections Describe inflammation and associated processes Summarize tissue repair and complications of wound healing Explain the process of pharmacokinetics Compare dosing types and adverse reactions 	Reading <ul style="list-style-type: none"> Module 2 Module 3 Watch <ul style="list-style-type: none"> Module 2 Lecture Video Module 3 Lecture Video Unit 03 Help Video(s) Homework <ul style="list-style-type: none"> Module 2 MindTap Activities Unit 03 Assignment 1 Unit 03 Assignment 2 Module 2 Case Study Module 3 MindTap Activities Unit 03 Assignment 3 Unit 03 Assignment 4 Module 3 Case Study Unit 03 Discussion Study <ul style="list-style-type: none"> Module 2-3 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 03 Quiz
Unit 04 Due Date: 3/26/2024 Drug Administration and Dosage Forms; EXAM 1		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Differentiate the enteral routes of 	<ul style="list-style-type: none"> Describe equipment and supplies used to 	Reading <ul style="list-style-type: none"> Module 4

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<p>administration and the available dosage forms</p> <ul style="list-style-type: none"> Explain the parenteral routes of administration and related dosage forms 	<p>administer medication</p> <ul style="list-style-type: none"> Summarize the principles, rights, abbreviations, and medication orders associated with drug administration 	<p>Watch</p> <ul style="list-style-type: none"> Module 4 Lecture Video Unit 04 Help video(s) <p>Homework</p> <ul style="list-style-type: none"> Module 4 MindTap Activities Unit 04 Assignment 1 Unit 04 Assignment 2 Module 4 Case Study Unit 04 Discussion <p>Study</p> <ul style="list-style-type: none"> Module 4 Flashcards <p>Brightspace Quiz</p> <ul style="list-style-type: none"> Unit 04 Quiz <p>EXAM 1</p>
<p>Unit 05 Due Date: 4/2/2024 Pathopharmacology of the Integumentary System</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Explain the normal anatomy and physiology of the integumentary system List the various types and routes for skin medications 	<ul style="list-style-type: none"> Review the pathopharmacology of infectious integumentary diseases Describe the pathopharmacology of the non-infectious integumentary conditions 	<p>Reading</p> <ul style="list-style-type: none"> Module 7 <p>Watch</p> <ul style="list-style-type: none"> Module 7 Lecture Video Unit 05 Help video(s) <p>Homework</p> <ul style="list-style-type: none"> Module 7 MindTap Activities Unit 05 Assignment 1 Unit 05 Assignment 2 Module 7 Case Study <p>Study</p> <ul style="list-style-type: none"> Module 7 Flashcards <p>Brightspace Quiz</p> <ul style="list-style-type: none"> Unit 05 Quiz
<p>Unit 06 Due Date: 4/2/2024 Pathopharmacology of the Musculoskeletal System</p>		
Overview:	Learning Objectives:	Assignments:

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<ul style="list-style-type: none"> Explain the normal anatomy and physiology of the skeletal muscle system Describe pathopharmacology of the musculoskeletal system due to use and misuse Discuss the pathopharmacology of the bones 	<ul style="list-style-type: none"> Review the pathopharmacology of the joints Explain normal neuromuscular transmission Identify the pathopharmacology of neuromuscular diseases 	<p>Reading</p> <ul style="list-style-type: none"> Module 6 <p>Watch</p> <ul style="list-style-type: none"> Module 6 Lecture Video Unit 06 Help video(s) <p>Homework</p> <ul style="list-style-type: none"> Module 6 MindTap Activities Unit 06 Assignment 1 Unit 06 Assignment 2 Unit 06 Discussion Module 6 Case Study <p>Study</p> <ul style="list-style-type: none"> Module 6 Flashcards <p>Brightspace Quiz</p> <ul style="list-style-type: none"> Unit 06 Quiz
<p>Unit 07 Due Date: 4/9/2024 Pathopharmacology of the Nervous System; Pathopharmacology of the Eyes and Ears; Midterm Review</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the anatomy and physiology of the nervous system Describe the pathopharmacology of infections and vascular disorders, functional disorders, and mental health disorders of the nervous system Review the anatomy and physiology of the eyes and ears Describe the pathopharmacology of the eyes and ears 	<ul style="list-style-type: none"> Explain the anatomy and physiology of the nervous system Identify the pathopharmacology of infections and vascular disorders, functional disorders, and mental health disorders of the nervous system Explain the anatomy and physiology of the eyes and ears Identify the pathopharmacology of the eyes and ears 	<p>Reading</p> <ul style="list-style-type: none"> Module 13 Module 14 <p>Watch</p> <ul style="list-style-type: none"> Module 13 Lecture Video Module 14 Lecture Video Unit 07 Help video(s) <p>Homework</p> <ul style="list-style-type: none"> Module 13 MindTap Activities Unit 07 Assignment 1 Module 13 Case Study Module 14 MindTap Activities Unit 07 Assignment 2 Module 14 Case Study Unit 07 Assignment 3 <p>Study</p> <ul style="list-style-type: none"> Module 13-14 Flashcards <p>Brightspace Quiz</p>

