



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**CLINICAL I  
OTHA 1161**

**LAURA SHADE, MS, OTR**

**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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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## OTHA 1161 – SUMMER 2022

### **Course Description:**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional at the clinical facility.

Course Credit: 1 Semester Hour  
Clock Hours/External: 5 external hrs/wk; 80 external hrs/semester

### **Prerequisites and/or Corequisites:**

Good standing in the Occupational Therapy Assistant Program. Concurrent enrollment in OTHA 1253 Occupational Performance for Elders and OTHA 2211 Abnormal Psychology in Occupational Therapy is required.

### **Course Notes and Instructor Recommendations:**

- Make sure to contact your clinical site a minimum of 4 weeks prior to your start date
- Check with your individual site to see what paperwork or incoming procedures they may require prior to you starting (each facility is different). **Some require an additional background check.**
- Be sure to keep copies of all pertinent information in your portfolio for your first clinical day – immunization records, liability insurance, background check, drug screen, CPR certification, etc.
- Check D2L on a regular basis for assignments and important announcements such as dates and times for clinical site visits. Timely and accurate communication is essential to coordinating site visits.
- **Turn in clinical assignments on time. Late work will not be accepted. *You can fail your clinical rotation if you fail to turn in your assignments on time.***
- Success in the clinical setting requires self-motivation, initiative, continual review and integration of academic concepts from all previous course work into clinical practice utilizing higher level critical thinking skills. Utilization of all previous course materials will be helpful.

### **Instructor Information:**

Instructor Name: Laura Shade

MCC E-mail: [lshade@mclennan.edu](mailto:lshade@mclennan.edu) (response within 2-3 business days)

Office Phone Number: 254-299-8525 (response within 2-3 business days)

Office Location: CSC C113

Office/Teacher Conference Hours: MW 10:30 a.m. to 12:00 p.m.  
Additional hours by appointment

Other Instruction Information: If you need to ensure personal contact during office hours, schedule an appointment to avoid conflicts with other student meetings, professional meetings, or clinical visits.

### **Required Text & Materials:**

No specific textbook is required. Student is expected to utilize texts from previous and concurrent OTHA courses.

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

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### **Methods of Teaching and Learning:**

The clinical education component of the program is multifaceted. It offers the student a chance to be exposed to a variety of health care settings in order that the student may understand the scope of the profession and the health care needs of the community. The student will be working under the supervision of either a licensed occupational therapist or occupational therapy assistant or other approved professional and have active opportunity to practice and master the skills utilized by the occupational therapy assistant in the profession. The student will actively work to develop problem solving and critical thinking skills related to the application of the clinical skills learned in the academic program in a setting with actual clients. The student will also develop skills related to presenting inservices, documentation, and professional communication with multiple disciplines.

The clinical education program is an integral part of the academic program and is designed to:

1. expose the student to clinical practice at various stages of his/her academic experience
2. provide the student an opportunity to integrate acquired academic and classroom knowledge with clinical practice in a supervised setting
3. foster an environment for the student to develop effective and professional communication skills with patients and health care professionals
4. serve as a mechanism for feedback from practicing clinicians that allows the Occupational Therapy Assistant faculty to review the effectiveness of the academic program

### **Course Objectives and/or Competencies:**

#### **Course Student Learning Outcomes**

1. Student will observe and document the application of theory, concepts and skills in a specified practice setting
2. Student will articulate the understanding of theory, concepts, and skills in a specified practice setting
3. Student will demonstrate appropriate professional behaviors and interpersonal skills in a specified practice setting
4. Student will demonstrate appropriate written and verbal communications skills using the terminology of the profession
5. Student will observe and document use of specialized materials, tools, equipment, and procedures in a specified practice setting
6. Student will demonstrate an understanding of regulations and the impact of political, economic, environmental, social and legal systems in a specified practice area

### **Course Outline or Schedule:**

**External Hours – To be Determined by the Clinical Facility**

### **FACILITIES & PLACEMENTS:**

Clinical experience will be attained in Central Texas area occupational therapy clinics and other area facilities as well as travel sites for which McLennan's OTA program has contracts. Students are required to have at least one clinical rotation in a setting which focuses on psychosocial issues. Every effort will be made to accommodate one rotation where the patient's status can change rapidly (i.e., inpatient acute care, inpatient rehabilitation, LTACH, or SNF) and at least one rotation each in an outpatient setting and a pediatric setting. Assignments for clinical affiliations will be made by the Fieldwork Coordinator (FWC) of the OTA program based upon site and clinical instructor availability, and the specific experiences required to educate competent entry level clinicians.

