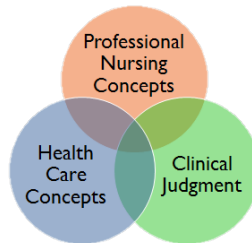




WACO, TEXAS

INSTRUCTOR PLAN



Texas Concept-Based Curriculum
McLennan Community College
ADN Program
RNSG 1216 Professional Nursing Competencies

Instructors

Samantha Buerger MSN, RN
Laura Myers MSN, APRN, FNP-C
Kim McCoy MSN, RN, WHNP-BC
Alyse Simons MSN, RN
Linda Ryneerson DNP, MSN, RN

Adjunct Instructors

Suzanne Frederick, MSN, RN
Tammy Towner, DNP, RN
Allyson Dean, BSN, RN
Pat Brown MSN, RN

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

Course Description

Development of professional nursing competencies in the care of patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.

Prerequisites and/or Corequisites

Prerequisites: BIOL 2402, PSYC 2301 and ENGL 1301. Acceptance into the Associate Degree Nursing program.

Corequisites: RNSG 1125; RNSG 1128; RNSG 1430; RNSG 1161 and BIOL 2402. Semester Hours: 2 (8 lab) BIOL 2402 is not required corequisites for Level 1 but is a Prerequisite for Level 2

Course Notes and Instructor Recommendations

- Students are responsible for materials placed on Brightspace and Evolve by faculty daily.
- Many announcements are also sent out via students' MCC email or via Brightspace announcements.
- Due to 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. A student with a failure in a nursing course who is granted re-admission to that semester will take all the courses for that specific semester even if they were successful in one or more courses for that semester previously. Each semester's nursing courses are concurrent courses. At no time may a student take only the theory course(s) or clinical course(s).
- Students are expected to check their MCC email and Brightspace announcements daily for changes and updates.
- Posting of PowerPoint presentations, lecture notes, and other materials are at the discretion of each individual instructor.

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- Communication with the student's assigned faculty advisor and/or clinical instructor will occur through MCC email only. Full-time faculty will respond to email within 24 hours on scheduled school days of the fall and spring semesters.
- See ADN Student Handbook posted on Brightspace within the course.

Instructor Information

Instructor: Samantha Buerger, MSN, RN

E-mail: sbuerger@mclennan.edu

Office Phone Number: 254-299-8355

Office Location: HPN 226

Office/Teacher Conference Hours: See instructor door schedule

Required Text & Materials

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

HESI: <https://evolve.elsevier.com>

Texas State Board of Nurses:

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp.html

MCC Bookstore Website

<http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning

Review of online videos, resources, and other documents, lab exercises, learning assignments, student performances/presentations, quizzes, simulations, and/or tutorial software. This course utilizes a flipped classroom model.

Course Objectives and/or Competencies

1. Apply concepts and principles necessary for the performance of professional nursing skills across the lifespan: Student Learning Outcomes (SLO)s 1,2,3,4,5,6,7
2. Demonstrate competency/clinical reasoning in the performance of selected professional nursing skills: SLO's: 1,2,3,5,6,7

3. Demonstrate a complete head to toe and a focused health assessment. SLO's: 2,4,5,7
4. Demonstrate safe medication administration: SLO's: 2,4,5,7

Student Learning Outcomes

Upon completion of this course, the student will:

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.
5. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrate knowledge of delegation, management, and leadership skills.
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

Course Objectives and/or Competencies

PART 1: BASIC SKILLS

1. Immunity & Safety
 - A. Handwashing
 - B. Personal protective equipment
2. Thermoregulation
 - A. Temperature
3. Perfusion & Gas Exchange
 - A. Radial Pulse
 - B. Respirations
 - C. Blood pressure
4. Mobility & Safety
 - A. Positioning
 - B. Moving/transferring a patient
 - C. Applying restraints
 - D. Ambulation/ambulatory devices
5. Comfort

- A. Bed bath/personal hygiene
- B. Bedmaking
- 6. Elimination & Nutrition
 - A. Assisting with elimination

