McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Maternal- Neonatal Nursing

VNSG 1330.01

Carol Herdman, RN

Angela Trotter, RN

NOTE: This is an 8-week course.

Course Description:

VNSG 1330 Maternal - Neonatal Nursing Utilizes the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-social-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period, including abnormal conditions. Concurrent enrollment in VNSG 1262. Semester Hours 3 (3 lec)

Prerequisites and/or Corequisites:

Corequisites: VNSG 1262

Course Notes and Instructor Recommendations:

None

Instructor Information:

Instructor Name: Carol Herdman
MCC E-mail: cherdman@mclennan.edu
Office Phone Number: 299-8366
Office Location: HPN 233
Office/Teacher Conference Hours: posted
Other Instruction Information:

Instructor Name: Angela Trotter
MCC E-mail: atrotter@mclennan.edu
Office Phone Number: 299-8368
Office Location: HPN 235
Office/Teacher Conference Hours: posted
Other Instruction Information:

Required Text & Materials:

- Leifer, Gloria, R.N.; (2011), Introduction to Maternity and Pediatric Nursing. (6th ed.). Philadelphia: Saunders.
- Leifer, Gloria, R.N.; Study Guide Introductory to Maternity & Pediatric Nursing, (5th ed.)
- Skidmore-Roth, Mosby's 2012 Nursing Drug Reference
- Medical Dictionary, Mosby's Medical & Nursing Dictionary
- Doenges, Nurses Pocket Guide Diagnoses, Prioritized Interventions & Rationales (12th ed.)
- Saunders, Nursing Guide to Laboratory & Diagnostic Tests

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

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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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 contacted/notified through 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.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace (https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

Instruction will include assigned reading assignments, projects, lecture, care studies and videos.

Course Objectives and/or Competencies:

Introduction to Maternity & Pediatric Nursing

The Past, Present and Future **Course Objectives**
• Define each key term listed
• Contrast present-day concepts of maternity and child care with those of the past
• List three environmental stresses on the childbearing family.
• List four reasons why statistics are important.
• Discuss how culture affects childbirth and child care.
• List the five steps of the nursing process.
• Recall the contributions of persons in history to the fields of maternity and pediatric care.
• Name two international organizations concerned with maternity and child care.
• List three federal programs that assist mothers and infants.
• Define the role of the community-based nurse as a health care provider to mothers and children.
• List the organizations concerned with setting standards for the nursing care of maternity and pediatric patients.
• State the influence of the federal government on maternity and pediatric care.
• Discuss common terms used in expressing vital statistics.
• Contrast a nursing care plan with a clinical pathway.
• Define the Nursing Interventions Classification (NIC) and its relationship to the nursing process.
• Describe the Nursing Outcomes Classification (NOC) and its influence on the nursing process.
• Compare and contrast nursing and medical diagnosis frameworks with focus on North American Nursing Diagnosis Association (NANDA) taxonomy.
• Define critical thinking.
• Discuss the role of critical thinking in the nursing process and in clinical judgment.
• Discuss the role of critical thinking as it relates to test taking and lifelong learning.
• Discuss the roles and functions of a school nurse.
• Describe the role of the community health nurse as a health care provider.

Human Reproductive Anatomy and Physiology **Course Objectives**
• Define each key term listed
• Describe the changes of puberty in males and females
• Identify the anatomy of the male reproductive system.
• Explain the functions of the external and internal male organs in human reproduction.
• Describe the influence of hormones in male reproductive processes.
• Identify the anatomy of the female reproductive system.
• Explain the functions of the external, internal and accessory female organs in human reproduction.

• Explain the menstrual cycle and the female hormones involved in the cycle.
• Discuss the importance of the pelvic bones to the birth process.

Parental Development **Course Objectives**
• Define each key term listed
• Describe the process of gametogenesis in human reproduction
• Explain human fertilization and implantation
• Describe embryonic development
• Describe fetal development and the maturation of body systems
• Describe the development and functions of the placenta, the umbilical cord and the amniotic fluid
• Compare fetal circulation to circulation after birth
• Explain the similarities and differences in the two types of twins

Parental Care and Adaptations to Pregnancy **Course Objectives**
• Define each key term listed
• Calculate the expected date of delivery and duration of pregnancy
• Differentiate among the presumptive, probable & positive signs of pregnancy
• List the goals of prenatal care
• Discuss prenatal care for a normal pregnancy
• Explain the nurse's role in prenatal care
• Describe the physiological changes during pregnancy
• Identify nutritional needs for pregnancy and lactation
• Describe patient education related to common discomforts of pregnancy
• Discuss nursing support of emotional changes that occur in a family during pregnancy
• Identify special needs of the pregnant adolescent, the single parent and the older couple
• Discuss the importance and limitations of exercise in pregnancy
• Apply the nursing process in developing a prenatal teaching plan.

