

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

SURGICAL PROCEDURES II

SRGT 1442_B101

MRS. M. RIERSON, MSHRM,CST

**NOTE: This is an 8-week (4 credit hour) Blended/Hybrid
course**

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Course Description:

This class is a blended/hybrid class that will introduce students to surgical procedures and related pathologies. With an emphasis on surgical procedures related to ophthalmology, oral and maxillofacial, plastic/reconstructive, cardiac, thoracic, peripheral vascular, and neurological surgical specialties incorporating instruments, equipment, and supplies.

Prerequisites and/or Corequisites:

Pre-requisites

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques
SRGT 1441 Procedures I
SRGT 1660 Clinical Intermediate

Co-requisite

SRGT 2660 Clinical Advanced

Course Notes and Instructor Recommendations:

- Attend all face-to-face meetings and be on time. (In-class assignments cannot be made up)
- Be prepared for class by having completed all reading and online assignments
- Bring all textbooks and handouts to class each day.
- Complete online assignments by the due dates – no makeup work accepted
- Check Brightspace daily for messages, assignments, grades, and any class information updates.
- Assignments will be due multiple times a week. Follow the course outline for due dates
- Cell phones are not used during class unless approved by the instructor.
- Students can bring laptops but must remember that they are only used for course purposes during class time. If the student is caught “surfing the web” during a lecture or working on a different course, the instructor has the right to ask the student to discontinue bringing the laptop to class.

Instructor Information:

Instructor Name: Mrs. Marcie Rierson

MCC E-mail: mrrierson@mclennan.edu

Office Phone Number: (254) 299-8292

Office Location: HP 112

Office/Teacher Conference Hours: by appointment

Other Instruction Information: I will respond to emails received during the work week within 24 hours; weekends and holidays may take as long as 48 hours

Required Text & Materials:

Title: Surgical Technology for the Surgical Technologist: A Positive Care Approach (along with MindTap)

Author: Association of Surgical Technologists

Edition: 5th

Publisher: Cengage

ISBN: 9781305956414

Title: Alexanders Surgical Procedures

Author: Jane Rothrock, Sherri Alexander

Publisher: Elsevier

ISBN 978-0-323-07595-8

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Title: Pocket Guide to the Operating Room (*Recommended*)

Author: Maxine Goldman

Edition: 3rd

Publisher: FA Davis

ISBN: 9780803612266

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

Methods of Teaching and Learning:

Methods of teaching include but are not limited to:

- Online
 - Weekly attendance questions
 - Quizzes
 - Activities
 - Chapter Review Assignment
- Face-to -Face
 - Group exercises
 - Lab exercises
 - Quizzes
 - Classroom discussions
 - Procedure videos

Since the course is constructed with online participation, the student should know using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Students are expected to maintain regular and reliable access to a computer with a stable broadband Internet connection. If your computer is older than 4 years old, it may need more processing power to work with Brightspace or current versions of the required software.

All MCC campus computers are configured to use Brightspace and will have most of the software needed to complete your online coursework. If additional software is needed on an MCC lab computer, please get in touch with the administrator of the lab for assistance.

If your computer is publicly accessed off campus or is loaned to you, you may be prohibited from downloading files or software. Keep this in mind because many instructors do require file downloads in their courses.

Notes About Mobile Devices

Please note that it is very likely that you will NOT be able to complete an online course material using **only** a mobile device. A laptop or desktop computer is almost always required. If you only have a mobile device, and you cannot come to the MCC campus to use a lab computer, contact your instructor immediately to discuss your situation.

Notes About Antivirus and Antimalware Programs

It is highly recommended that you run an antivirus program on every computer connecting to the Internet or sharing files with other computers. Thankfully there are some good choices of FREE antivirus and antimalware programs available. You should only install and run one program of each type. Conflicts and false positive reports can result

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with multiple installations, not to mention wasted system resources. Many antivirus programs now include an antimalware component, so read carefully before installing both programs.

Reminder: You must update your antivirus and antimalware on a frequent and regular basis. Most of these programs will automatically update, which is nice. Restarts after updates/upgrades may be needed in some cases, so do not postpone the restart.