PART 2: ADVANCED SKILLS

- 1. Safety
 - A. General culture of safety & National Patient Safety Goals
 - B. Immunity
 - 1) Sterile gloves and sterile field
 - 2) Isolation techniques
- 2. Clinical Judgment - Assessment
 - A. Head to toe physical assessment
 - B. Heart and breath sounds
 - C. Locating pulses & apical heart rate
- 3. Diagnostic tests
 - 1) Specimen collection
- 4. Nutrition
 - A. Nasogastric tube insertion/irrigation/removal
 - B. Tube feedings
- 5. Elimination
 - A. Bowel
 - 1) Enema
 - B. Urinary
 - 1) Catheterization
- 6. Tissue Integrity
 - A. Suture and staple removal
 - B. Sterile dressing change
 - C. Drainage evacuation
 - D. Wound Irrigation
 - E. Moist to Dry Dressing
- 7. Medication Safety
 - A. Oral and topical
 - B. Injections
 - C. Intravenous piggyback medications (IVPB)
 - D. Intravenous push medications (IVP)
- 8. Fluids & Electrolytes
 - A. Intake and output
 - B. Venipuncture
 - C. IV initiation and management

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- 9. Gas Exchange
 - A. Oxygenation
 - 1) Pulse oximeter
 - 2) Oxygen administration
 - 3) Incentive spirometer
- 10. Clinical Judgment
 - A. Situational assessment

Course Outline or Schedule

Due to the nature of skills, unforeseen disruption in planning, and various individual abilities, the student is referred to the Brightspace course as this offers a more fluid arena for minor adjustments. A course calendar is available in Brightspace. Below is an outline of due dates. For information regarding scheduled make-up times, please refer to the calendar on Brightspace. Below is subject to change, updates will be made on Brightspace.

Dates	Module/Content	Assignments and Due Dates
January 8 th	RNSG 1216 Introduction	None – Prepare for dosage calculation exam
January 22 nd and January 29 th	Dosage Calculation Exam and Module 1: Vital Signs	Assignment 1A – Due by 2359 on January 21 st Assignment 1B – Completed in class on January 22 nd
February 5 th and February 12 th	Module 2: Physical Assessment	Assignment 2A – Due by 2359 on February 4 th Assignment 2B – Completed in class on February 5 th
February 19 th and February 26 th	Module 3: Medication Administration – PO, Subcut., IM	Assignment 3A – Due by 2359 on February 18 th Assignment 3B – Completed in class on February 19 th
March 11 th and March 25 th	Module 4: Urinary Catheter	Assignment 4A – Due by 2359 on March 10 th

