WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Practicum 1- Radiologic Technology

RADR 2266-P001

Meredith Brown
Steven Hull
Michelle Morphis

NOTE: This is a 16-week course.

Medical Radiologic Technology Practicum I

RADR 2266_P001

Course Description:

General workplace training supported by an individualized learning plan developed by the employer, college, and student. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations in continuation with the student's clinical competency profile.

Prerequisites and/or Corequisites:

Successful completion of all previous RADR courses, with a grade of "C" or better. Concurrent enrollment in other second year RADR courses. Semester Hours: 2 (18 clinical hrs/wk)

Course Notes and Instructor Recommendations:

It is recommended to carry a pocket notebook to log clinical observations and competencies. Reference the competencies required for the semester and the ARRT competencies required for the program. Complete competencies when the opportunity presents during the clinical rotation instead of waiting. Refresh the attendance policy and recall point deductions associated with missed scheduled clinical time. The Bontrager's Pocket Atlas- Handbook of Positioning and Techniques is suggested, but not required

Instructor Information:

Clinical Coordinator: Michelle Morphis, MBA, RT (R) (ARRT)
MCC Email: mmorphis@mclennan.edu
Office Phone Number: 254-299-8584
Office Location: CSC C117
Office/Teacher Conference Hours: Posted outside of office
Other Instruction Information: Appointments available for advising or guidance. Call or email to request an appointment

Program Director: Meredith Brown, MS, RT(R)
MCC E-mail: mbrown@mclennan.edu
Office Phone Number: 254-299-8342
Office Location: CSC C202
Office/Teacher Conference Hours: To be posted at office.

Other Instruction Information: Appointments available for advising or guidance. Call or email to request an appointment

Assistant Professor: Steven Hull, MBA, R.T. (R)

MCC E-mail: shull@mclennan.edu
Office Phone Number: 254-299-8526
Office Location: CSC 114
Office/Teacher Conference Hours: To be posted at office.
Other Instruction Information: Appointments available for advising or guidance.

Required Text & Materials:

Title: Radiographic Positioning and Related Anatomy
Author: John Lampignano and Leslie E. Kendrick
Edition:11th
Publisher: Elsevier
ISBN: 9780323936132

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

Methods of Teaching and Learning:

The clinical course consists of rotations in area hospitals and medical clinics with the opportunity to provide hands on patient care under the direct supervision of experienced Radiologic Technologists certified by the ARRT and licensed by the State of Texas and designated clinical supervisors. Students will perform radiographic exams and assist in radiographic procedures. As the student gains competency, they will perform exams without assistance, but remain under direct supervision. Students will evaluate images and perform tasks to understand image production while in the clinical setting. Students are expected to participate in "Class Day" activities scheduled on the MCC campus. These activities count as clinical attendance and will further evaluate the student's progress as a radiologic technology student. The learner is placed in clinical sites by the clinical coordinator and will be supervised and evaluated by clinical faculty.

Medical Radiologic Technology Practicum I

RADR 2266_P001

Course Objectives and/or Competencies:

The student will:

1. Support the profession's Code of Ethics and comply with the profession's Scope of Practice.
2. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in areas of patient care and professional relationships.
3. Provide appropriate patient education for all examinations performed.
4. Provide for basic patient care, patient comfort, and anticipate the needs of the patient.
5. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience.
6. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures.
7. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience.
8. Evaluate images with regard to technical quality in the areas of radiographic quality, positioning, centering, patient motion, and processing as appropriate for the student's level of training/experience.
9. Demonstrate appropriate knowledge and skills relating to medical image processing.
10. Practice established principles of radiation protection for themselves, patients, and hospital staff.
11. Describe the anatomy and anatomical relationship of the parts of the following systems:
    A. gastrointestinal
    B. genitourinary
    C. biliary
12. List the correct central ray locations and choose the correct image receptor for the exam
13. Discriminate between technically satisfactory and unsatisfactory radiographs in relationship to motion, brightness, contrast, centering and overall positioning of body parts.
14. Be able to obtain diagnostic studies of the following:
    A. cardiac series/esophagram
    B. upper GI
    C. small bowel series
    D. barium enema
    E. intravenous pyelogram
    F. gallbladder