The MCC Help Desk number on campus is 254-299-8077

Course Objectives and/or Competencies:

To provide the introductory knowledge and skills that will enable the student to evaluate new concepts, attain more knowledge, and solve problems within the perioperative field through:

- Application of physical and biological sciences
- Application of the basic background in behavioral theories and social sciences.
- Comprehension of the surgical process from positioning and prepping to applying dressings.
- Reinforcement of learned aseptic technique and theory.
- Introduction to surgical anatomy and various incision sites.
- Discussion of instrumentation and supplies used for each surgical specialty.
- Discussion of the surgical technologist's role during each surgical specialty

Learning Outcomes:

- Relate the relevant anatomy and pathology to indications for selected surgical procedures;
- summarize patient preparation for selected surgical procedures; select appropriate instruments, equipment, and supplies and
- reconstruct the sequence for selected surgical procedures; and
- Identify expected outcomes and possible complications for selected procedures.

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.

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.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus 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. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

All excused absences require documentation. Students are responsible for any work missed regardless of the cause of absence, as indicated in the institutional attendance policy. The student must initiate the conversation with the instructor promptly, as defined by the program, and complete work according to timelines established with each course instructor. Due to the pace of the program courses, quizzes will not be allowed to be made up.

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Course Outline or Schedule:

Face to Face meetings will be on Tuesdays from 9:00 -1:00 in HP 133

Final Exam will be Tuesday, February 27, 2024 from 9:00 – 11:30 in HP 133

This is a hybrid course meaning that this course will have both an online and face-to-face component. In this course, assignments will be due throughout the week. Students will be required to complete assignments by their assigned due dates. A list of the course outline may be found on Brightspace under the Syllabus tab.

This course will be divided into 6 units (with unit 4 containing two topics). Each unit will contain sections with activities that must be completed by their respective due dates. The number of activities may vary from unit to unit. At the beginning of each unit, a “Things To Do” list will guide the student through the required assignments. In addition to the “Things To Do,” a course outline will be provided in BrightSpace.

Online activities for the class will be completed using Brightspace. These activities will be a mixture of timed exercises through Brightspace and MindTap by Cengage. MindTap by Cengage is an online companion for the AST (blue) book. MindTap requires an access code, which was purchased with the book bundle. MindTap activities and the chapter review assignment will be due on Monday; please follow the course schedule for each unit. Please see the course outline that is found under the Syllabus tab in Brightspace.

Face -to face meetings are mandatory. We will meet in HP 133 from 9:00 -1:00 on Tuesdays. Content presented in face-to-face meetings will follow the course schedule. Any modifications to this schedule will be announced in class and BrightSpace. Please note that all activities completed in class cannot be made up.

For each unit, the chapter for the Alexander book and AST book are included. “A” followed by a number is referring the chapter in Alexander’s Surgical Procedures (Brown) Book. “AST” followed by a number refers to the chapter in the Surgical Technology for the Surgical Technologist: A Positive Approach (Blue) book .

Unit 1 - Ophthalmic Procedures: (A=9, AST=16)

In this section, the student will learn the basic surgical steps and setup of basic ophthalmic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit, the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in ophthalmic surgery
2. Identify the key anatomy and physiology of the eye
3. Describe basic ophthalmic procedures
4. Identify instrumentation, medication, and supplies used during ophthalmic surgery
5. Discuss patient prepping, positioning, and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural Steps

Unit 1:

- A. Chalazion Excision
- B. Dacryocystorhinostomy

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- C. Entropion/Ectropion Repair
 - D. Enucleation
 - E. Extracapsular Cataract Excision
 - F. Iridectomy
 - G. Keratoplasty
 - H. Laceration Repairs
 - I. Scleral Buckle
 - J. Strabismus Resection
 - K. Strabismus Resession
 - L. Vitrectomy

Online Activities:

See course outline in Brightspace

Face-to-Face Activities:

Review common surgical supplies for Ophthalmic procedures

Review basic Ophthalmic instrumentation

Review draping that is commonly used for Ophthalmic procedures

Create a YouTube Procedure Video – the group will be assigned

Student's Responsibilities

Read:

Alexander's Ch 9

AST Ch.16

Unit 2- Oral and Maxillofacial Surgery: (A=13 (pg, 628-632) 17 (830-831, 833-834) AST= 18)

In this section, the student will learn the basic surgical steps and setup of basic Oral and Maxillofacial procedures and therapies to plan the appropriate care of the surgical patient. By the end of this unit, the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in oral and maxillofacial surgery
2. Identify the key anatomical structures of the face and mouth
3. Describe the basic procedures of face and mouth.
4. Identify instrumentation, medication, and supplies used
5. Discuss patient positioning and prepping
6. Discuss positive and adverse surgical outcomes
7. Procedural Steps

Unit 2: A. Maxillary and Mandibular Fractures

ORIF Maxillary & Mandibular Fractures

Arch Bar Application

B. Cleft Repair A= pg 830-831

Palate

Lip

C. Odontectomy

Tooth Extractions

D. Maxillary Fractures A= pg, 628-632

Le Forte I

Le Forte II

Le Forte III

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E. Frontal Fractures

ORIF Orbital Fractures A=pg.629, 833-834

Online Activities:

See course outline in Brightspace for due dates

Face-to face Activities

Review Common surgical supplies for Oral and Maxillofacial procedures

Review basic Oral and Maxillofacial instrumentation

Review draping that is commonly used for Oral and Maxillofacial procedures

Create a YouTube Procedure Video – an individual procedure will be assigned

Student's Responsibilities

Read:

Alexander's Ch 13 (pg, 628-632) 17 (830-831, 833-834)

AST Ch.18

Unit 3 - Plastic and Reconstructive Surgery (A=13, AST= 19)

In this section, the student will learn the basic surgical steps and setup of basic plastic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in plastic and reconstructive surgery
2. Identify the anatomy and physiology of the skin, face, extremities, breast and torso
3. Discuss the procedures involving the skin
4. Differentiate between the different types of skin grafts and skin grafting procedures
5. Identify and discuss the difference between cosmetic and reconstructive procedures
6. Describe basic setups for different types of plastic and reconstructive procedures
7. Identify instrumentation, medication and supplies used
8. Discuss prepping, positioning and all safety factors
9. Recognize positive and adverse surgical outcomes
10. Procedural steps

Unit 3:

A. Head and Face

Blepharoplasty

Brow Lift

Cheiloplasty/Palatoplasty

Malar Implants

Mentoplasty

Otoplasty

Rhinoplasty

Rytidectomy

B. Breast:

Breast Augmentation

Breast Mastopexy

Breast Mammoplasty

Nipple Reconstruction

Transverse Rectus Abdominis Musculocutaneous Flap (TRAM)

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- C. Abdomen:
 - Abdominoplasty
 - Suction Lipectomy
 - D. Superficial Lesions/Neoplasms
 - E. Skin Grafts:
 - Full Thickness Skin Graft (FTSG)
 - Split Thickness Skin Graft (STSG)
 - Microvascular Pedicle Graft
 - F. Scar Revisions
 - G. Hand Procedures
 - Dupuytren's Contracture Release
 - Traumatic Hand Injury Repairs
 - H. Correction of congenital defects
 - Radial Dysplasia
 - Release of Polydactyly
 - Release of Syndactyly

Online Activities:

See course outline in Brightspace for due dates

Face to Face Activities

Review Common surgical supplies for Plastic and Reconstructive procedures

Review basic Plastic and Reconstructive instrumentation

Review draping that is commonly used for Plastic and Reconstructive procedures

Create a YouTube Procedure Video – group will be assigned

Student's Responsibilities

Read:

Alexander's Ch 13

AST Ch.19

Unit 4 - Cardiac and Thoracic Surgery: A=14, 16 AST = 22

In this topic the student will learn the basic surgical steps and setup of basic Cardiothoracic procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in cardiothoracic surgery
2. Identify the key anatomy and physiology of the heart and chest
3. Describe basic heart and thoracic procedures
4. Identify instrumentation and supplies used during cardiothoracic surgery
5. Discuss patient prepping, positioning and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural steps

