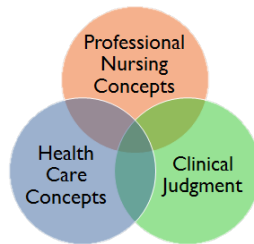


CLINICAL III
RNSG 2363.C001



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**



**Texas Concept-Based Curriculum
McLennan Community College
ADN Program
RNSG 2363 – Clinical III
MARQUITA BROWN, MSN, RN, PCCN
TIFFANIE ELBRECHT, MSN, RN
KIMBERLY MCCOY, MSN, RN
TONY PODBIELSKI, MSN, FNP, RN
DR. JENNA WARF, DNP, RN
DR. AMY WINSLOW, DNP, RN**

**NOTE: This is a 16-week course.
NOTE: This is a Face-to-Face course.**

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Course Description:

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nursing process is utilized to provide patient care.

Semester Hours: 3 (12 clinical hrs/wk).

Prerequisites and/or Corequisites:

Prerequisites: RNSG 1126, RNSG 1533, RNSG 2362, and BIOL 2420.

Corequisites: RNSG 1137, RNSG 2363, and PSYC 2314.

Course Notes and Instructor Recommendations:

1. Students must demonstrate competency in the use of learning management system (LMS), Brightspace, to access, read, and respond to various course components within LMS.
2. Concept syllabi and diagrams from the Texas Concept-Based Consortium (CBC) will be posted to LMS in respective folders.
3. Other supplemental learning materials may be posted to LMS at the discretion of each professor.
4. Students should monitor LMS and student e-mail daily for announcements or notices to avoid missing time-sensitive or important messages.
5. A student's failure to read official communications sent to the student's college assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
6. Students must demonstrate basic computer competency in Microsoft Office software for all written assignments.
7. Students should always keep a backup electronic or hard copy of their submitted work.
8. It is the student's responsibility to have copies of all work submitted.
9. All written work becomes the property of the program and may not be returned to the student.
10. Electronic devices in the classroom are for course and classwork only. Students using social media or other internet websites while in class but not related to course or classwork will turn the device off, and may be asked to leave the learning environment.

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Instructor Information:

Instructor Name: Marquita Brown, MSN, RN, PCCN (Adjunct Faculty)
MCC E-mail: msbrown@mclennan.edu
Office Phone Number: N/A
Office Location: N/A
Office/Teacher Conference Hours: By appointment.

Instructor Name: Tiffanie Elbrecht, MSN, RN (Simulation)
MCC E-mail: telbrecht@mclennan.edu
Office Phone Number: (254) 299-8352
Office Location: HPN 117
Office/Teacher Conference Hours: Contact the instructor.

Instructor Name: Kimberly McCoy, MSN, RN (Simulation)
MCC E-mail: kmccoy@mclennan.edu
Office Phone Number: (254) 299-8407
Office Location: HPN 114
Office/Teacher Conference Hours: Contact the instructor.

Instructor Name: Tony Podbielski, MSN, FNP, RN (Adjunct Faculty)
MCC E-mail: tpodbielski@mclennan.edu
Office Phone Number: N/A
Office Location: N/A
Office/Teacher Conference Hours: By appointment.

Instructor Name: Dr. Jenna Warf, DNP, RN
MCC E-mail: jwarf@mclennan.edu
Office Phone Number: (254) 299-8359
Office Location: HPN 225
Office/Teacher Conference Hours: Monday 0900-1000, 1300-1430; Tuesday 0830-0900, 1200-1400

Instructor Name: Dr. Amy Winslow, DNP, RN
MCC E-mail: awinslow@mclennan.edu
Office Phone Number: (254) 299-8395
Office Location: HPN 109
Office/Teacher Conference Hours: Monday 0900-1000, 1300-1430; Tuesday 0830-0900, 1200-1400

Required Text & Materials:

Books:

None.

Websites:

ADN Student Handbook: [Spring 2026 ADN Student Handbook1.pdf](#)

Elsevier: Evolve: [Elsevier Education Portal | Evolve](#)

Highlander Guide: [2025-26 General Catalog & Highlander Guide \(mclennan.edu\)](#)

Materials:

Clinical uniform and supplies found in the ADN Student Handbook.

Laptop for dosage calculation exam

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

Methods of Teaching and Learning:

In the clinical settings, the student will be required to satisfactorily demonstrate clinical competency according to the level/course criteria on the clinical evaluation tool and clinical objectives stated.

Course Objectives and/or Competencies:

Upon completion of this course the student will:

1. Apply knowledge of selected concepts to a variety of clinical situations (SLO #1).
2. Utilize clinical reasoning and knowledge based on the nursing program of study to date, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision making and comprehensive, safe patient-centered care for up to three clients in an acute care setting (SLO #1).
3. Utilize a systematic process to develop detailed concept maps to provide patient-centered care to diverse patients across the life span (including teaching, referrals, etc.) (SLO #1).
4. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice (SLO #2).
5. Promote safety and basic quality improvement as an advocate and manager of nursing care (SLO #3).
6. Demonstrate beginning coordination, collaboration, and communication skills with diverse patients, families and the interdisciplinary team to plan, deliver, and evaluate care that promotes quality of life (SLO #4).

7. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse (SLO #5).
8. Demonstrate beginning knowledge of delegation, management and leadership skills (SLO #6).
9. Demonstrate behavior that reflects the values and ethics of the nursing profession, including spirit of inquiry (SLO #7).

End-of-Program Student Learning Outcomes (SLOs)

The graduate will be able to:

1. Use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research-based policies and procedures as the basis for decision-making and comprehensive, safe patient-centered care.
2. Demonstrate skills in using patient care technologies and information systems that support safe nursing practice.
3. Promote safety and quality improvement as an advocate and manager of nursing care.
4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.
5. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrate knowledge of delegation, management, and leadership skills.
7. Demonstrate behavior that reflects the values and ethics of the nursing profession, including a spirit of inquiry.

Course Outline or Schedule:

Sensitive Content Disclaimer:

If a student is aware of a triggering situation with a clinical experience, please inform the course faculty (before the scheduled day) so that an alternate experience can be assigned. If a student fails to make prior arrangements, the absence will be counted towards the missed clinical hours.

This course consists of 192 clinical hours. All hours must be completed in order to successfully pass the course with a “CR” credit.

The clinical hours **may** consist of:

On-Campus Clinical

Dosage Calculation Review
Simulation Orientation
Skills Drill
Clinical Orientation
Dosage Exam
Central Line Review

Scholarly Project: Level 3 concept presentation and research (may include Scholar's Day and/or high school student presentation)

Instructor-Led Clinical (Home Unit at AP or BSW; Women's & Children's at BSW and McLane's)

Offsites Sites (May include the following: Cellular Regulation: Cancer Center at BSW; Reproduction: L&D, Mother/Baby at AP; Pediatrics: Child Development Center at MCC, Surgery Center at BSW)

Simulation Lab

NIH Stroke Scale

Mid-Term and Final Clinical Evaluation

Course Grading Information:

Grading for RNSG 2363:

1. Completion of 192 clinical hours.
2. Clinical uniform per ADN Handbook.
3. 90% or better on dosage calculation exam (within 3 attempts).
4. Passing clinical evaluation tool (CET) with skills documentation.
5. Compliant in Complio (starting Week 2) at all times for immunizations, TB Test, CPR, health insurance, and/or any other requirements as deemed necessary by clinical facilities.
6. Approval of hours and skill documentation within e*Value.
7. Skills documentation (that meets the requirements to advance to Level 4) uploaded to Brightspace for faculty review before last clinical makeup day.
8. Completion of a group scholarly project.
9. Completion of the NIH Stroke Scale webinar.
10. Completion of clinical paperwork:
 - a. Simulation paperwork
 - b. Offsite objectives (submitted to Brightspace prior to last clinical makeup day)
 - c. Home unit paperwork (concept map, reflection, and med/lab lists) (submitted to instructor by end of clinical shift)

Simulation Information:

The clinical simulation day will consist of the following:

- Pre-work 1 Clinical Hour
- Simulation (prebrief, Simulation, debrief) 3 Clinical Hours
- Post work 2 Clinical Hours

1. The believability contract must be signed before the first simulation, if it is not the student will not earn clinical credit for simulation.
2. Students will attend clinical simulation as assigned on their clinical schedule. This includes the prebrief, and their assigned simulation time.
3. Students will clock in using E-value. For simulation, the course will be your current clinical course. The site will be Highlander Hospital – Clinical Simulation. The instructor will be Tiffanie Elbrecht. Any time edits will be done by scheduling an appointment with Dr. Blackwood.
4. If a student is going to be absent for any reason, notification of absence should be made before the start of the simulation to Tiffanie Elbrecht: Telbrecht@mclellan.edu. A no call no show to Tiffanie Elbrecht before the start of the simulation will result in a professionalism plan or a plan for success.
5. Clinical Simulation makeup will be completed as assigned. Any clinical hours missed must be made up as assigned to receive clinical credit.
6. Students are expected to maintain academic integrity on all assignments as defined in the Highlander guide. Students may work together but must submit their own work. The use of Artificial Intelligence (AI) is not allowed in anything that is to be submitted.
7. All submitted simulation work must be completed as assigned; if work is not completed or submitted on time, the student will not receive credit and will owe make up as assigned.
 - Pre-work is due by 2359 the day before the assigned simulation in Brightspace.
 - Post-simulation, work is due by 2359 on the day of simulation.
 - Post-simulation, work cannot be started until the assigned simulation day. If completed before this time frame or submitted late credit will not be earned.
8. If prework is not completed and uploaded to Brightspace, the student cannot participate in the simulation.
9. Any assignment document uploaded to brightspace must be in Word or PDF format. If you print and handwrite the assignment using a scanner app or images, convert them to a PDF to upload them as one document. If documents are not uploaded in this format, no hours will be earned.
10. If the assigned work is an Evolve/HESI, case studies and/or patient reviews must be completed with a minimum score of 80%. If a minimum score of 80% is not achieved, no hours will be earned.
11. Students will be prepared and have all the necessary equipment when attending the simulation as outlined in the clinical dress code. If a student does not have all the equipment or is out of dress code, they will not earn clinical credit for the simulation time.