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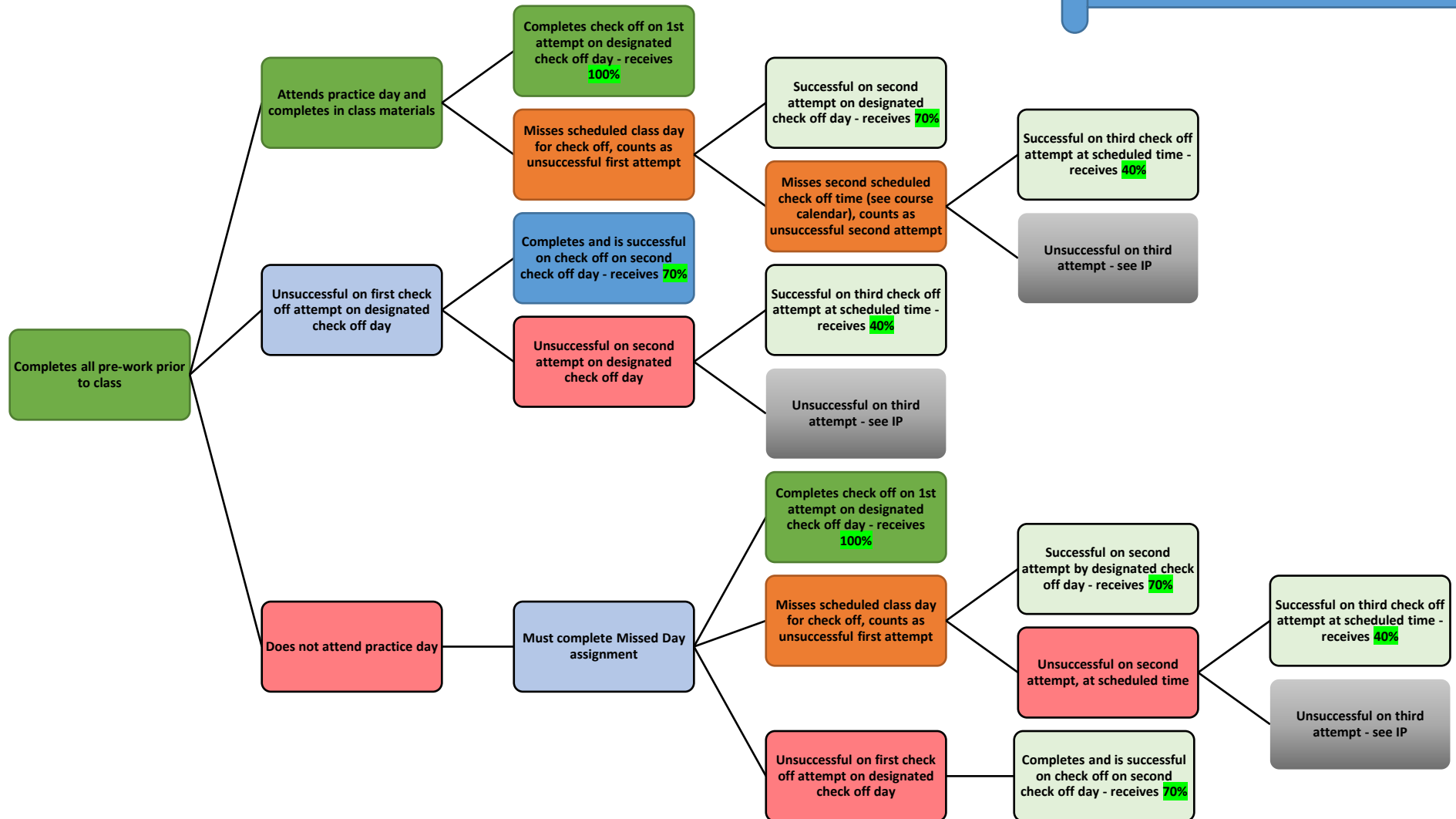
		Assignment 4B – Completed in class on March 11 th
March 25 th and April 1 st	Module 5: Intravenous Catheter/Venipuncture	Assignment 5A – Due by 2359 on March 24 th Assignment 5B – Completed in class on March 25 th
April 8 th	Module 7: Peer Skills	Assignment 7A – Due by 2359 on April 7 th Assignment 7B – Completed on April 8 th
April 15 th and April 22 nd	Module 6: Medication Administration Intravenous Push & Piggyback	Assignment 6A – Due by 2359 on April 14 th Assignment 6B – Completed in class on April 15 th

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All absences from a scheduled check off time, whether excused or unexcused, will count as an unsuccessful check off attempt.

