



**Texas Concept-Based Curriculum
McLennan Community College ADN Program
RNSG 1324 – Concept-Based Transition to
Professional Nursing Practice
Summer 2021**

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Concept-Based Transition to Professional Nursing Practice

RNSG - 1324 - 01

**Angela Mathis MSN, RN
Samantha Buerger MSN, RN
Maria McElroy MSN, RN**

NOTE: This is an 8-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

AN EQUAL OPPORTUNITY INSTITUTION

Summer 2021

SEMESTER HOURS

3

CONTACT HOURS

LECTURE: 2 LAB: 4

PREREQUISITES:

**VOCATIONAL NURSING LICENSE AND ACCEPTANCE
TO THE PROFESSIONAL NURSING PROGRAM.**

COREQUISITES:

RNSG 1128, 1118, 1162 OR 1163

Course Description:

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety, advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach.

Prerequisites and/or Corequisites:

Prerequisite: Vocational nursing license and acceptance to the professional nursing program.

Corequisites: RNSG 1128, 1118, & 1163

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. Students are expected to check their MCC email and Brightspace announcements daily for changes and updates. Posting of power point presentations, lecture notes, and other materials are at the discretion of each individual instructor. Communication with the student's assigned faculty advisor and/or clinical instructor will occur through MCC email only. No other email addresses will be used. Please refer to the ADN Student Handbook for additional information.

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Instructor Information:

Instructor Name: Angela Mathis MSN, RN

MCC Email: amathis@mclennan.edu

Office Phone Number: 254-299-8405

Office Location: HPN 229

Office/Teacher Conference Hours: See instructor door schedule

Instructor Name: Samantha Buerger MSN, RN

MCC Email: sbuerger@mclennan.edu

Office Phone Number: 254-299-8355

Office Location: HPN 226

Office/Teacher Conference Hours: See instructor door schedule

Instructor Name: Maria McElroy MSN, RN

MCC Email: mmcelroy@mclennan.edu

Office Phone Number: 703-945-4007 (call/text to set up meeting)

Required Text & Materials:

Elsevier: [https://evolve.elsevier.com/cs/\[SEP\]](https://evolve.elsevier.com/cs/[SEP])

HESI: [https://evolve.elsevier.com/\[SEP\]](https://evolve.elsevier.com/[SEP])

Texas State Board of Nurses: <http://www.bon.state.tx.us/nursinglaw/npa.html>

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

Methods of Teaching and Learning:

Lecture, class discussion, case studies, group projects, written reports/papers, exams, quizzes, simulators, Elsevier/Evolve Website and HESI tutorial software. Students are expected to be present in class, however, in the event of Covid-19 quarantine or having Covid-19, a ZOOM meeting option will be available.

****Course teaching methods subject to change as per guidelines for management of COVID-19****

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Course Objectives and/or Competencies:

Upon completion of this course the student will:

1. Utilize a systematic process to analyze selected health care concepts to manage care for diverse patients across the lifespan.
2. Describe the interrelatedness between health care concepts to assist in developing clinical judgment.
3. Describe the attributes and roles of the professional nurse including leadership, management and principles of delegation.
4. Apply a systematic problem solving process for the development of clinical judgement.
5. Discuss the legal-ethical parameters for professional nursing practice including the Nursing Practice Act and the American Nurses Association (ANA) Code of Ethics as related to selected exemplars.
6. Utilize professional communication techniques in providing patient-centered care and collaborating with members of the health care team.
7. Identify health promotion needs for diverse patients across the life-span.

STUDENT LEARNING OUTCOMES (SLO)

The graduate will be able to:

1. Use clinical reasoning and knowledge based on the nursing program of study, evidence- based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient-centered care.^{[L][SEP]}
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.^{[L][SEP]}
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.^{[L][SEP]}
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Course Outline or Schedule:

Concepts are taught according to the dates and times outlined in the course calendar located under RNSG 1324 in Brightspace.