Nursing Care of Women with Complications During Pregnancy **Course Objectives**
• Define each key term listed
• Explain the use of fetal diagnostic tests in women with complicated pregnancies

• Describe antepartum complications, their treatment and their nursing care
• Identify methods to reduce a woman's risk for antepartum complications
• Discuss the management of concurrent medical conditions during pregnancy
• Describe environmental hazards that may adversely affect the outcome of pregnancy
• Describe how pregnancy affects care of the trauma victim.
• Describe psychosocial nursing interventions for the woman who has a high-risk pregnancy and for her family.

Nursing Care of Mother and Infant During Labor & Birth **Course Objectives**
• Define each key term listed
• Describe the four components ("four P's") of the birth process: powers, passage, passenger and psyche
• Describe how the four P's of labor interrelate to result in the birth of an infant
• Explain the normal processes of childbirth: premonitory signs, mechanisms of birth and stages and phases of labor.
• Explain how false labor differs from true labor
• Compare the advantages and disadvantages for each type of childbearing setting: hospital, freestanding birth center and home.
• Determine the appropriate nursing care for the intrapartum patient, including the woman in false labor and the woman having a vaginal birth after cesarean (VBAC)
• Explain common nursing responsibilities during the birth.
• Discuss specific cultural beliefs the nurse may encounter when providing care to a woman in labor
• Describe the care of the newborn immediately after birth

Nursing Management of Pain During Labor & Birth **Course Objectives**
• Define each key term listed
• Describe factors that influence a woman's comfort during labor.
• List the common types of classes offered to childbearing families.
• Describe the methods of childbirth preparation.
• Discuss the advantages and limitations of non-pharmacological methods of pain management during labor.
• Discuss the advantages and limitations of pharmacological methods of pain management.

• Explain non-pharmacological methods of pain management for labor, including the nursing role for each.
• Explain each type of pharmacological pain management, including the nursing role for each.
Nursing Care of Women with Complications During Labor & Birth **Course Objectives**
• Define each key term listed
• Describe each obstetric procedure discussed in this chapter.
• Explain the nurse's role in each obstetric procedure
• Describe factors that contribute to an abnormal labor.
• Explain each interpartum complication discussed in this chapter.
• Explain the nurse's role in caring for women having each intrapartum complication.

The Family After Birth **Course Objectives**
• Define each key term listed
• Describe how to individualize postpartum and newborn nursing care for different patients.
• Describe specific cultural beliefs that the nurse may encounter when providing postpartum and newborn care.
• Describe postpartum changes in maternal systems and the nursing care associated with those changes.
• Modify nursing assessments and interventions for the woman who has a cesarean birth.
• Explain the emotional needs of postpartum women and their families.
• Describe the nursing care of the normal newborn.
• Describe nursing interventions to promote optimal infant nutrition.
• Identify signs and symptoms that may indicate a complication in the postpartum mother or infant.
• Plan appropriate discharge teaching for the postpartum woman and her infant.

Nursing Care of Women with Complications Following Birth **Course Objectives**
• Define each key term listed
• Describe signs and symptoms for each postpartum complication.
• Identify factors that increase a woman's risk for developing each complication
• Explain nursing measures that reduce a woman's risk for developing specific postpartum complications.

• Describe additional problems that may result from the original postpartum complication.
• Describe the medical management of postpartum complications.
• Explain general and specific nursing care for each complications
The Nurse's Role in Women's Health Care **Course Objectives**
• Define each key term listed
• Explain aspects of preventive health care for women.
• Describe each menstrual disorder and its care
• Explain each gynecological infection in terms of cause, transmission, treatment and care.
• Describe the various methods of birth control, including side effects and contraindications of each method.
• Describe how to use natural family planning methods for contraception or infertility management.
• Describe possible causes and treatment of infertility.
• Explain the changes that occur during the perimenopausal period and after menopause.
• Explain the medical and nursing care of women who are nearing or have completed menopause.
• Discuss the medical and nursing care of women with pelvic floor dysfunction or problems related to benign growths in the reproductive tract.

The Term Newborn **Course Objectives**
• Define each key term listed
• Briefly describe three normal reflexes of the neonate, including the approximate age of their disappearance.
• State four methods of maintaining the body temperature of a newborn.
• State the cause and appearance of physiological jaundice in the newborn.
• Define the following skin manifestations in the newborn: lanugo, vernix caseosa, mongolian spots, mila, acrocyanosis, and desquamation.
• State the methods of preventing infection in newborns.