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- If for any reason a student refuses a clinical placement, it will be at the discretion of the FWC and the program director as to whether or not the student will be allowed to progress any further through the program.
- If a student is asked to leave a clinical placement due to unprofessional behaviors, it will be at the discretion of the FWC and program director as to whether or not the student will be allowed to progress any further through the program or what steps must be taken to remediate the issues.
- If a student is asked to leave a clinical rotation based upon recurrent safety issues the student **will not be allowed** to progress any further through the program.

#### **Course Policies:**

**All policies as noted in the OTA Student Handbook must be followed. See Student Handbook for extensive listing of all policies. Student will also be accountable for following all clinical site policies and procedures.**

#### ***Confidentiality:***

**It is unethical to share information with other individuals regarding patients/clients, healthcare facilities, clinical supervisors, or classmates. Violations will be enforced as per policies stated in the student handbook up to and including expulsion from the program. Follow HIPPA guidelines. Please see the Fieldwork Coordinator with questions or concerns related to confidentiality.**

***Students are strictly prohibited from removing any patient related material from the clinical site, regardless of whether the information has been de-identified.***

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**Summer 2022 Schedule**

Week	Due Dates
1 (5/31 or 6/2)	Review Evaluation of Fieldwork, Objectives, and Assignments with the Fieldwork Educator Level I Objectives – choose generic or psychosocial form based on placement (6/3)
2 (6/7 or 6/9)	
3 (6/14 or 6/16)	
4 (6/21 or 6/23)	
5 (6/28 or 6/30)	
6 (7/5 or 7/7)	MIDTERM MEETING WITH FIELDWORK EDUCATOR
7 (7/12 or 7/14)	Observation Assignment Due (7/15)
8 (7/19 or 7/21)	
9 (7/26 or 7/28)	Interview Assignment Due (7/29)
10 (8/2 or 8/4)	Team Roles Assignment Due (8/5)
11 8/9	Level 1 Fieldwork Competency Evaluation (8/9) Fieldwork Data Form (8/9) Attendance Record (8/9) Academic Preparation (8/9) Generic Abilities Form (8/9)

*Schedule is subject to change and students will be notified on D2L/Brightspace as well as in class.*

**In order to ensure compliance with HIPPA, these assignments are confidential and no names of supervisors, patients or facilities are to be used within the context of the written work. Failure to comply will result in a grade of zero.**

Students may have additional assignments as assigned by their clinical instructor and will be expected to adhere to all deadlines as outlined by the clinical instructor. Failure to complete clinical assignments as required by the clinical instructor may impact the student's ability to successfully pass the affiliation.

**Course Grading Information:**

**COURSE GRADING:** Credit/No Credit, based on:

- A "Pass" from the Clinical Site per Level 1 Fieldwork Competency Evaluation for OTA students
- Adherence to time requirements
- Meeting minimum requirement of the assignments (see rubrics for observation, interview and team roles assignments).
- Assignments will be included in the final evaluation of fieldwork for consideration of credit/no credit

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**Evaluation forms completed by your clinical instructor must be completed, reviewed with you, and sealed in an envelope by scheduled due date. Students will bring sealed envelope to Academic Fieldwork Coordinator.**

**UNSAFE CLINICAL PRACTICE NOTE:** Despite completeness of assignments or attainment of other clinical and professional skills, if a student is deemed to be unsafe in clinical practice, the student may be removed from the affiliation. When unsafe practices are noted by the clinical instructor, the FWC should be contacted. The student will be informed, and attempts to remediate the student will be undertaken by either, or both, the clinical instructor and FWC. If the student is still deemed unsafe in clinical practice after remediation the student will be removed from the affiliation and not allowed to progress through the program.

A student must receive a "C" or above for successful completion of an OTA course or science course. For purpose of this course, "credit" will be considered successful completion. Any student receiving a "D" or "F", or "no credit" for the purpose of this course, will be dismissed from the OTA program. Please refer to the student handbook for specific details.