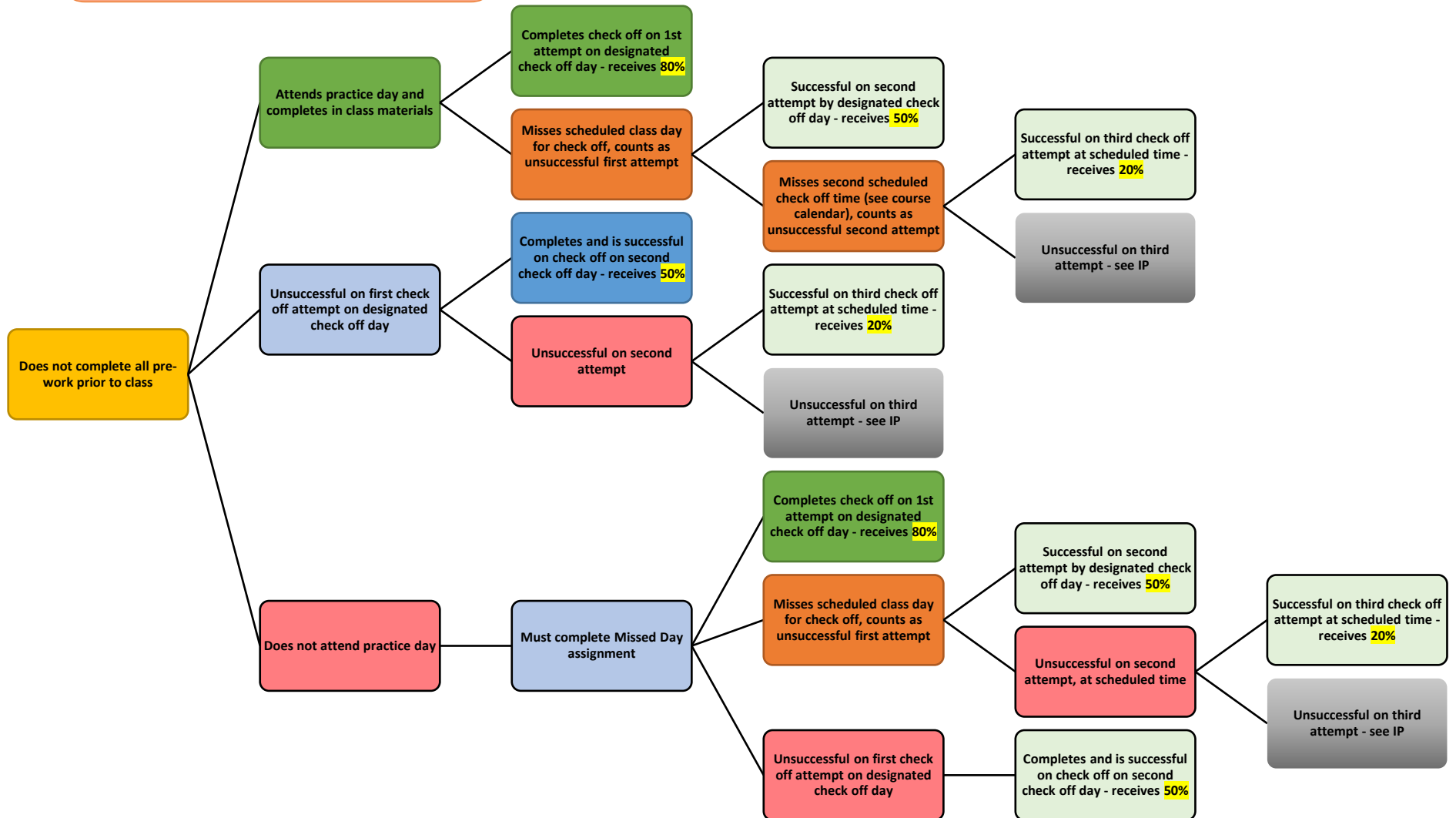
*Other criteria must be met per rubric, in order to obtain grade as specified in flowchart. Pre-work is specified per module in BrightSpace.



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All absences from a scheduled check off time, whether excused or unexcused, will count as an unsuccessful check off attempt.