HEALTH CARE CONCEPTS - BIOPHYSICAL

Acid Base Balance

- Diabetic Ketoacidosis (DKA)
- Hyperventilation (Birthing Mother, Panic Attack)
- Gastrointestinal Losses (Pediatric)
- Drug Overdose with Hypoventilation

Clotting

- Hemophilia
- Deep Vein Thrombosis (DVT)

Comfort

- Osteoarthritis (Chronic Pain)
- Degenerative Disc Disease (Neuropathic Pain)
- Post-Operative Pain- Total Joint Arthroplasty (Acute Pain)
- Procedural Pain (Dressing Changes/Wound Care, PT after Arthroplasty (Acute Pain)
- Pancreatitis (Chronic Pain, Acute Exacerbations)
- Sickle Cell Anemia (Chronic Pain, Acute Exacerbations)
- Post-Operative Pain: Abdominal Surgery (Acute Pain)
- Renal Calculi (Acute Pain)
- Peripheral Vascular Disease (PVD) (Neuropathic Pain)

Elimination

- Benign Prostate Hypertrophy (BPH) – urinary retention
- Diarrhea – Bowel Incontinence
- Gerontology – Urinary Incontinence
- Clostridium Difficile (C.-diff)
- (Constipation/Impaction – Elderly – skills course)
- Diverticulitis
- Paralytic Ileus – Bowel Obstruction
- Neurogenic Bladder – Spastic

Fluid & Electrolyte Balance

- Dehydration – Gastroenteritis – Elderly and Pediatrics
- Extracellular Fluid Volume Excess
- Hypocalcemia

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

- Hypercalcemia
- Hypokalemia
- Hyperkalemia - Chronic Renal Failure
- Hyponatremia - Syndrome of antidiuretic Hormone (SIADH),
- Hypernatremia – Diabetes Insipidus (DI)
- Hypophosphatemia
- Hyperphosphatemia
- Hypomagnesemia
- Hypermagnesemia

Functional Ability

- Alzheimer's
- Downs Syndrome
- Multiple Sclerosis
- Parkinson's
- Cerebrovascular Accident - Stroke

Gas Exchange

- Asthma
- Chronic Obstructive Pulmonary Disease (COPD)
- Pneumonia- Aspiration
- RSV/Bronchiolitis (Pedi)
- Tracheal Esophageal Fistula (Pedi/Newborn)

Mobility

- Hip Fractures
- Disuse syndrome
- Joint Replacement
- Osteoarthritis
- Osteoporosis

Immunity

- Vaccines
- Otitis media
- Urinary Tract Infection
- Cellulitis
- Osteomyelitis
- Pneumonia
- Appendicitis
- Trauma-sprain

Metabolism

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

- Diabetes Type 1
- Diabetes Type 2
- Gestational Diabetes
- Graves' Disease – Hyperthyroidism
- Hypothyroidism

Nutrition

- Diets (Regular, Soft, Mechanical Soft, Clear Liquids, Full Liquids)
- Obesity
- Malnutrition (Inadequate-excess)
- Iron deficiency Anemia
- Dysphagia
- Heart Healthy Diet
- Diabetic Diet
- Malnutrition (Introduce Parenteral Nutrition)
- Peptic Ulcer Disease (PUD)
- Gastroesophageal Reflux Disease (GERD)
- Malabsorption Syndromes Infant & Elderly (Gastrostomy and Enteral Feedings)
- Starvation – Failure to Thrive
- Infant Nutrition (Breast/Bottle)

Perfusion

- Basic ECG Rhythms
- Congestive Heart Failure
- Hypertension
- Gestational Hypertension
- Mitral Valve Prolapse
- Coronary Artery Disease (CAD)
- Peripheral Vascular Disease (PVD)

Sensory Perception

- Cataracts
- Conductive Hearing Loss
- Macular Degenerative Disease
- Peripheral Neuropathy (peripheral artery disease)
- Sensor Neural Hearing Loss (pedi)
- Glaucoma
- Eye Injuries

Sleep

- Sleep Deprivation
- Insomnia

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

-
- Sleep Apnea

Thermoregulation

- Environmental Exposure
- Hypothermia – Frost Bite, Infant
- Hyperthermia – Heat Stroke – Elderly
- Fever (pedi)
- Malignant Hyperthermia