Unit 4 (Part 1): A: Thoracic

Bronchoscopy

Mediastinoscopy with lymph nodes

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Video Assisted Thoracoscopy (VATS)
Thoracotomy – Lobectomy
Thoracotomy – Pneumonectomy
Thoracotomy – Decortication of the Lung
Lung Transplant
Pectus Excavatum Repair
Pulmonary Embolectomy

Unit 4 (Part 2): B: Cardiothoracic

Aortic/Mitral Valve Replacement
Atrial/Ventricular Septal Defect Repair
Patent Ductus Arteriosus
Coronary Artery Bypass Graft (CABG)
Intra-Aortic Balloon Pump (IABP)
Minimally Invasive Direct – CABG (MID-CAB)
Off Pump CABG
Ventricular Assistive Device (VAD) Insertion
Heart Transplant
Repair of Coarctation of the Aorta
Tetralogy of Fallot Repair
Ventricular Aneurysm Repair

Online Activities:

See course outline in Brightspace

Face-to-Face Activities:

Review common surgical supplies for Cardiac and Thoracic procedures
Review basic Cardiac and Thoracic instrumentation
Review draping that is commonly used in Cardiac and Thoracic procedures
Create a YouTube Procedure Video – group will be assigned

Student's Responsibilities

Read:

Alexander's Ch 14 and 16
AST Ch.22

Unit 5 -Peripheral Vascular Surgery: A=15 AST=23

In this unit, the student will learn the basic surgical steps and setup of basic Peripheral Vascular procedures and therapies to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in peripheral vascular surgery
2. Identify key anatomy and physiology of the peripheral vascular system
3. Describe basic peripheral vascular procedures
4. Identify instrumentation and supplies used during peripheral vascular surgery
5. Discuss prepping, positioning, and all safety factors
6. Recognize positive and adverse surgical outcomes
7. Procedural steps

Unit 5: A. Abdominal Aortic Aneurysm w/Graft (AAA)
B. Angioplasty

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- Endograft Placement
 - Endostent Placement
 - C. Angioscopy
 - D. AV shunts and bypass
 - AortoFemoral Bypass
 - Arteriovenous Fistula/Shunt
 - Femoropopliteal Bypass
 - E. Carotid Endarterectomy
 - F. Embolectomy
 - G. Vena Cava Device
 - H. Vein Ligation & Stripping
 - I. Venous Access Device

Online Activities:

See course outline in Brightspace

Face to Face Activities

Review common surgical supplies for Peripheral Vascular procedures
Review basic Peripheral Vascular instrumentation
Review draping that is commonly used in Peripheral Vascular procedures
Create a YouTube Procedure Video – group will be assigned

Student's Responsibilities

Read:

Alexander's Ch 15
AST Ch.23

Unit 6 -Neurosurgery: A=12, AST=24

In this topic the student will learn the basic surgical steps and setup of basic neurosurgery procedures and therapies in order to plan the appropriate care of the surgical patient. By the end of this unit the student will be able to discuss and apply theory relating to the following topics:

1. Define common terminology used in neurosurgery
2. Identify the key anatomical structures of the brain and the central nervous system
3. Describe basic procedures in neurosurgery
4. Identify instrumentation and supplies used in neurosurgery
5. Discuss patient positioning and prepping
6. Discuss positive and adverse surgical outcomes

Unit 6: A. Carpal Tunnel Release

B. Laminectomy

Cervical

Anterior

Posterior

Thoracic

Lumbar

Minimally Invasive

Spinal Fixation

C. Craniotomy

Aneurysm Repair

Cranioplasty

Craniosynostosis Repair

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- D. Rhizotomy
 - E. Stereotactic Procedures
 - F. Transphenoidal Hypophysectomy
 - G. Ulnar Nerve Transposition
 - H. Ventriculoperitoneal Shunt Placement
 - I. Ventriculoscopy

Online Activities:

See course outline in Brightspace

Face to Face Activities

Review common surgical supplies for Neurosurgery procedures

Review basic Neurosurgery instrumentation

Review draping that is commonly used in Neurosurgery procedures

Create a YouTube Procedure Video – group will be assigned

Student's Responsibilities

Read:

Alexander's Ch 12

AST Ch.24

COMPREHENSIVE FINAL – The final Exam will be on Tuesday, February 27, 2024, from 9:00 – 11:30 in HP 133.