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Course Grading Information

The student is required to:

1. Individually demonstrate competency in performing all required nursing skills in a laboratory setting.
2. Students will receive the following grade for skills check-off:
 - a. Successful on the first attempt: 100 with associated criteria met
 - b. Successful on the second attempt: 70 with associated criteria met
 - c. Successful on the third attempt: 40 with associated criteria met
 - d. Unsuccessful on the third attempt: 0; student will be removed from the program and all RNSG co-requisites.
 - e. **Twenty points** will be deducted from the skills check off grade if student has not viewed/completed all required content of the module by the due date. Required content will be noted in each module in Brightspace.
3. Regardless of class average, to be successful in RNSG 1216, **ALL** critical skills must be completed in the first, second, or third attempt.
4. Skills competencies (check-offs) and assignments are weighted as follows:

Grade Item:	Percentage of Final Grade:
Assignment 1A	2
Assignment 1B	2
Vital Signs Check-off	10
Assignment 2A	2
Assignment 2B	2
Physical Assessment Check off	10
Assignment 3A	2
Assignment 3B	2
Medication Administration – Oral	10
Medication Administration - Subcutaneous	5
Medication Administration - Intramuscular	5
Assignment 4A	2
Assignment 4B	2

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Urinary Catheter Check off	10
Assignment 5A	2
Assignment 5B	2
Intravenous Catheter/Venipuncture Check off	10
Assignment 6A	2
Assignment 6B	2
Medication Administration - Intravenous Push Check off	5
Medication Administration - Intravenous Piggyback Check off	5
Assignment 7A	4
Assignment 7B	2
Total	100

5. Successfully pass the dosage calculation **math examination** with a 90% average or better (**within 3 scheduled attempts.**) If unsuccessful on 3rd attempt, student will be removed from the program and all co-requisites: RNSG 1125, 1128, 1430, and 1161. The dosage exam grade is not factored into the gradebook, but is a requirement of the nursing program. See Student Handbook for details.
6. Successful completion of the dosage calculation exam must occur before the student can participate in medication administration skills lab days.

Assignments

For Assignment due dates, follow the calendar found in Brightspace or associated instructions. Failure to complete the assignment by the due date and time will result in a zero for that assignment. Student will receive credit for only the questions answered correctly. The student should attempt to access the content of the assignments early to ensure on-time completion. Brightspace assignments must be **completed in one sitting**. Assignments will not be made available after the student submits the assignment or their time limit has expired.

If a student is not present for an in-class assignment, then the student will receive a 0% for that assignment.

Turnitin: In order to help students, learn proper composition skills and to promote academic honesty, this class will use the services provided by [Turnitin](#) (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. The instructor may use the Service to

review all submitted assignments. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

Skills Practice Guidelines

1. Students will be expected to practice in the assigned lab during practice time in the lab.
2. Practice and participation is required for **ALL** skills.
 - a. Students are required to use lab supplies found in their bags for practice in Skills Lab and must exhaust this supply prior to requesting replacement.
 - b. Good stewardship of **ALL** supplies is expected, which means some items may require repackaging by the student.

Critical Requirement Check off Guidelines

1. Students will be **individually evaluated and graded** on the following skills in this order:
 - a. Vital Signs
 - b. Complete Physical Assessment
 - c. Oral, Intramuscular and Subcutaneous medication administration
 - d. Urinary catheter insertion and removal
 - e. IV insertion and removal
 - f. IV Piggyback and IV Push medication administration
2. Students will be limited to a **maximum of three check off attempts** at any one skill.
3. The second and third attempt **may** be evaluated by multiple faculty and/or by video. The student will be deemed satisfactory if the majority of the evaluating faculty agrees.
4. If a student states that he/she is not ready to check-off when they are scheduled, it will be counted as an unsuccessful attempt.