Tissue Integrity

- Dermal Ulcer
- Impetigo
- Psoriasis
- Wound (surgical/traumatic)
- Tinea Pedis
- Candida
- Pediculosis (lice)

HEALTH CARE CONCEPTS - PSYCHOSOCIOCULTURAL

Cognition

- Alzheimer's Disease/Dementia
- Delirium

Coping

- Anxiety
 - Generalized Anxiety Disorder
 - Panic Disorder (Attack)
 - Obsessive Compulsive Personality Disorder
 - Eating Disorders
 - Anorexia Nervosa
 - Bulimia
 - Phobia
- Stress
 - Separation Anxiety (Developmental)
 - Post-Traumatic Stress Disorder
 - Physical Response/Disease
 - Lifespan Response
- Substance Abuse/Addictive Behaviors
 - Alcoholism
 - Maternal/Fetal Cocaine Addiction
 - Neonatal Abstinence Syndrome (Withdrawal)

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Diversity

- Hispanic Traditions – Maternity w Complementary/Alternative Medicine
- Jehovah's Witness – Blood Products, Pediatrics
- Traditional Islamic – Ritual dying Patient
- Spirituality - Spiritual distress (exemplars to include Race, Gender, Sexual Orientation, Age, Education, Abilities & Life Experiences)

Human Development

- Hospitalized Patient – Adult/Pedi

PROFESSIONAL NURSING CONCEPTS

Clinical Judgment

- Scenarios applying the Nursing Process
- Clinical Skills (Assessing Wound/Dressing Decisions; Timing and Clustering of Daily Care)
- Urgent/Emergent Situations (Start Oxygen, Recognize Anaphylaxis, Failure to Rescue, Rapid Response Team)
- Medication Management
- When to Contact Physician or other Health Care Provider

Communication

- Interpersonal
- Inter-professional
SBAR
Electronic Healthcare Records
- Intra-personal
- Peers and Healthcare Team Members
- Assertive Communication
- Therapeutic Communication

Ethics & Legal precepts

- Nursing Practice Act
- Patient Confidentiality (HIPAA and Social Media)
- ANA Code of Ethics
- Patient Rights
- Criminal Law
- Civil Law
- Informed Consent

Evidence-Based Practice

- Best Practices and Standards (related to course content)

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Health Information Technology*

Health Promotion

- Obesity

Leadership & Management

- Delegation

Patient-Centered Care

- Advocacy
- Prioritizing Individualized Care
- (Scenarios Related to Course Content)

Patient education*

Professionalism

- Attributes of the Profession
- Roles of the Nurse (DECS)

Safety

- Standard Precautions
- National Patient Safety Goals
- Environmental Safety & Medication Administration (Skills)
- Time Outs
- Core Measures
- Anticipatory Guidance

Teamwork & Collaboration

- Interdisciplinary Plan of Care
- Group work
- Chain of Command
- Conflict Management Strategies
- Group Process - Operating Room Team

* only the concept is covered – no exemplars

Course Grading Information:

All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to the tenth. The final exam for the course will be computed to two decimal places.

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

The final course grade will be rounded off to a whole number. The student is expected to participate in class, simulation and other lab activities, and complete assigned requirements on learning activities and group presentations by the due dates given on D2L|Brightspace. The student must have a passing average on the exams in order to pass the course.

The grade in RNSG 1324 will be determined by the following:

Simulation and other activities: 2 %

Exam 1: 18% (6 concepts)

Exam 2: 18% (7 concepts)

Exam 3: 18% (5 concepts)

Exam 4: 18% (7 concepts)

Final: HESI, 26% All concepts of 1128/1324

(There is only one final exam, the HESI exam. The final exam is a combination of 1430/1128 concepts).

The ADN grading system is:

90-100=A

80-89=B

75-79=C A passing average is 75

65-74=D

Below 65 = F

HESI Policy Levels 1 – 3 & LVN to ADN Transition

Each level in levels 1, 2 and 3 of the concept based curriculum will give a HESI Concept Comprehensive exam for that level.