G. retrograde pyelogram
H. cystogram
I. hysterosalpingogram
J. myelogram
K. tomogram
15. Properly prepare the required contrast media.
16. Properly drape and gown patient for exam.
17. Recognize patient reactions to contrast media and
respond appropriately.
18. Obtain at least five competency evaluations on examinations of the upper GI, colon, and IVP. After the first competency exam in each category (selected by the student), the four remaining exams may be assigned by the clinical preceptor.
19. Set technical factors for GI/GU studies.
20. Demonstrate knowledge of preparation for I.V.'s.
21. Demonstrate knowledge of location and uses of emergency equipment.
packages, maintaining the sterile field, and assisting in set-ups.
23. Employ correct infection control procedures.
24. Monitor patient vital signs and recognize symptoms of patient reactions.
25. Observe examinations in which he or she is not an active participant.
26. Keep accurate records of examinations performed and observed on the forms provided by the instructor.
27. Monitor radiation exposure monthly
28. Report to clinical duty promptly.
29. Display attention to duty regarding output, performance and time utilization.
30. Exhibit self control and composure in stressful situations.
31. Display honesty and integrity in the performance of clinical duty.
32. Provide a good quality of work by:
A. displaying the ability to follow instructions.
B. organizing and completing work.
C. working independently when appropriate.
D. recognizing and attending to the needs of the patient.
E. recognizing his or her own limitations.
F. exercising proper judgment.
G. observing and reporting appropriately.
33. Display an eagerness to learn.
34. Exhibit cooperation, loyalty, ambition, and courtesy.
35. Accept constructive criticism.
Maintain a neat and professional appearance.

Teach fellow students new skills.
Aggressively pursue request for radiographic examinations

NOTE: The student will be evaluated on the objectives listed above by utilization of the forms that follow. Careful attention should be paid to these forms as they will be used to determine the student's grade in the course.

Radiographic Image Evaluation:

As a part of the clinical rotation experience, the student will be expected to present radiographs to faculty and peers. Items to be detailed by the students are image identification, anatomy, positioning, positioning aids, radiation protection and radiographic quality. Radiographic image evaluations will take place on a regular basis in formal sessions in the campus lab and or classroom.

OBJECTIVES: RADIOGRAPHIC IMAGE EVALUATIONS
Given routine radiographs, the student should be able to:
1. Identify selected normal anatomy from any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
2. Identify any routine radiographic position (including part-IR references, centering points, IR size, and CR angulation) that has been previously covered in the classroom or positioning laboratory.
3. Determine the diagnostic value of any standard radiographic position that has been previously covered in the classroom or positioning laboratory.
4. Identify and describe how to correct common positioning errors on any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
5. Identify common radiographic artifacts.

Course Attendance/Participation Guidelines:
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Completion of clinical hours account for a significant portion of the student's learning experience in the Radiologic Technology program; therefore, attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do

understand that there is life outside of this program. Frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Clinical Absences Policy
In alignment with MCC's Health Profession's division attendance policy, a student absent for more than 15% of the course may be withdrawn and therefore will not be able to continue in the program. However, clinical training is essential. In an effort to ensure all students complete the appropriate amount of clinical training and demonstrate a professional level of attendance in clinical, the following procedures are required and grading method is utilized:

When the student is going to be absent, **the following procedures must occur as soon as possible (at least one-hour prior is desired):**
1) contact the clinical coordinator by office phone or office email
2) contact the clinical site to inform them of your absence.