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5. If a student is not successful with a first and/or second check-off, he/she will be required to complete remediation per Skills Lab staff by the assigned date.
 6. Students must verbalize the steps from the rubric/quick sheet that they are implementing by memory during all check-offs. The student will perform required documentation per instructions on the day of check off. The student's grade for any skills check off will be entered in Brightspace upon the completion of adequate/accurate documentation of the skill. Documentation includes, but is not limited to, **e*Value** case log entries which must be documented per the instructions to be verified and complete. It is the student's responsibility to ensure case log entries for this course remain accurate.
 7. All check offs must be completed by the date assigned by course faculty.
 8. Check-off times will be scheduled by course faculty, and students are expected to arrive at least 10 minutes early to their scheduled time. If a student is not present at the start of their scheduled check-off time, then it will count as an unsuccessful attempt.
 9. If the student is unsuccessful on the third attempt, he/she **fails** that skill, and thus, **fails** RNSG 1216. He/she will be removed from the program and all co-requisites RNSG 1125, 1430, 1128, and 1161
 10. For Critical Requirement check offs, students will **not** be able to bring the following into the check off environment:
 - a. Cellular/mobile/smart phones/PDA
 - b. Cameras of any kind
 - c. Any electronic devices
 - d. Jump Drives
 - e. Pagers/Hand-held computers
 - f. Bags/Purses/Wallets
 - g. Back packs
 - h. Smart watch
 - i. Activity/Fitness Trackers (i.e. Fitbits)
 - j. Books/Study Materials
 - k. Sunglasses, hats, visors, or hooded clothing

Skills Lab Entry/Exit

Students are expected to be in Skills Lab, prior to start of class, as indicated by ADN Student Handbook. For security reasons, the **doors to the classroom will remain locked from the outside and will remain locked after class starts**. If the student cannot be in the classroom by the time class starts, or if the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave the classroom. Since the doors are locked from the outside, **the student will not be able to come back into the class**. The students' cooperation is required and appreciated. Students will **be allowed entry/reentry into class at break times. Only course faculty will open the classroom door for entry/reentry**.

Late Work

Late work: Required module pre-work and in-class assignments will not be accepted late.

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 instructor plan 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.

Notification of late arrival or absence: If a student is going to arrive late, leave early, or be absent for any reason, notification to the course leader must be made prior to the start of class through email or phone sbuerger@mclennan.edu 254-299-8355

A student that arrives late or leaves early will be considered **absent**. Even though a late arrival will count as an absence, the student will still be permitted to participate in class. Missing a cumulative of 15 percent of the class meetings due to unexcused absences will result in the student being dropped from this course and all co-requisites.

Missing class time will result in the student being assigned a missed day assignment and/or additional skills lab practice time. Lack of participation will result in the student being counted as absent and assigned a missed day assignment and/or additional skills lab practice time. All absences from RNSG 1216 (entire day or partial), whether excused or unexcused, requires the student to **make up missed hours**. See the Student Handbook for more detailed information. Excused absences require documentation that

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contains the date and time of the cause of the absence. See the Health Professions Attendance Policy for what constitutes an excused absence.

The missed day assignment(s) will be at the discretion of RNSG 1216 faculty and will be specifically designed to foster the learning of the theory and skill(s) missed, as well as serve to provide a method to make up hours as required by MCC student policy and ADN Program. Absences will be dealt with on a case-by-case basis. The student will not be permitted to check off until the missed day assignment is turned in completed and all missed hours have been made up according to faculty instruction. A missed check-off attempt due to an incomplete or late missed day assignment and/or lack of missed hours being made up in full will count as an unsuccessful attempt.

If a class session is being held online, attendance will be taken, and the student's camera must be on and the student within view to be counted as present.

The student must be present during roll call to be counted as present. Roll may be called multiple times during a class day.

A McLennan Health Professions student in a didactic course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped. RNSG 1216 has fourteen scheduled class days, therefore a student can miss 2.1 days without a qualified excuse, and on the third unexcused missed class day the student will be dropped from the course, and subsequently all RNSG co-requisites. Students will be permitted to make up class work and assignments missed as outlined in the course instructor plan due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II. Documentation of excused absences is required upon return to class. Any missed hours must be made up in the way assigned by course faculty, and within the time frame established by course faculty.

[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.