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Students are required to perform at the following competency levels.

Level 1 – 800

Level 2 & LVN to ADN Transition– 850

Level 3 – 875

Students who do not attain the required level of achievement will be required to complete the following remediation. After the remediation, the student will take another HESI comprehensive exam.

Level 1 – Complete the HESI patient reviews and case studies pertaining to the concepts taught in level 1. Retake the HESI practice test until an 80% is achieved. The time spent on the patient reviews will be monitored for satisfactory progress. The student will take another comprehensive HESI exam.

Level 2 & LVN to ADN Transition – Complete the HESI patient reviews and case studies pertaining to the concepts taught in this level. Retake the HESI practice test until an 80% is achieved. The time spent on the patient reviews and case studies will be monitored. The student will take another comprehensive HESI exam.

Level 3 - Complete the HESI patient reviews and case studies pertaining to the concepts taught in this level. Retake the HESI practice test until an 80% is achieved. Time spent on the patient reviews and case studies will be monitored for satisfactory progress. The student will take another HESI comprehensive exam.

Any student who makes less than the required score on the HESI for the Level (Level 1-800, Level 2 & LVN to ADN Transition-850, Level 3-875) will not be eligible to progress to the next level. This is considered a nursing course failure and will result in a grade of “F” being assigned. If the student is eligible for readmission, the student may apply for readmission. If failing to achieve the required score on the HESI for the level results in a second failure for a nursing course, the policy for a second failure applies (see Readmission Policy).

DOSAGE CALCULATION EXAMS INSTRUCTIONS & CLINICAL

1. Dosage Calculation Exams will have 20 questions. Students will be given 1 hour to complete this exam. Students with accommodations must test in testing center.

2. Conversion or equivalency charts **will not** be used during examinations. May use approved non-memory calculator for Dosage Calculation Exams. To receive credit answer must be on

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

answer line. On Theory Exams will use calculator available through the online testing program. Dosage calculation answers must be typed on the answer line with correct label when using the online testing program. Calculations used to determine answers must be shown on blank sheet of paper handed out by instructor in order to receive credit for the question. Paper will be turned back in to instructor when exam is finished.

3. One of the 2012 Patient Safety Goals requires that the rules for the use of a trailing zero or leading zero must be followed when writing a medication dosage on a patient chart.

A. Use of trailing zero: If the dosage is 1 mg only, write 1 mg. Writing this as 1.0 mg could be misread

and more than 1 mg administered. If the dosage is 1 tablet, only write 1 tablet and not 1.0 tablet. The use of an inappropriate trailing zero on an exam will result in the problem being counted wrong even if the math calculation is correct.

B. Use of leading zero: If the dosage is .5 mg or tablet, the dosage must be written as 0.5 mg or 0.5 tab.

Omission of a required leading zero will result in the problem being counted wrong even if the math

calculation is correct.

4. All calculations should be carried to the nearest hundredth and maintained at hundredths until arriving at the final answer. Final answers should be rounded to the nearest tenth with some exceptions. Tablets should be rounded to the nearest 0.5 (1.52 tablets becomes 1.5 tablets).

A. Rules to be followed in rounding decimals:

1) if the last digit to the right is less than 5, drop the last digit without changing the number to

its immediate left

2) if the last digit to the right is 5 or greater, drop the last digit, and add 1 digit to the number at its immediate left

3) Examples: 3.45 becomes 3.5, 3.43 becomes 3.4

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

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

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

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

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

8. All syringes containing medications must be labeled in the medication room with patient name, ID number, medication name and dosage.
9. For conversions use equivalents on the Equivalent Table.
10. When determining the therapeutic range of a medication, you must complete your problem for both the high end and the low end of the range. Then, figure the dose ordered and compare to that range. If dose is too high, then it may be a toxic level; if dose is too low then it may be a sub-therapeutic level.
11. Students must make a 90% or better on the dosage calculation exam. If a student does not make a 90% or better, they must complete a remediation activity. Once this is completed, the student will then have a second opportunity to take an equivalent dosage calculation exam. If the score is less than a 90% on the 2nd dosage calculation exam, the student must complete additional remediation. Once remediation is completed, the student will then have a 3rd opportunity to take an equivalent dosage calculation exam. If a 90% or better is not achieved on the 3rd dosage calculation exam, the student will fail the course and will be withdrawn from the program.
12. All dosage calculation exams will give directions in the stem of the question to which place value the answer will be carried out with the exception of units, seconds, drops, and tablets.
 - A. Example: "As the nurse, you will administer gtt/min."
 - B. Example: "As the nurse, you will administer 0.1mL every second"