Assignments are due by 11:59 p.m. Friday of the assigned week or as stated in each assignment in D2L. Late assignments will not be accepted unless it is due to a documented excused absence (i.e., death in family, illness with note from MD, acts of God, etc). *Minor illnesses do not constitute excused absences.*

The following are not acceptable forms of assignments:

- assignments in other than "Word" or pdf format
- hard copy of assignments that were to be uploaded
- illegible assignments
- emailed assignments that were to be uploaded
- jpg. or other digital formatting
- assignments sent through text message
- handwritten assignments in other than blue or black ink
- assignments with unprofessional presentation including being incomplete
  - assignments with extensive grammatical errors will not be graded and will receive a "zero"
  - **assignments that use identifying information of a subject/supervisor/facility (must use initials only) will receive a "zero".**

#### ***Student Accident/Injury Procedures:***

In the event that a student is injured at the site of his/her clinical affiliation and it appears that the student should be seen by a physician, the student may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. Treatment is at the expense of the student. The Fieldwork Coordinator must be notified of all injuries and/or accidents immediately (no matter the extent of the event).

#### **Late Work, Attendance, and Make Up Work Policies:**

##### **CLINICAL ATTENDANCE:**

Due to the significant nature of clinical time for the student, **all clinical hours missed due to absence must be made up at a time convenient to the clinic and agreed upon by the clinical instructor, academic coordinator, and the student.** More than 2 unexcused absences or 2 incidences of tardiness (leaving early will also be considered a tardy) may be taken as evidence that the student does not intend to participate

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sufficiently to assure likelihood of success, and with 2 or more absences, the student will be required to conference with the FWC. Possible consequences of excessive absences or tardiness range from removal from the clinical assignment which will delay graduation to ***expulsion from the program***.

Students must notify the clinical instructor and fieldwork coordinator in advance via e-mail or phone message whenever tardiness or absence is unavoidable. Failure to notify as above will result in program probation.

Students should not schedule travel events during any class day from the first day of the semester to the last day of finals per the college calendar. Students who plan travel and miss course content or exams will receive a grade of 0 unless ***prior*** written approval is given by the faculty for an excused reason (i.e., death in the family, approved professional conference, etc.). It is the ***student's*** responsibility to reschedule hours and attain the information that is missed due to his/her absence.

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

#### CLINICAL DRESS POLICY:

Students are required to wear a nametag that identifies that individual as a McLennan student OTA. Some facilities may require photo ID's as provided by the facility. The nametag should be worn at all times while the student is on clinical assignment, and **may not be worn at any time** other than while on site at the assigned clinical affiliation.

Students should dress in school uniform with appropriate consideration for modesty given the demands and working positions of the clinical work performed at that site. Shoes must be a solid black color, leather athletic shoe or nursing shoe, and socks or hose must be worn. Hair must be clean and off the shoulders; long hair must be pulled back from the face, and only simple hair accessories are permitted. Acceptable jewelry includes wedding bands/rings, watch, small chain necklace, 1 pair of small stud earrings worn in the earlobe. No other jewelry is allowed. Blue jeans, t-shirts, sandals, flip-flops, v- neck blouses, ruffles, loud colors, etc. are unacceptable attire. Some facilities may require a white lab coat, which the student will be required to purchase. Other facilities may require students to wear a specified color of scrubs. Students should contact the assigned clinical facility for any alternate dress/uniform requirements prior to attendance on the first day. The clinical instructor has the authority to deny clinical attendance for any student whose apparel is considered inappropriate.

***Students are expected to maintain professional clinical decorum that includes respect for other students and the clinical instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity***

#### Generic Abilities & Professional Behaviors:

Students are expected to maintain a professional 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 educational opportunity. Likewise, all communications with the instructor are to be professional (**e-mails that are discourteous, use improper grammar, and/or simulate a text message will not be responded to**).

Students in the Occupational Therapy Assistant program have willingly applied for, and entered into, a professional degree program. Implicit in professional degree programs is the need to develop the student's

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professional behaviors as well as minimum basic entry level competencies. The tool utilized in the OTA Program is the Generic Abilities assessment tool. Students will be evaluated on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of the generic abilities, the student will be called in by the faculty member who will fill out the form and review any deficiencies.