Pre-term and Post-Term Newborns **Course Objectives**
• Define each key term listed
• Differentiate between the pre-term and the low birth weight newborn.

• List three causes of pre-term birth.
• Describe selected problems of preterm birth and the nursing goals associated with each problem.
• Contrast the techniques for feeding preterm and full-term newborns.
• Describe the symptoms of cold stress and methods of maintain thermoregulation.
• Discuss two ways to help facilitate maternal-infant bonding for a preterm newborn.
• Describe the family reaction to preterm infants and nursing interventions.
• List three characteristics of the post-term infant.

The Newborn with a Perinatal Injury or Congenital Malformation **Course Objectives**
• Define each key term listed
• List and define the more common disorders of the newborn.
• Describe the classifications of birth defects.
• Outline the nursing care for the infant with hydrocephalus.
• Discuss the prevention of neural tube anomalies.
• Outline the preoperative and postoperative nursing care of a newborn with spinal bifida cystic.
• Discuss the dietary needs of an infant with phenkylketonuria.
• Describe the symptoms of increased intracranial pressure.
• Differentiate between cleft lip and cleft palate.
• Discuss the early signs of dislocation of the hip.
• Discuss the care of the newborn with Down Syndrome.
• Outline the causes and treatment of hemolytic disease of the newborn (erythroblastosis fetalis).
• Devise a plan of care for an infant receiving phototherapy.
• Describe home phototherapy.

Course Outline or Schedule:

COURSE GOALS:

Upon completion of this course, the student will be able to:

1. Discuss physiological and psychological needs of the childbearing family. **C7, C11, C14**
2. Identify diseases, symptoms, etiology and treatments related to obstetrical and neonatal nursing. **C5-C7, F1, F8, F9**
3. Understand the normal reproductive roles of parents. **C7, F1**

4. Identify complications and nursing interventions for specific obstetrical complications. **C5-C7, F8-F9**

COURSE OUTLINE:

1. The history of maternity nursing
2. Human Reproductive Anatomy and Physiology
3. Prenatal Development
4. Prenatal Care and Adaptations to Pregnancy
5. Nursing Care of Women with Complications during pregnancy
6. Nursing Care during Labor & Birth
7. Nursing Management of Pain during Labor & Birth
8. Nursing Care of Women with Complications during Labor & Birth
9. The Family After Birth
10. Nursing Care of Women with complications following birth
11. The Nurse's Role in Women's Health Care
12. The Term Newborn
13. Pre-term and Post-term Newborns
14. The Newborn with a Congenital Malformation

COURSE OBJECTIVES:

Upon completion of VNSG 1330, the student will have the opportunity to:

1. Identify the bio-psycho-socio-cultural needs of the childbearing family.
2. Identify diseases, symptoms, etiology and treatments related to obstetrical and neonatal nursing.
3. Understand the normal reproductive role of parents.
4. Identify complications and nursing interventions for specific obstetrical complications.
5. Utilize the nursing process when caring for neonatal patients.
6. Utilize the nursing process for care of prenatal, laboring and postpartum patients.

PLAN OF INSTRUCTION:

- Instruction will include assigned readings and projects, lecture, power point, videos, written assignments, case studies and group work and computer assisted instruction.

SCANS Skills

The following SCANS competencies and foundations skills are used in VNSG 1330:
C5-C7, C11, C14, F1, F8-F9

Course Grading Information:

PROGRESSION REQUIREMENTS

In order for the student to progress in the nursing program, the following requirements must be met:

1. Achievement of a grade of "C" or better in all nursing and identified prerequisite courses in the curriculum.

    - The Vocational Nursing Program requires a 78% as the minimum passing grade.

2. Prerequisites to each nursing course have been successfully completed with a grade of C or higher.

3. Achievement of the grade of "Credit" in the clinical area.

4. Current CPR course for Healthcare Providers certification.

5. Documentation of TB skin test and/or chest x-ray must be current throughout program of study.

Grading Policy

GRADE DETERMINATION

A grade of "C" **(78)** or better in theory is required to pass all nursing courses. Clinical laboratory grades are on a credit/non-credit basis.
The student must pass both theory and clinical to progress in the Vocational Nursing Program.

College Grading System Scale

The following shall be the system used for reporting and evaluating grades at McLennan Community College.