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		<ul style="list-style-type: none"> Unit 07 Quiz MIDTERM EXAM REVIEW
MIDTERM EXAM Due Date: 4/9/2024 Units 01-07		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Covers Units 01-07 		MIDTERM EXAM - Take from home using Lockdown Browser Respondus and Webcam
Unit 08 Due Date: 4/9/2024 Pathopharmacology of the Endocrine System		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the normal anatomy and physiology of the endocrine system Describe the pathopharmacology of diabetes 	<ul style="list-style-type: none"> Explain the normal anatomy and physiology of the endocrine system List the pathopharmacology of diabetes Summarize pathopharmacology of additional endocrine disorders 	Reading <ul style="list-style-type: none"> Module 9 Watch <ul style="list-style-type: none"> Module 9 Lecture Video Unit 08 Help video(s) Homework <ul style="list-style-type: none"> Module 9 MindTap Activities Unit 08 Assignment 1 Unit 08 Assignment 2 Module 9 Case Study Unit 08 Discussion Study <ul style="list-style-type: none"> Module 9 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 08 Quiz
Unit 09 Due Date: 4/16/2024 Pathopharmacology of the Cardiovascular System		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the anatomy and physiology of the cardiovascular system Describe assessments and 	<ul style="list-style-type: none"> Identify vascular diseases and related medications Explain diseases of the heart and related medications 	Reading <ul style="list-style-type: none"> Module 12 Watch <ul style="list-style-type: none"> Module 12 Lecture Video Unit 09 Help video(s) Homework

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diagnostics of the cardiovascular system		<ul style="list-style-type: none"> Module 12 MindTap Activities Unit 09 Assignment 1 Unit 09 Assignment 2 Unit 09 Assignment 3 Module 12 Case Study Study <ul style="list-style-type: none"> Module 12 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 09 Quiz
Unit 10 Due Date: 4/16/2024 Cancer and Antineoplastic Pharmacology; Exam 2		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Explain the normal anatomy and physiology concepts associated with cellular growth and reproduction Describe the terminology related to neoplasms 	<ul style="list-style-type: none"> Differentiate the causes and risk factors associated with cancer Explain the process of cancer diagnosis and staging Compare the various types of cancer treatments to include pharmacotherapy 	Reading <ul style="list-style-type: none"> Module 5 Watch <ul style="list-style-type: none"> Module 5 Lecture Video Unit 10 Help video(s) Homework <ul style="list-style-type: none"> Module 5 MindTap Activities Unit 10 Assignment 1 Unit 10 Assignment 2 Module 5 Case Study 1 Module 5 Case Study 2 Study <ul style="list-style-type: none"> Module 5 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 10 Quiz EXAM 2
Unit 11 Due Date: 4/23/2024 Gastrointestinal Diseases and Medications		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the normal anatomy and physiology of the upper and lower 	<ul style="list-style-type: none"> Explain the normal anatomy and physiology of the upper and lower 	Reading <ul style="list-style-type: none"> Module 8 Watch <ul style="list-style-type: none"> Module 8 Lecture Video Unit 11 Help video(s)

