

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

RESPIRATORY CARE PROCEDURES II

RSPT 1411.01

RSPTL 1411.01

RSPTL 1411.02

ERICA WILLIAMS

NOTE: This is an 11-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.

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Course Description:

This course provides students with essential knowledge of airway care and mechanical ventilation.

Airway care includes indications, techniques, equipment, and hazards and complications.

Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning.

Content areas also include: pulse oximetry, arterial blood gas sampling and interpretation, intravenous catheter insertion, and 12 lead ECG procedure.

Semester Hours 4 (3 lec/4 lab).

Prerequisites and/or Corequisites:

Prerequisites: RSPT 1410; RSPT 1227; RSPT 1371

Course Notes and Instructor Recommendations:

Chapter readings are encouraged in this course as it is with all courses.

Instructor Information:

Instructor Name: Erica Williams

MCC Email: ewilliams@mclennan.edu

Office Phone Number: (254) 299-8341

Office Location: HP 104

Office/Teacher Conference Hours:

Monday and Wednesday - appointment or email; **Tuesday/Thursday** - 3:45 PM – 4:15 PM

Other Instruction Information:

Lecture: Erica Williams

Lab: Erica Williams, Haylee Claxton, Allison Halbert, James Shamblin; Robert Flores

Lab remediation and simulation: Donna Mendoza

Required Text & Materials:

Title: Mosby's Respiratory Care Equipment

Author: J.M. Cairo

Edition: 10th, 2018

Publisher: Elsevier

ISBN: 978-0-323-41636-8

Title: Egan's Fundamentals of Respiratory Care

Author: Kacmarek, Stoller, and Heuer

Edition: 12th

Publisher: Elsevier

ISBN: 978-0-323-81121-7

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

Methods of Teaching and Learning:

Instructional methods include lectures, reading assignments, daily participation activities, exams, and in class problem-based learning activities.

Lab: competencies

To achieve the Daily Academic Goal, the student will read the weekly textbook assignments, attend the on-line lectures, and *answer/master the study questions*. The student will come to campus prepared to participate in activities designed to apply the information learned from the on-line lectures and reading assignments.

Please note: The PowerPoint slides are designed for students to view, using PowerPoint Viewer. The PowerPoint slides include the weekly lectures. The slides contain an audio component that emphasizes important principles. View the PowerPoint slides before class, to participate in class discussions and other classroom activities and be prepared to ask questions during class or address your questions to the instructor by email.

If you do not have Microsoft Office, you should download **FREE** Microsoft Office 365 (has PowerPoint, MSWord and Excel) here: <https://www.mclennan.edu/tech-support/software.html>

- Click on “Software”
- Click on “Software for Students, Faculty and Staff”
- NOTE: this software is operable on PC and Mac platforms
- Click on “Click here” to download
- Sign Up and Download

Problem solving activities will be assigned during each class. Study questions will not be required this semester as a “ticket-to-class”, however they will be a major component for the student’s success in the course. Participation in class discussions and problem-based activities will be possible only after answering and mastering all study questions.

During class activities, teams will work together to solve new problems based on knowledge gained from the on-line lectures.

The methods to evaluate learning in this class include:

- **Written exams**
- **Daily participation activity**
- **Demonstration AND passing required competencies in the laboratory setting**

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Computer Skills Requirements:

Students are expected to be able to:

- Download lecture files
- Operate PowerPoint software and Camtasia via YouTube
- Operate PowerPoint and Camtasia audio
- Navigate Brightspace
- Monitor academic progress via Brightspace Grade Book

Course Objectives and/or Competencies:

1. Describe the 12 lead ECG procedure.
2. Blood gas sampling, classification and interpretation of blood gases; point of care blood gas analysis
3. Intravenous catheterization
4. Airway management including intubation, tracheostomy care and suctioning

The Secretary's Commission for Achieving Necessary Skills (SCANS) are incorporated into the learning outcomes and objectives for this course:

- Acquires and evaluates information. (C5)
- Selects and analyzes information and communicates results. (C7)
- Locates, understands, and interprets written information. (F1)
- Performs basic computations. (F3)
- Approaches practical problems by choosing appropriately from a variety of mathematical techniques. (F4)
- Evaluates and chooses best alternative. (F8)
- Uses logic to draw conclusions. (F12)