COURSE GRADE	GRADE POINTS PER SEMESTER HOUR

A	EXCELLENT	4
B	GOOD	3
C	FAIR	2
D	POOR	1
F	FAILURE	0

Grade Determination – Effective with classes entering nursing school from Fall 2012 to Present:

A grade of "C" **(78)** or better in theory and a grade of SATISFACTORY in clinical is required to pass the course. The grade values are as follows:

A	=	90	- 100
B	=	80	- 89
C	=	78	- 79
D	=	65	- 77
F	=	Below	65

Grade Calculations

All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to two decimal places. The final exam for the course will be computed to two decimal places. **No grades will be rounded.**

Final Examinations

A comprehensive exam will be given at the termination of the course. All critical skills for the course must be completed satisfactorily before the final exam can be taken. All regular examination policies apply to the final exam. The final exam grade **will not** be rounded off.

Grading Breakdown:

Summer I (Summer graduating students)

Exam 1	**23.75%**
Exam 2	**23.75%**
Exam 3	**23.75%**
Exam 4	**23.75%**
1st HESI PN Exit	**5%**

Summer II (Students not graduating in Summer)

Exam 1	**25%**
Exam 2	**25%**
Exam 3	**25%**
Exam 4	**25%**

CONTINUATION POLICY

Credits for the certificate include a minimum grade of "C" or better in each pre-requisite and a minimum grade of 78 within the vocational nursing curriculum. A minimum grade of "C" (78) will be required for courses transferred or substituted to satisfy certificate requirements.

A student has three (3) years to complete the Vocational Nursing Program after official enrollment in the first program course.

Only one course failure or withdrawal can be repeated and the course can only be repeated one (1) time during a three-year period. Failure or withdrawal of two program courses, failure of one course twice or two withdrawals will cause the student to become ineligible to re-enroll in the Vocational Nursing Program. If a student is unsuccessful due to failure or withdrawal during anytime of the program, the student

may re-enter or re-apply one additional time to enter the program. If the student is unsuccessful due to withdrawal or failure during the second admission the student must wait three (3) years from the end of the second admission before applying to the Vocational Nursing Program again as a new student. (Please see Unsuccessful Completion)

The student may complete a new application after the initial three-year period ends and repeat the application process as a new student. Three (3) years will be measured from the date/year the student left the program the second time.

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

Vocational Nursing Contact Hours and Absences

Absence from 25 percent (25%) of scheduled **lecture and/or laboratory** meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W.

- THEORY

Course Name	Contact Hours	Absence Hours (25%)
VNSG 1327	48	12
VNSG 1423 (LEC)	32	8
VNSG 1423 (LAB)	96	24
VNSG 1119	16	4
VNSG 1122	16	4
VNSG 1509	80	20
VNSG 1510	80	20
VNSG 1330	48	12
VNSG 1334	48	12

- CLINICAL

Course Name	Contact Hours	Absence Hours
VNSG 1360	272	**27**

VNSG1260	144	**7**
VNSG 1261	144	**7**
VNSG 1262	144	**7**
VNSG 1263	144	**7**

A learning contract will be initiated once 7 hours of absence in any clinical or simulation class has been accrued. Clinical & simulation absences that exceed the maximum hours can result in dismissal from the Vocational Nursing Program.

Major tests:

The student will have one week from the time of a scheduled exam to review said exam. It is the student's responsibility to arrange a time with the instructor to review an exam. The student will have a thirty (30) minute time period allotted for exam review and there can be no note taking during the review. The student may not be
allowed to review a scheduled exam after this one-week time period has elapsed. Exam scores will be final after this one-week period.

Late Work, Attendance, and Make-Up Work Policies

ATTENDANCE: CLASSROOM (see VN handbook) - The student will exceed 25% of the scheduled class days when he/she has exceeded 20 hours from VNSG 1330. Regular and punctual attendance is expected of all students. Students are expected to be alert and participatory in class. Students are responsible for all material presented or assigned during the course regardless of being present or absent from class.

MAKEUP WORK – The student will be allowed to make-up only one (1) exam during this course. If a student misses more than one (1) exam this course, the student will receive a score of zero (0) for that exam. A makeup exam date will be designated and it is the student's responsibility to attend the designated makeup exam time. If the student misses the makeup exam, then the student will receive a score of zero (0) for that exam.

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.

CLASSROOM SAFETY

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are **not allowed** in the classroom, lab or simulation area.

Examination Policy for MCC VN Program

1. Dates for unit exams will be included with syllabus/calendar for the particular course.

2. All students are expected to take exams at the scheduled time.

3. Students with disabilities may request special examination accommodations as outlined in the general catalog.

4. Exams may cover material from previously mastered levels.

5. There will be only 1 make-up exam per course. **A grade of zero will be given if a second exam is missed in any course.**

6. Any student unable to take an exam at the scheduled time, **FOR ANY REASON,** will contact the VN faculty **prior to and up to 5 minutes after** scheduled examination time.