Attendance will be monitored by the clinical coordinator for the entire length of the course. Attendance, absences, occurrences and incidences of being tardy will be available in Brightspace at the end of the semester. Students will be counted absent when clinical days are missed, beginning with the first official day of classes. The clinical coordinator will strive to monitor attendance regularly and post all attendance penalties in Brightspace at the end of the semester. It is expected of the student to reference attendance in the E*Value time tracking system and to be aware of missed time. Students will follow procedure for informing the clinical coordinator of missed schedule time according to the student handbook attendance policy. If an attendance oversite has been found by the clinical coordinator, the student will still receive attendance penalties as detailed in the student policy handbook**.**

Students are required to record a note in E*Value when clocking in late or leaving early. This is in addition to contacting the clinical coordinator. Clocking in late from lunch does not fall in the category of being able to utilize occurrence capabilities but is still considered a tardy. It is understandable that a student may be late from lunch upon occasion due to the needs of the imaging department. Late clock in times from lunch may result in verification with the site.

All punctual arrivals indicating late due to a technical issue or unavailable computer are required to have a tech verify by sending the clinical coordinator an email. If it is determined the student's reasoning for clocking in late was untruthful, the student will receive relative attendance point deductions and be reported to the college for academic dishonesty. In addition, the student will jeopardize his/her position in the program.

Please refer to the attendance policy in the student handbook. This includes attendance requirements and consequences. In most cases, point deductions from the final grade are associated with attendance and failure to notify as instructed. In the case of a tardy, no points are deducted. Rather, cumulative tardies are monitored for the length of the program, and a student will be dismissed from the program on the 4th one. It is expected that the students will familiarize themselves with all expectations and ramifications associated with attendance and notification of missed time.

EVENING ROTATION

All students are expected to participate in evening rotations in the program as it provides additional experienced to include trauma radiography. The rotation will be noted on the clinical schedule.

Course Outline or Schedule:

A detailed campus clinical schedule and the semester clinical rotation assignment will be provided in Brightspace.

Student Holidays:

Labor Day: **September 07**

Fall Break: **October 16**

Thanksgiving Break: **November 25-28**

Clinical Days: Mondays, Wednesdays, Fridays

Shift - Break	**Time**
*Day Shift	8:00 am – 2:30 pm
Evening Shift	2:30pm – 9:00 pm
*Meal Break	30 minutes

* Day shifts and meal breaks may slightly vary at specific sites. The student should use the clinical rotation schedule for details.

Any scheduled class days or other on-campus activities will follow the same attendance requirements as clinical. Attendance consequences will be enforced as outlined in the student hand book.

Course Grading Information:

Course Assessment	Weighted Grade Percentage
Clinical Evaluation	50%
Class Day	40%
Exam Competencies (20)	10%
Total Course	100%

Grade Scale	Letter Grade
90-100	A
80-89	B
75-79	C
***60-74**	**D**
***Below 60**	**F**

***This is an RT course—C is the minimum acceptable grade. Any grade below 75 is considered a failing grade for this program. In order to progress through the program, you must meet the minimum acceptable grade requirement**

Throughout the course, grades in Brightspace will indicate grades without a decimal point. Brightspace has been setup to round up grades that are .5 up to .9. Grades that fall at .4 down to .1 will not round up. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

Final Grade Points Deductions

If a student has missed any time, attendance penalty points will be deducted from the final course average. This includes absences, occurrences, and failure to notify. Refer to the student handbook for more details.

Class Days

There will be two class days during the Spring semester. The student will attend class on the MCC campus to complete assessments. Students should prepare for image evaluations, mini mock registry exams and lab challenges. In addition, other activities or assignments may be assigned. Instructions for specific class day activities and assessments will be given 1-2 weeks prior to the class day. *Any missed time from a class day will follow the clinical attendance policy.*

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of all course material and competencies to be successful.

Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor of the course immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

Trainee Evaluation of Competency Requirement

Students must score at least 75% to pass a competency assessment. Students will be evaluated in areas to include evaluation of exam request, preparation of room, patient identification, patient assessment and education, positioning, protocol selection, parameter selection, image display, procedure documentation, standard precautions, radiation protection practices, interpersonal skills with patient and staff, image quality, optimal demonstration of anatomic region and pathology, and exam completeness. The evaluation will be completed by a qualified radiologic technologist.

Clinical Student Evaluation

Student clinical skills will be evaluated by the clinical preceptor at midterm and end of semester.