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Course Outline or Schedule:

| Week | Date | TOPIC |
|---------|-----------|---|
| Week 1 | June 1 | Syllabus Participation Activity and 12 lead ECG |
| | June 3 | Arterial Puncture |
| Week 2 | June 8 | Arterial Puncture, continued |
| | June 10 | Arterial Catheter Sampling |
| Week 3 | June 15 | Arterial Catheter Insertion |
| | June 17 | EXAM 1 and Blood Gas Analysis, including pH and Hemoximetry, continued |
| Week 4 | June 22 | Classification of Blood Gases |
| | June 24 | Blood Gas Interpretation |
| Week 5 | June 29 | Metabolic Acid Base Disturbances Point of Care Blood Gas Analysis |
| | July 1 | Intravenous Catheterization |
| Week 6 | July 6 | EXAM 2 Tracheostomy Care |
| | July 8 | Tracheostomy tubes and Speaking Valves |
| Week 7 | July 13 | Suctioning – Nasotracheal |
| | July 15 | Suctioning - Endotracheal/Tracheal and Bronchial Alveolar Lavage (BAL) |
| Week 8 | July 20 | Management of Airway Emergencies and Artificial Airways & Pharyngeal Airways |
| | July 22 | Management of Airway Emergencies and Artificial Airways, continued |
| Week 9 | July 27 | Intubation |
| | July 29 | EXAM 3 and Troubleshooting Airway Problems |
| Week 10 | August 3 | Artificial Airways: Complications, Hazards and Trauma, Advantages and Disadvantages |
| | August 5 | Extubation and Alternative Airway Devices |
| Week 11 | August 10 | Comprehensive FINAL EXAM |

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SUMMER 2020 Laboratory Schedule

| Tuesday Lab DATES | Thursday Lab DATES | Competency | Notes |
|----------------------------------|-----------------------------------|--|------------------------|
| June 1 | June 3 | 12 Lead ECG Arterial Puncture Sampling | Phase 1 |
| June 8 | June 10 | Arterial Puncture Sampling | Phase 2 |
| June 15 | June 17 | Arterial Line Sampling | Phase 1 & 2 |
| June 22 | June 24 | ABG interpretation worksheet | Worksheet |
| June 29 | July 1 | Tracheostomy Care | Phase 1 |
| July 6 | July 8 | Nasotracheal Suctioning | Phase 2 Phase 1 |

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| | | | |
|----------|----------|--|---|
| July 13 | July 15 | <p>Nasotracheal Suctioning</p> <p>Endotracheal/Tracheal Suctioning</p> | <p>Phase 2</p> <p>Phase 1</p> |
| July 20 | July 22 | <p>Endotracheal/Tracheostomy Tube Suctioning</p> <p>In-Line Suctioning</p> | <p>Phase 2</p> <p>Phase 1 & 2</p> |
| July 27 | July 29 | <p>In-Line Suction (cont'd)</p> <p>Intubation</p> | <p>Phase 2</p> <p>Phase 1</p> |
| August 3 | August 5 | Intubation | Phase 2 |

Tues/Th: 1030 - 1230

Course Grading Information:

Lab

In order to satisfy laboratory assignments, the student must receive a satisfactory for each competency.

1. Competency evaluations – Phase II of the competencies will be evaluated as **Pass** or **Fail (Needs Remediation)**. If a student requires remediation on two Phase II attempts to complete a competency (student will not be allowed more than **two attempts** during their lab), then the student will be required to contact Mrs. Mendoza lab specialist, to complete the competency the following week. **Mrs. Mendoza's contact information is**

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dmendoza@mclennan.edu or 299-8426. The student will observe the remainder of the lab. If student is unable to complete the competency during the remediation session, the student may be advised to withdraw from the course.

2. Completion of competencies – Completion of each competency will be evaluated as **satisfactory**, based on the satisfactory completion of the steps outlined on the E-Value competency. To satisfy grading requirements, students must complete and receive a Summary Performance Evaluation of **satisfactory** on all the competencies. Failure to complete all competencies will result in an **Incomplete** in the course. Persistent remediation will prompt a meeting with the instructors to discuss whether or not the student will be able to complete the course, resulting in withdrawal of the student from the course.
3. Lab dress code: Scrubs (does not have to be your clinical scrubs) or scrub pants with a Rho Kappa Pi t-shirt. Second-hand watch and stethoscope.

Unit Exams and Comprehensive Final Exam (70%)

- Three Unit Exams and a comprehensive Final Exam constitute 70% of the total course grade. If a student fails to appear for the test date, a grade of zero (0%) will be awarded for that exam. Please see **Make Up Work Policy** below.