Student Behavioral Expectations or Conduct Policy

Professional Expectations:

1. Be on time and remain throughout class. **Arrive at least 10 minutes early to class.**
2. Be in class every day and ready to learn. Should some unforeseen incident occur preventing your attendance, contact the course leader, Samantha Buerger via email sbuerger@mclennan.edu or phone 254-299-8355.
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 the course "Instructor Plan". Check course calendar, the learning management system (Brightspace), Evolve, 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 civil, and open to new ideas and research that promote the healing environment.
8. At all times, uniforms will be clean, freshly laundered and pressed if needed. Uniforms will be worn when students are in Skills Lab. Student will wear full uniform except in situations where they are specifically instructed not to do so.
9. 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.

Academic/Professional Performance Alert - Skills Lab

See the ADN Student Handbook for the policy and consequences regarding Academic Integrity and Expected Professional Behaviors.

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Note: Electronic device use will be limited to the purpose of learning RNSG 1216 content and will **not** be used at any simulated patient bedside during class time. Electronic device should not be used while instruction is being given.

The student's final grade will **not** be released until all Academic/Professional Performance Alerts are completed and submitted.

Items that are pink in the form below are specific to RNSG 1216 and will not carry over to other courses.

RNSG 1216/1118 Academic/Professional Performance Alert (APPA) form

Student Name:		ID#:
Level #:	Course: RNSG 1216/1118	
Faculty:		Date:

ACADEMIC REASON FOR THIS ALERT:

<input type="checkbox"/> Concerning check off score (≤50) <input type="checkbox"/> Poorly written assignments <input type="checkbox"/> Excessive absences	<input type="checkbox"/> Pattern of not completing prework <input type="checkbox"/> Unprepared for class <input type="checkbox"/> Poor class participation <input type="checkbox"/> Low overall average
<input type="checkbox"/> Other Academic Reason (Please explain):	

**THE PROFESSIONALISM CONCERNS LEADING TO THIS ALERT:

<input type="checkbox"/> Incivility in the classroom or on campus (select from the list and provide additional information as needed)		
<input type="checkbox"/> Rude remarks <input type="checkbox"/> Walking out of class <input type="checkbox"/> Non-verbal cues (eye-rolling)	<input type="checkbox"/> Disrespect of students <input type="checkbox"/> Grandstanding <input type="checkbox"/> Repeated inappropriate device use <input type="checkbox"/> Profanity <input type="checkbox"/> Lack of communication (verbal, written, non-verbal) <input type="checkbox"/> Inappropriate device use	<input type="checkbox"/> Disrespect of faculty <input type="checkbox"/> Off-Topic comments <input type="checkbox"/> Bullying (cyber or in person) <input type="checkbox"/> Gum, hard candy, food, or non-approved drink in lab <input type="checkbox"/> Working of coursework for another course while in lab
<input type="checkbox"/> Vulgarity <input type="checkbox"/> Not within Uniform policy – refer to ADN Student Handbook <input type="checkbox"/> Tardy or leaves early <input type="checkbox"/> Arriving to Skill Lab without necessary equipment/supplies		
<input type="checkbox"/> Other act of incivility:		
==		
<input type="checkbox"/> Academic Integrity: Cheating on Test <input type="checkbox"/> Academic Integrity: Cheating on Assignment	<input type="checkbox"/> Academic Integrity: Plagiarism on Assignment <input type="checkbox"/> No-call/No-show to class or appointments	

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<input type="checkbox"/> Concerns of impairment (Based on BON guidelines) <input type="checkbox"/> Virtual class concerns (explain)
<input type="checkbox"/> Other Professionalism Concerns:

ACTION PLAN:

Follow up meeting with:		
<input type="checkbox"/> Advisor	<input type="checkbox"/> Course Faculty	<input type="checkbox"/> Dr. Blackwood (254) 299-8354
<input type="checkbox"/> Student Counseling Services	<input type="checkbox"/> Remediation Assignment	<input type="checkbox"/> Other (on back/attached)
<input type="checkbox"/> Complete Academic/Professional Performance Improvement Plan		
<input type="checkbox"/> Other Action Steps:		

Action Plan to be completed by	Date:	
Follow up with documentation on	Date:	With:

Faculty Signature	Date:
Student Signature	Date:

College ALERT filed ☐ Yes ☐ NO

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.