Clinical Time Tracking

Students are expected to keep accurate records of the time in clinical. Students will document their time electronically through the use of the E*Value system. Attendance will be monitored by the clinical coordinator on a periodic basis.

E*Value Time Tracking

Students using the Time Tracking program of E*Value will use the name of the clinical coordinator (Michelle Morphis) as the Time Tracking supervisor. This will allow more consistent and accurate record keeping. Students must use the designated computer provided for E*Value clock in and clock out. No use of any other type of electronic device is permitted. IP addresses are checked frequently to ensure that students are using the appropriate computer. If it is determined that a student is using their cell phone or come other electronic device to clock in and out, this is considered falsification of records and a 2 day suspension for the first offense will be given. A subsequent infraction will result in removal from the program.

The faculty of the program views the clinical time documentation as a binding contract between the student and the program. **Falsifying any documentation (written/electronically) in any manner is unethical and <u>will result in dismissal from the program.</u>** Students who are dismissed from the program for falsification of records will not be allowed to return to the program.

E*Value Technical Issue Procedures

If at any time a student experiences technical issues or forgets to clock in or clock out at the start of the day, end of day, before or after meal break **the following procedures must occur**:

1) Contact the clinical coordinator via email with details
2) Ask the clinical preceptor or a staff technologist to email clinical coordinator verifying your time/attendance for that day and verifying the details

Frequent incidents that are accessed to be oversights by the student could result in a 2-point deduction from the final semester grade. Time tracking will be checked frequently so being forthcoming and honest is the best way to handle such incidences. Any attempts to avoid this

deduction by not reporting it, could mean a student will incur a tardy or an absence and the penalties that go along with them.

Missing in Action

Students will not leave the clinical site anytime during the scheduled clinical shift without notifying the clinical preceptor, clinical supervisor or immediate supervising technologist, the clinical coordinator, and properly documenting in E*Value time-tracking. **Failure to comply will be considered falsifying documentation and will result in dismissal from the program**

Clinical Competency Exams

To successfully complete this course, **the student MUST have completed 20 competencies by the end the semester.** Clinical preceptors and/or supervisors may randomly challenge the student to perform exams that are appropriate for their competency level.

It is expected of the student to reference the ARRT clinical competency requirement list often to determine what is needed. It is expected of the student to communicate any areas of concern with the clinical coordinator by sending an email or calling the office phone.

Clinical competencies are calculated out to 100 points. **In coursed RADR 2266, 20 required comps will be worth 5 points each.**

Consequences (Competencies & Clinical Performance/Attendance)

1. **Less than 20 competencies** completed results in a lower score on this portion of your grade.
2. A written deficiency notice in the areas of knowledge, skills, attitude, reliability, dependability, tardiness, or attendance will lead to academic probation. Failure of the student to abide by the terms of this academic probation will lead to failure of the course and may lead to withdrawal from the radiologic technology program

Failing to log exams (observations/assisted exams)

E*Value is a way for clinical coordinators and faculty instructors to evaluate the educational effectiveness of a clinical site regarding the variety and number of exams. Exams logged by students are checked periodically, normally around mid-semester and near the end of the semester. If a student demonstrates a failure to log exams accurately and routinely, **5 points will be deducted from the student's final grade for each incident/period of time**, that they fail to keep an accurate E*Value

log of assisted/observed exams. Evaluating the log accuracy is at the discretion of the Clinical Coordinator who will take into consideration the patient load of each clinical site before deducting points. Please be diligent and timely in logging observed/assisted exams.

Competency Requirement Progression

As the student progresses throughout the program, the number of competency exams will change. The complete progression can be found in the Radiologic Technology Student Handbook

RADR 1260 Clinical I Complete 10 competency exams from the chest and abdomen category.

RADR 1261 Clinical II Complete 20 competency exams from the chest, abdomen, pelvic girdle, extremity categories.

RADR 1460 Clinical III Complete 30 competency exams from all categories.

RADR 2266 Practicum I Complete 20 competency exams from all categories
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RADR 2267 Practicum II Complete 30 competency exams from all categories.