HINT: a family vacation, a night on the town, a hang-over, a shopping trip, car trouble, a rainy day, a Thanksgiving family reunion, a Christmas event, a friend's wedding, rehearsal dinner, getting the date wrong in your planner, or not being ready for the test are **NOT** examples of a college approved absence. Any date/time conflicts must be resolved with *me* **BEFORE** the exam.

NOTICE: All unit exams and the Final exam are electronic. Exams will be administered in class on Brightspace and will be proctored by the instructor.

Daily Grades 30% (IRA 20% and TRA 10%)

- An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the on-line lectures. The quiz is a closed book, secure exam. IRA scores are a component (20%) of the Daily Grades.
- Students will submit a **Team Readiness Assessment (TRA)** during each class. Team members will work on this quiz jointly and submit the completed quiz for

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the entire group. Full, partial, or no credit will be given. Each team member will receive the same TRA quiz grade. TRA scores are a component (10%) of the Daily Grades.

- The lowest daily IRA and TRA will be exempted. After this exemption, missed quizzes, leaving after the quiz, using phone during the quiz, or leaving class **early** will earn a zero. **No exceptions.**

Testing Policies and Procedure for Security Measures:

- All student possessions will be left at the front of the room during an exam and IRA/TRA quiz. No smart phones/cell phones or smart watches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during an exam or quiz. No sunglasses, hats, visors, or hoodies will be worn during an exam or quiz. Students may use ear plugs if needed.
- No food or drink on the desk during exams or quizzes.
- Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam & may NOT be taken out until after student is dismissed from the exam or quiz.
 - Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam and/or quiz.

Exam and Quiz Review –

The purpose of the exam and quiz review is to provide a learning experience for the student.

- Exams and quizzes must be reviewed in the presence of an instructor.
- There will be no note taking during the exam or quiz review process; no cell phones will be out during the review.

Computer Testing Software:

- You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the faculty will re-set your exam.

Follow these rules during computer exam:

- Save each answer before moving on to the next question
- Do not use scroll button during test (this can possibly change the answer you selected)

Course GRADING SYSTEM:

GRADE SCALE: The grading scale adopted by the Respiratory Care Program is as follows:

90-100% = A

80-89% = B

75-79% = C

60-74% = D

59% or less = F

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PLEASE NOTE: a course grade of 88.5 = 89, is a B. A course grade of 89.4 is also a B. Do NOT EXPECT your instructor to "bump" grades!!

COURSE GRADES: Grades for this course will be determined as follows:

| | |
|--------------------------|-----|
| IRA quiz | 20% |
| TRA quiz | 10% |
| Three exams | 50% |
| Comprehensive Final Exam | 20% |

Remediation Plan – Academic Courses

When a student is struggling in the classroom, the faculty will respond, proactively. If a student consistently performs poorly on the daily Individual Readiness Assessment participation activities (IRAs) or scores lower than 80% on the first exam or subsequent exams, the faculty member will contact that student by email, requiring that the student make an appointment with the teacher to discuss their preparation for class (IRAs) and complete a worksheet with the missed questions on the exam (prepared by the instructor), and/or to review the exam. If the student does not respond to the request for a meeting with the faculty, the teacher will refer the student to the MCC Success Coaches and will receive an **Incomplete (I)** for the course until the student meets with the instructor. The Success Coaches of McLennan Community College are committed to building growth-oriented relationships that inspire students to achieve academic and personal success. While helping students develop intellectually, emotionally, and socially, we will serve as guides for sustainable success and empower students to connect to MCC and their community

Course Evaluation: The student evaluation of faculty is an important part of course participation at McLennan Community College. Participation will give the instructors valuable insights to understand what instructors are doing well and what needs to improve. Identifying information, such as name, student ID, or email address *will not* be shared with the instructors.

EXTRA CREDIT: Grades for this course will be determined as stated, above. There will be NO extra-credit projects accepted.

COURSE REQUIREMENTS: Respiratory Care Technology Program students are required to maintain at least **75% average** in all respiratory care courses.

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All students must meet the course requirements to be successful in this course and continue within the program.

Late Work, Attendance, and Make Up Work Policies:

Make-up Work: Students are responsible for all material presented or assigned in class and Lab. Students will be held accountable for such materials in the determination of course grades.

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. **Absence from 25 percent** of scheduled lecture **meetings (6) or labs (2)** will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of **W**. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences from **lecture classes (6) or labs (2)** are reached after the official drop date, the instructor may assign a **W**, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an **F**. In extenuating circumstances, the instructor may assign a **W** to a student who is not passing.

Each absence will count toward attendance requirements in this course.

Students will be permitted to make up **Exams** and **Lab competencies** missed 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, or (4) the observance of a religious holy day.