Course Grading Information:

Grading Rubric

A – 100 – 89.5	35% Face-to-Face activities
B – 89.4 – 79.5	25% Online Activities
C – 79.4 – 74.5	15% Chapter Review
D – 74.4 – 69.5	20% Final
F – 69.4 – 0	<u>5% Attendance</u>
	100 %

Face-to-Face activities:

Face-to-Face activities are assignments that will be assigned during our Face-to-Face meeting. Most of these activities must be completed in the allotted class time; however, there will be instances where an activity will be assigned during class, and the student is expected to bring and turn in the assignment at the next class period or on BrightSpace. Multistep assignments will be graded accordingly. These assignments cannot be made up. *This will count for 35% of the student's total grade.*

Online activities:

Online activities are activities that can be found on your "Things to Do" list located in each section of the unit. All unit activities must be completed during the allotted time for that unit. Please be aware that some activities may be timed; time will be noted in the activity directions. Please see the *course outline* for specific due dates for each unit. Three attempts will be given for each MindTap activity and two for each chapter review to account for any technical issues. The highest attempt will be the grade entered into the grade book for MindTap, and the last attempt will be graded for chapter review. Once the unit is closed, the activities will no longer be available to the student. *This will count for 25% of the student's total grade.*

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Chapter Reviews:

Chapter Reviews are assessments of each unit that will be available online and open the week before they are due. Each assessment will have two attempts. Chapter reviews will be available until Monday at 11:59pm. Once the assessment has closed the chapter review will be graded and the student will receive a grade. Once the grade is received, the student will be able to review the questions and answers. If a student would like further explanation of their grade, please make an appointment with Mrs. Rierson to review your chapter review answers. *This will count for 15% of the student's total grade.*

Attendance:

Attendance for this class will be counted by physically attending the Tuesday classroom meetings and completing the short answer question online by Friday at 11:59 p.m. To receive full credit for attending the Tuesday class meetings, students must be present at least 50% of the time. It is also important to note that if the student chooses to leave early, they will not receive credit or be allowed to make up any activities that were completed after they chose to leave. *Attendance will count for 5% of the student's total grade.*

If the total of the two methods of attendance reaches 15% of the course, the student will be removed from the course and consequently, the program

If the student is going to miss class, the instructor should be notified by email or phone before the start of class.

Comprehensive Final:

The final for this class will be comprehensive, meaning that it will cover AST (blue) chapters 16, 18, 19, 22, 23, and 24, along with chapters 9, 12, 13, 14, 15, 16, and 17 from Alexander's (brown). *This will count for 20% of the student's total grade*

Late Work and Make Up Work Policies:

Late work:

All assignments must be turned in by their due date. Due to the pace of the course, no late assignments will be accepted. Quizzes and Face-to-Face activities cannot be made up.

Makeup work policy:

All excused absences require documentation. Students are responsible for any work missed regardless of the cause of absence, as indicated in the institutional attendance policy. The student must initiate the conversation with the instructor promptly, as defined by the program, and complete work according to timelines established with each course instructor. Due to the pace of the program courses, quizzes will not be allowed to be made up.

Student Behavioral Expectations or Conduct Policy:

"Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity." Unprofessional behavior or conduct will not be tolerated in the classroom or lab setting. Inappropriate behavior will not be tolerated and will be dealt with immediately. Please refer to the MCC Highlander Guide and the ST program handbook for a more detailed explanation. Students are not allowed to eat or drink in the OR lab. Students are

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expected to be prepared for scheduled tests and will not be allowed to enter or leave during testing. Once the test starts students are expected to sit for the complete test.

Due to the sensitive nature of some of the classroom discussions students are not to take topics outside of the classroom and into the public setting. This is a direct violation of program policies and will not be tolerated and will lead to dismissal from the program.

*****Please refer to your student handbook for further information***

[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.