SIMULATION

Simulation and other assigned activities will be 2% of the theory grade. If student does not attend simulation or is not allowed to participate either due to not being on time or not having passed to class completed prior to simulation, Student will receive a score of zero for that pass to class.

Late Work, Attendance, and Make Up Work Policies:

1. Students must complete the daily self-assessment before coming to campus.

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

2. Any COVID-19 symptoms or exposures to must be reported through the MCC self- reporting portal and notify instructor. Students must be cleared before returning to campus.
3. COVID-19 – Any absences due to COVID-19 will be addressed on a case by case basis.
4. Graded written work submitted past the date due will have 10% of the total points deducted per each day it is late.
5. The ADN program attendance policy is in the student handbook.

Students are expected to be in class, on time. 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/re-entry into class at break times.

Students are expected to attend class in person as scheduled, unless quarantined for COVID-19 exposure or diagnosis. If you miss class due to COVID-19, you are required to self-report and notify your instructor.

Until further notice, please wear a face mask of your choosing, we will not be providing face masks for you to attend class. If you are not wearing a mask you will not be able to attend your class. This is campus-wide. Please refer to MCCs website regarding Covid-19.

<https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html>

Please be prepared to social distance. The lecture hall will accommodate 200 people, seating has been set up to meet social distancing requirements. We ask that you adhere to these recommendations. In order to remain face to face for our classes and complete our clinical rotation this semester, we must all do our part to stay healthy and Covid free.

Withdrawal from Nursing Courses

Due to the inter-relationship of nursing courses taught each semester, if a withdrawal from one nursing course is necessary, the student must withdraw from all nursing courses. Each semester's

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

nursing courses are concurrent courses. A student with a failure in a nursing course that is granted re-admission to the program and the failed semester is required to take all related courses for that specific semester. At no time may a student take only the theory course(s) or clinical course(s) independent from the related courses.

Student Behavioral Expectations or Conduct Policy: **Professional Expectations:**

1. Be on time and remain throughout class. Arrive at least 10 minutes prior to class starting.
2. Be in class every day and ready to learn. Should some unforeseen incidents occur preventing your attendance, contact your instructor.
3. Be a professional. Maintain a professional attitude and be positive. Maintain classroom civility which includes respect for other students and for the faculty. Civility is expected in all verbal and electronic interactions with peers, professors, and college administrators.
4. Know your course expectations. Read your concept syllabi and course instructional plans, check your course calendar, the learning management system (D2L|Brightspace) and MCC email daily.
5. Collegiality: Be a positive and productive influence in your work/learning environment, communicating and working professionally, safely, and legally.
6. Know your ethical responsibility to your chosen profession, and the public you will serve.
7. Collaboration: As a professional you will collaborate with clients, their families, other professionals in the health career arena. Be positive, civil, open to new ideas, and research to promote the healing environment.
8. Additional student behavioral expectations are in the ADN Student Handbook.

Reference:

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

Concept-Based Transition to Professional Nursing Practice

RNSG 1324 - 01

Classroom expectations:

Students are expected to be in class, on time. 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/re-entry into class at break times.

Students are expected to attend class in person as scheduled, unless quarantined for COVID-19 exposure or diagnosis. If you miss class due to COVID-19, you are required to self-report and notify your instructor.

Until further notice, please wear a face mask of your choosing, we will not be providing face masks for you to attend class. If you are not wearing a mask you will not be able to attend your class. This is campus-wide. Please refer to MCCs website regarding Covid-19.

<https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html>

[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.

*** [Click Here for the MCC Academic Integrity Statement](https://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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/>

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

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.