Note: the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. **It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.**

Students are expected to be in class, on time.

Due to COVID, the doors will remain open at all times. There will be a designated **ENTER** and **EXIT** door. If the student cannot be in the classroom or Lab by the time class starts, or if the student

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must leave the classroom or Lab for an emergency, the student will quietly pick up course materials and leave. This will result in an absence, therefore, zeros for the daily quizzes. **The students' cooperation is required and appreciated.**

Lab – Students who are tardy to Lab will be admitted during the scheduled break. On the third tardy, the student will receive an unexcused absence.

The instructor will monitor this policy for repeat offenders.

W - WITHDRAWAL - This grade is given for an instructor- or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign either a W, if passing work was being accomplished, or an F if the student was failing the course. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

I - INCOMPLETE - This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, an Incomplete (I) will be changed to an F, and the course must be repeated if credit is to be given.

If a student misses an **EXAM** or **LAB COMPETENCY**, the student **must provide 1) proof of illness, 2) illness of a family member for whom the student is a caretaker (e.g., single parent) or death in the family, 3) religious holy day or 4) approved college activity** and make up missed exam or Lab competency **within one week following the Exam date or Lab Competency date.**

Exams will be made up at the Testing Center and the Lab competency will be made up during the student's Lab time. If a student fails to follow these instructions for making up an exam or Lab competency, the student will receive a zero (0%) for that exam or **UNSATISFACTORY** for the Lab competency.

If the student cannot provide documentation to meet the class requirements for absences from Lab or a missed exam, or the student doesn't make up the missed exam or lab competency during the week following the absence, the student will be withdrawn from the course.

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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.”

Cell phones and other electronic devices, and PERSONAL TELEPHONE CALLS:

All cellular phones, tablets, laptops, and smart devices must be turned OFF at the beginning of class and placed in a designated area set by the instructor (more than likely in your backpack – out of sight and off/on silent) for the duration of your IRA/TRA – this includes reviewing of the IRA/TRA.

This is NOT optional. If you choose to keep your device in a book bag or purse, you **MUST** place this book bag or purse in the instructor’s designated area until all daily participation activities and/or Exams are completed.

If a student is caught with any of the above devices during **ANY** portion of the **daily participation activity or Exam**, the student will immediately receive a ZERO on the daily participation activity or Exam. The Program Director and the Dean of Allied Health will be notified, in writing, of the incident for disciplinary action and be subject to suspension. **NO EXCEPTIONS.**

Under extraordinary circumstances and with permission, the student may receive emergency phone calls if placed on vibrate and placed on the instructor’s desk during daily participation activity or Exams. Responding to emergency phone calls must be conducted outside the classroom. Take your books and personal items with you when you leave to answer the call. You won’t be able to return to the classroom. No personal phone calls (non-emergency) will be allowed during class.

Texting during class not pertaining to classwork will result in withdrawal of that student from this course.

Restroom breaks during class are discouraged and for emergencies only as this is disruptive for both the instructor and students. If leaving class to use the restroom becomes a habit, it will need to be addressed.

Students will be required to use a laptop provided by the instructor for the IRA.

Students may use lap top computers, tablets or smart phones to access class work with permission during class, after the daily IRA. Please send me an email stating that you will be using one of these devices to access your class work, a smart device, computer, or tablet during

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class. Accessing other material or web sites during class **WILL RESULT** in withdrawal of that student for this course. **NO EXCEPTIONS.**

Tobacco

Use of tobacco products in all buildings, within 30 feet of all building entrances and in all college owned vehicles as detailed in the college's *Tobacco Products Policy (E-XXIII)*. The term "tobacco products" includes all ignition based forms of tobacco, smokeless tobacco, electronic vapor devices, or any other practice that mimics the usage of tobacco products.

[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](http://www.mclennan.edu/academic-integrity)

(www.mclennan.edu/academic-integrity)

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

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your **Highlander Student Guide**.

The term "cheating" includes, but is not limited to:

(1) use of any unauthorized assistance in taking quizzes, tests, examinations, or study objectives; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

All exams are closed book and proctored.

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If the instructor suspects that a student is cheating, the student will be asked to leave the class, immediately, and will receive an F (zero) on that quiz or exam. “Students who are caught cheating, including plagiarizing, will be subject to penalties specified in the course syllabus and, in addition, will be reported to Student Discipline for further tracking. *Students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college.*”

The Program Director and the Dean of Allied Health will be notified, in writing, of the incident.

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency. The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

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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.