RADR 2360 Clinical IV Complete 10 competency exams and any remaining ARRT competencies

By program completion, students will demonstrate competency in all mandatory procedures and at least 15 of the 34 elective procedures as designated by the ARRT.

Simulation Lab Competencies for ARRT

Competency exams in an actual clinical setting provides the best learning experience, but in certain situations, simulated exams in the lab are necessary. Lab simulations are not intended to be an easy replacement for competencies not performed in the clinical setting. Therefore, only simulations performed during the last 30 days of a student's graduation year will be an acceptable substitute for actual clinical competencies

If a student fails to complete the required number of competencies, lab simulations may be an option. The student will earn half the value of the competency. Lab simulations will not be allowed if the

student misses opportunities and does not communicate competency needs with the clinical site. The clinical preceptor may be contacted to verify the student communicated competency needs and attempted competencies when exams were available. Lab simulations will be at the discretion of the clinical coordinator or program director.

A simulated competency will be performed to meet the semester competency count goal. Any simulation performed in this semester will not count toward the ARRT requirements.

By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 36 mandatory procedures and at least 15 different of the 34 elective exams as designated by the ARRT.

Refer to student handbook for more on competencies.

Dosimeter Records

Dosimeters are assigned at the beginning of the student's program year for the duration of the 24-month program. Each month, the reading will be electronically downloaded as a permanent exposure record for each student. It is the student's responsibility to submit monthly readings to Brightspace to continue the clinical rotation. A lost or damaged dosimeter must be reported immediately to the clinical coordinator or the program director for replacement at the student's expense.

Per our Radiation Safety policy, student dosimeter readings are expected to be below 20 mrem monthly. If you should see an exposure reading of 20 mrem or more in any one month, please email Meredith at mbrown@mclennan.edu.

Late Work and Make Up Work Policies:

All quizzes included as a weighted grade are expected to be completed by the due date. Extenuating circumstances such as a medical emergency may allow a student to submit without penalty, but is at the discretion of the professor. Documentation may be requested by the professor.

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All punctual arrivals indicating late due to a technical issue or unavailable computer are required to have a tech verify by sending the clinical coordinator an email. If it is determined the student's reasoning for clocking in late was untruthful, the student will receive relative attendance point deductions and be reported to the college for academic dishonesty. In addition, the student will jeopardize his/her position in the program.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain a professional demeanor that includes respect for other students, technologist, hospital staff, and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students in this program are adults and are expected to act appropriately. Behavior that is disrespectful or disruptive will not be tolerated; any student who is asked to leave a clinical facility will be removed from the program.
A written deficiency notice in the areas of knowledge, skills, attitude, reliability, dependability, tardiness, or attendance will lead to academic probation. Failure of the student to abide by the terms of this academic probation will lead to failure of the course and may lead to withdrawal from the radiologic technology program. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of C. Regular and punctual attendance is expected of all students, and a complete record of attendance will be maintained for the entire length of each course.

Students will be counted absent from clinical missed, beginning with the first day of clinical. 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. If inappropriate behavior continues, a report will be filed with the Grievance Committee in Student Development.

Electronics/Mobile Devices Policy

Refer to the Radiologic Technology Student Handbook for detailed information to include ramifications.

Social Media

HIPAA is Federal law passed by Congress in 1996 imposed to protect patient health information. Students who post clinical or patient information on social media sites run the

risk of violating HIPAA. At no time should a student post any patient, clinical or medical information on any social media site. Some clinical sites have software to detect social media postings and students who are found to be in violation of posting anything regarding clinical. Sharing of any medical information on any social media outlet could be considered a violation of HIPAA resulting in dismissal from the program and possibly a fine and/or jail time.

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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.

06/03/2026

MCLENNAN COMMUNITY COLLEGE

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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

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

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Accommodations/Title IX at (254) 299-8514.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

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. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic Integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/requirements.html

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 (https://www.mclennan.edu/employees/procedure-manual/docs/C/CR-II.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 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.