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gastrointestinal systems <ul style="list-style-type: none"> Describe the pathopharmacology of the upper and lower gastrointestinal systems 	gastrointestinal systems <ul style="list-style-type: none"> Identify the pathopharmacology of the upper and lower gastrointestinal systems Classify the normal anatomy and physiology of accessory organs and their associated pathopharmacology	Homework <ul style="list-style-type: none"> Module 8 MindTap Activities Unit 11 Assignment 1 Unit 11 Assignment 2 Unit 11 Assignment 3 Module 8 Case Study Study <ul style="list-style-type: none"> Module 8 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 11 Quiz
Unit 12 Due Date: 4/23/2024 Pathopharmacology of the Respiratory System		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the normal anatomy and physiology concepts associated with the upper airway of the respiratory system Describe the pathopharmacology of the upper airway Examine the normal anatomy and physiology concepts and assessments associated with the lower airways fo the respiratory system 	<ul style="list-style-type: none"> Explain the pathopharmacology of the lower airway List the physiology and pathopharmacology of the supporting structures of the lung Compare the types of smoking cessation pharmacologic therapies 	Reading <ul style="list-style-type: none"> Module 11 Watch <ul style="list-style-type: none"> Module 11 Lecture Video Unit 12 Help video(s) Homework <ul style="list-style-type: none"> Module 11 MindTap Activities Unit 12 Assignment 1 Unit 12 Assignment 2 Module 11 Case Study 1 Module 11 Case Study 2 Study <ul style="list-style-type: none"> Module 11 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 12 Quiz
Unit 13 Due Date: 4/23/2024 Pathopharmacology of the Urinary System; Exam		
Overview:	Learning Objectives:	Assignments:

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<ul style="list-style-type: none"> Review the anatomy and physiology of the urinary system Describe the diagnostics and pathopharmacology of common infectious and non-infectious urinary system diseases 	<ul style="list-style-type: none"> Explain the anatomy and physiology of the urinary system List the diagnostics and pathopharmacology of common infectious and non-infectious urinary system diseases Identify the diagnostics and pathopharmacology of common infectious and non-infectious urinary system diseases 	Reading <ul style="list-style-type: none"> Module 10 Watch <ul style="list-style-type: none"> Module 10 Lecture Video Unit 13 Help video(s) Homework <ul style="list-style-type: none"> Module 10 MindTap Activities Unit 13 Assignment 1 Unit 13 Assignment 2 Module 10 Case Study Study <ul style="list-style-type: none"> Module 10 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 13 Quiz EXAM 3
Unit 14 Due Date: 4/30/2024 Pathopharmacology of the Reproductive System		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the anatomy and physiology of female and male reproductive systems Describe the pathopharmacology of the female and male reproductive systems 	<ul style="list-style-type: none"> Explain the anatomy and physiology of female and male reproductive systems Identify the pathopharmacology of the female and male reproductive systems 	Reading <ul style="list-style-type: none"> Module 15 Watch <ul style="list-style-type: none"> Module 15 Lecture Video Unit 14 Help video(s) Homework <ul style="list-style-type: none"> Module 15 MindTap Activities Unit 14 Assignment 1 Unit 14 Assignment 2 Study <ul style="list-style-type: none"> Module 15 Flashcards Brightspace Quiz <ul style="list-style-type: none"> Unit 14 Quiz
Final Exam Review Due Date: 4/30/2024 Units 08-14		
Overview:	Learning Objectives:	Assignments:

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▪ Final Exam Review		Homework ▪ Final Exam Review
FINAL EXAM Due Date: 4/30/2024 Units 08-14		
Overview:	Learning Objectives:	Assignments:
▪ Covers Units 08-14		FINAL EXAM - Take from home using Lockdown Browser Respondus and Webcam

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 70 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 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 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. 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**.

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.

10/09/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

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

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

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

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

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. 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](#) 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.