The faculty member, and if deemed necessary the program director, will then discuss with the student a plan of action to assist the student in development in the areas that have been deemed deficient. Any student who persists with the same deficiencies with no improvement in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. It will also be at the faculty member's discretion to take 2 points from the student's final grade for each documented episode related to unprofessional behavior.

Concerns regarding academic and/or clinical advising or instruction should be first addressed to the Faculty Member in question within five (5) working days from the time of occurrence. If the student feels that a problem has not been resolved, then the student should present the issue to the Program Director. If no resolution is reached at this level, in accordance with the McLennan Student Grievance Procedure, the student may discuss the issue with the Dean of Health Professions. If resolution is still not reached, then the Vice President of Instruction is contacted. A formal grievance may be initiated by submitting a request in writing to the President of the College to have the issue considered by a formal grievance committee. This procedure is outlined in the Highlander Guide, available at [www.mclennan.edu](http://www.mclennan.edu).

#### Attachment #10 Generic Abilities

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at the University of Wisconsin at Madison in 1991-1992. The ten abilities and definitions developed are:

<i>Generic Ability</i>		<i>Definition</i>
1	Commitment to learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2	Interpersonal skills	The ability to interact effectively with patient, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3	Communication skills	The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.
4	Effective use of time and resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5	Use of constructive	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6	Problem-solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7	Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8	Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.



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9	Critical thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the
10	Stress management	The ability to identify sources of stress and to develop effective coping behaviors.

May W, Morgan BJ, Lemke J, Karst G, Stone H. Model for ability based assessment in physical therapy educate; *Journal of Physical Therapy Education* 1995; 91:3-6.

**Technology Devices:**

**Personal Computer/Electronics Use:** Computer use is expected throughout the Program. The MCC library has computer availability for after class hours if necessary. Access to library search engines is required and will be a part of the student's required class participation.

Students are not to use laptop computers, smart phones, iwatches/smart watches, or other electronic devices in the classroom unless prompted by the instructor. These devices are to remain stored in the student's backpack during class.

***Students are not to post any classroom materials on any internet or social media site without the express written consent of the faculty.***

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

**Video & Tape Recordings:** Students may only tape record or video class activities and instructors with permission of the instructor and in no circumstance are allowed to post recordings on any internet site or social network site. The recording may only be utilized by the individual. Students who do not remain in compliance with this policy will be written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded.

**Beepers, cellular telephones, text, and personal telephone calls.** Students are NOT to receive or place telephone calls/beeper calls/texts during class. Beepers, smart watches, and cellular telephones are to be turned off or set to vibrate before entering the classroom.

**Additional Items:**

- ✓ **Verbal, non-verbal, and written communications** are to be polite and respectful at all times
- ✓ **Food** is not allowed in class
- ✓ **Children** are not allowed in class
- ✓ **Sleeping** is not allowed in class
- ✓ **Drinks** with screw-on lids are permitted if the student leaves the lid in place
- ✓ **Smoking, vaping, using tobacco**, using simulated tobacco or similar products are not allowed in class
- ✓ **Alcohol and drugs are not allowed** in the classroom and students should not attend class under the influence of them nor with the smell of any of them

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Any of the above will result in being asked to leave the classroom and receiving an absence for the day at a minimum but could result in being written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded.

\* [Click Here for the MCC Academic Integrity Statement](#)

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

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

The Center for Academic Integrity 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 rights, responsibilities, and academic integrity definitions, please consult the *General Conduct Policy* in the [Highlander Guide](#).

Students are expected to refrain from academic dishonesty. This includes any conduct aimed at misrepresentation with respect to a student’s academic performance. Examples of academic dishonesty include: cheating or collaborating on written exams; possession, at any time, of current or previous test materials without the instructor’s written permission; plagiarism; collaborating with others if contrary to stated guidelines for assignment or skill; providing students who have not completed skills practicals with information related to the exam; and intentionally assisting another student in any dishonest action. Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student, and a verbal warning will be issued if warranted. If there is clear evidence that a violation has taken place, the instructor may impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

[Click Here for the MCC Attendance/Absences Policy](#)

(<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.

# McLennan

C O M M U N I T Y

## COLLEGE

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## 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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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/>

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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**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.

**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](mailto: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.

**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.