7. No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs (provided by student) if needed.

8. Grades will be delivered by Brightspace. The Brightspace posting will be the student's grade.

No grades will be given out by phone or personal e-mail.

9. The purpose of the exam review is to provide a learning experience for the student.
    a. Exams must be reviewed in the presence of an instructor.
    b. There will be no note taking during the exam review process.
    c. No prior exams may be reviewed.
    d. No cellphones or other electronic devices may be taken out or used during the review.

10. Although exams may be reviewed during the specified time, the exams themselves are the property of the Vocational Nursing program.

11. The VN department reserves the right to make changes in the scheduling of exams in order to meet unexpected circumstances that might occur.

12. All make up exams will be given at the end of the semester. Make up exam date will be placed on course calendar.

13. Only 1 make-up exam per course.
    - If a student misses second exam in the same course, they will be given a zero for that exam

Testing Policies and Procedure for Security Measures:

- No cell phones or backpacks should be brought to the test. All student possessions will be left at the front of the room. The student may have nothing during the test period. No sunglasses, hats, visors, or hoodies will be worn during an exam. Students may use ear plugs if needed.
- Any student arriving after a student(s) has already completed the exam will take the make-up exam rather than the scheduled exam.
- Any student unable to take an exam at the scheduled time, FOR ANY REASON, will contact the VN faculty prior to and up to 5 minutes after scheduled examination time.
- The Program Director will investigate any misconduct or reported dishonesty related to testing and preparation of written assignments and will document the results of the investigation.

Exam Review - The purpose of the exam review is to provide a learning experience for the student.

- Exams must be reviewed in the presence of an instructor.

- There will be no note taking during the exam review process; no cell phones will be out during the review.
- The student has a 30-minute time period to review the exam.
- No prior exams may be reviewed.
- Although exams may be reviewed during the specified time, the exams themselves are the property of the nursing program.
- All make up exams will be given at the end of the semester.
- No cellphones or other electronic devices may be taken out or used during the review

"Subject to Change" Disclaimer:

The policies, regulations, procedures and fees associated with the Vocational Nursing 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 Vocational Nursing 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 the Vocational Nursing Program.

Liability Statement:

McLennan Community College, its staff and/or clinical facility and staff are not financially liable for illness or medical expense that may occur in the Vocational Nursing Program. It is the student's responsibility to provide adequate health care by medical insurance or other means.

Course Grading Information:

Cheating:

- We strongly discourage cheating in any form.

Grading Policy:

- No grades will be rounded. The grading scale is:

A	=	90-100	**B**	=	80-89.99
C	=	75-79.99	**F**	=	74 & below

- Major tests:
  - Tests at the discretion of the instructor
  - Major test dates will be announced at least two days prior to the date to be given if a change is made on the tentative schedule
  - All students are expected to take major tests as scheduled
  - In the event of absence on a scheduled major test day, an alternate major test may be given as a makeup (continued next page)
  - Makeup test will be limited to one (1) per semester. Late arrivals distract those who are already concentrating on the test. Students, arriving after another student has completed the test and left the room, will take a makeup test. If more than one (1) test is missed, a zero (0) will be recorded for the grade.
  - Makeup tests will be given at the end of the semester
  - The number of tests will be determined by the instructor. The date of the tests will be announced by the instructor.

- Final Exam:

If the final exam is missed, an alternate test may be given as a makeup test.

How to calculate your grade: 80.7

Example: 75 4)323.0
85
78
85
323

CELLULAR TELEPHONES & PERSONAL PHONE CALLS

All cellular telephones must be turned off at the beginning of class. In the event of an emergency the Health Professions Secretary will notify the student. No personal calls will be accepted. (Health Professions Secretary – 254-299-8347.)

Late Work, Attendance, and Make Up Work Policies:

ATTENDANCE:

- Regular and punctual attendance is expected of all students.
- The student will not exceed 20% of the scheduled class days if student has exceeded 16 hrs. from VNSG 1330.
- Students are expected to be alert and participatory in class

- Students are responsible for all material presented or assigned during the course regardless of being present or absent from class
- All students are expected to be respectful of others in the classroom

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.

*** Click Here for the MCC Academic Integrity Statement**
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** 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 guidelines specific to this course.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

*** Click Here for more information about Title IX**

(www.mclennan.edu/titleix)

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 (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) 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.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*