



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

RESPIRATORY CARE PROCEDURES II

RSPT - 1411 – 02

RSPTL - 1411 – 03

RSPTL - 1411 – 04

ERICA CORONADO

NOTE: This is a Summer course.

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RSPT 1411.01 & RSPTL 1411.01 & RSPTL 1411.02

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 lecture/4 lab).

Prerequisites and/or Corequisites:

Prerequisites: RSPT 1410; RSPT 1227; RSPT 1371

Course Notes and Instructor Recommendations:

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

Instructor Information:

Instructor Name: Erica Coronado

MCC Email: ecoronado@mcclennan.edu

Office Phone Number: (254)299-8341

Office Location: HP 104

Office/Teacher Conference Hours:

- **Mon/Wed** – appointment/email; **Tues/Thurs** - 3:40 PM – 4:00 PM

Other Instruction Information:

- **Lecture:** Erica Coronado
- **Lab:** Erica Coronado, Cindy McCune, Sydney Rankin, Cristie Robles, and Robert Flores
- **Lab remediation and simulation:** Donna Mendoza

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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

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 online 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 online 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 email your questions to the instructor.

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"
- Click on "Click here" to download.
- Sign Up and Download
- NOTE: This software is operable on PC and Mac platforms

Problem-solving activities will be assigned during each class. Study questions will not be

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required this semester as a “ticket-to-class”; however, they will be a major component of 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 online lectures.

The methods to evaluate learning in this class include:

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

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

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Course Outline or Schedule:

Week	Date	TOPIC
Week 1	May 30	Syllabus Participation Activity and 12 lead ECG
	June 1	Arterial Puncture
Week 2	June 6	Arterial Puncture, continued
	June 8	Arterial Catheter Sampling
Week 3	June 13	Arterial Catheter Insertion
	June 15	EXAM 1 and Blood Gas Analysis, including pH and Hemoximetry; Dissociation Curve
Week 4	June 20	Classification of Blood Gases
	June 22	Blood Gas Interpretation
Week 5	June 27	Metabolic Acid-Base Disturbances - Point of Care Blood Gas Analysis
	June 29	Intravenous Catheterization
Week 6	July 4	Happy 4 th of July!
	July 6	EXAM 2 Tracheostomy Care / Tracheostomy tubes and Speaking Valves
Week 7	July 11	Suctioning – Nasotracheal
	July 13	Suctioning - Endotracheal/Tracheal and Bronchial Alveolar Lavage (BAL)
Week 8	July 18	Management of Airway Emergencies and Artificial Airways & Pharyngeal Airways
	July 20	Management of Airway Emergencies and Artificial Airways, continued, Noninvasive Mechanical Ventilation*
Week 9	July 25	Intubation
	July 27	EXAM 3 and Troubleshooting Airway Problems
Week 10	August 1	Artificial Airways: Complications, Hazards, and Trauma, Advantages, and Disadvantages
	August 3	Extubation and Alternative Airway Devices
Week 11	August 10	Comprehensive FINAL EXAM

*Tentative

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Lab Schedule:

Tues. Lab DATES	Thurs. Lab DATES	Competency	Phase
May 30	June 1	12 Lead ECG Arterial Puncture Sampling	Phase 1
June 6	June 8	Arterial Puncture Sampling & Arterial line Sampling	Phase 2 & Phase 1
June 13	June 15	Arterial Line Sampling	Phase 1 & 2
June 20	June 22	ABG Interpretation Worksheet	Worksheet
June 27	June 29	Tracheostomy Care	Phase 1 & 2
July 4 (Holiday)	July 6	Nasotracheal Suctioning	Phase 1 & 2
July 11	July 13	Endotracheal/Tracheal Suctioning	Phase 1 & 2
July 18	July 20	In-Line Suctioning	Phase 1 & 2
July 25	July 27	Intubation	Phase 1
August 1	August 3	Intubation	Phase 2

Course Grading Information:

Lab:

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 dmendoza@mclennan.edu or 299-8426.** The student will observe the remainder of the

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lab. If a 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 **satisfaction** with 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 the student will be able to complete the course, resulting in the 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 and closed-toe shoes.

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 the “Makeup 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. Should the student be in quarantine, the student will make up this exam within a week from the date they are “cleared” to return to campus at the instructor’s discretion.

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

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- An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the online 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 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 the phone during the quiz, or leaving class **early** will earn a zero. **No exceptions.**

Testing Policies and Procedure for Security Measures:

- No smartphones/cell phones or smart watches/watches (Apple, Samsung, Fitbit, etc.) are allowed on the desk or an arm during an exam or quiz. No sunglasses, hats, visors, or hoodies will be worn during an exam or quiz. Students may use earplugs if needed.
- No food or drink on the desk during exams or quizzes.
- Watches/Smart Watches & Smartphones/cell phones will be placed in a backpack or purse during the exam & may NOT be taken out until after the student is dismissed from the exam or quiz.
- Students may use smartphones/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 notetaking** during the exam or quiz review process; no cell phones (or any electronics) 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 the computer exam:

- Each answer is saved automatically when a selection is made.

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- Do not use the scroll button during tests (this can 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

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%
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Total.....	100%

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 instructor 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.

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

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% 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% 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% 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 the attendance requirements of 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**

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inform the instructor of the reason for an absence and to do so in a timely fashion. No exceptions.

Students are expected to be in class, on time.

If the student cannot be in the classroom or Lab by the time class starts, or if the student 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 the Lab will be admitted during the first 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 makeup 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 the following lab day. Students must come prepared to make up their missed competency along with any additional ones assigned for the day. 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.

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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.

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 activities 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 the withdrawal of that student from this course.

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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 laptop computers, tablets, or smartphones 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 class. Accessing other material or websites during class **WILL RESULT** in the withdrawal of that student from this course. **NO EXCEPTIONS.**

[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)

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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.

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.

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu 254-
2998122

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student 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.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to 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/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.