Clinical Evaluation Guidelines and Final Grade Criteria:

Clinical evaluation is a teaching method used to assist the student in clinical practice, progression and enhancement. In order to provide the maximum learning experience, the faculty believes it is essential for the student to be actively involved in the identification of personal strengths, weaknesses and activities to promote or strengthen these attributes. The student's clinical progression throughout the program will be reviewed and considered in guiding and determining clinical activities in each course to assist the student in performing at the expected level of competency. The clinical evaluation tool reflects the student's level of competency. Credit or non-credit will be the final grade assigned for each clinical course.

Final Grade Criteria:

Credit: On completion of the course the student will receive credit if she/he:

- a. Performs at the expected level of competency or higher.
- b. Attains goal(s) identified in any Plan(s) for Success
- c. Fulfills any Faculty Required Enhancements
- d. Receives Consent of Professional Nursing Faculty for credit.

Non-Credit: The student will not receive credit if:

- a. Criteria are not achieved at the minimum expected level or higher.
- b. Plan(s) for Success are not attained.
- c. Faculty Required Enhancements are not fulfilled.
- d. Professional Nursing Faculty Consent for non-credit.

Pat on the Back: Recording written by students, staff or instructor for outstanding performance in the clinical area.

Plan of Success: A plan developed, written and carried out by the student when clinical performance is below the expected level of competency. The instructor will provide guidance and assistance to the student reaching the identified goal. Examples for initiating a Plan of Success would be for a first tardy, not being prepared for medication administration, and/or needing an instructor to correct a time stamp on eValue.

Faculty Required Enhancement (FRE): A plan developed and written by the faculty when a student has been unable to achieve expected level of competence criteria through his/her own Plan(s) of Success. A student may be issued a FRE initially, if the clinical instructor deems necessary. Examples of an initial FRE may be unprofessionalism, injury to a patient, medication error, practicing out of scope, etc.

Information from the Nursing Practice Act, Nursing Peer Review, and Nurse Licensure Compact Texas Occupations Code and Statues Regulating the Practice of Nursing as Amended September 2013 (see www.bon.state.tx.us) may be in preparation of the FRE.

Withdrawal from Nursing Courses: Due to the 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. Please refer to the MCC Student Policies and Student Records information for withdrawal policy and procedures.

A student with a failure in a nursing course who is granted re-admission to that semester will repeat all the courses for that specific semester/level – even if they were previously successful in one of more courses for that semester. Each semesters' nursing courses are concurrent courses. At no time may a student take only the theory course(s) or the clinical course(s).

DOSGAE CALCULATION

DOSAGE CALCULATION EXAMS INSTRUCTIONS & CLINICAL (Revised 01/06/2015)

- Dosage Calculation Exams will have 20 questions. Students will be given 1 hour to complete this exam. Students with accommodations may test in testing center.
- Conversion or equivalency charts will not be used during examinations. May use approved non-memory calculator for Dosage Calculation Exams. To receive credit answer must be on answer line. On Theory Exams will use calculator available through the online testing program. Dosage calculation answers must be typed on the answer line with correct label when using the online testing program. Calculations used to determine answers must be shown on blank sheet of paper handed out by instructor in order to receive credit for the question. Paper will be turned back in to instructor when exam is finished.
- The Joint Commission listed "Trailing Zeros" in medication orders and medication-related notations on the official "DO NOT USE" list in 2020. The rules to follow when noting a dosage in a medical chart (applies to ADN Program documentation) as follows:
 - o Use of trailing zero: If the dosage is 1 mg only, write 1 mg. Writing this as 1.0 mg could be misread and more than 1 mg administered. If the dosage is 1 tablet, only write 1 tablet and not 1.0 tablet. The use of an inappropriate trailing zero on an exam will result in the problem being counted wrong even if the math calculation is correct.
 - o Use of leading zero: If the dosage is .5 mg or tablet, the dosage must be written as 0.5 mg or 0.5 tab. Omission of a required leading zero will result in the problem being counted wrong even if the math calculation is correct.
 - o Rules to be followed in rounding decimals:
 - ♣ if the last digit to the right is less than 5, drop the last digit without changing the number to its immediate left
 - ♣ if the last digit to the right is 5 or greater, drop the last digit, and add 1 digit to the number at its immediate left
 - ♣ Examples: 3.45 becomes 3.5, 3.43 becomes 3.4

- ♣ Values less than 1 mL should be rounded to the nearest hundredth. Example: 0.458 becomes 0.46, 0.452 becomes 0.45.
- ♣ Tablets should be rounded to the nearest 0.5 (1.52 tablets becomes 1.5 tablets).
- Final answers in the metric system must be in decimal form (Example: 0.5). Final answers with the decimal point in the wrong place are incorrect.
- Final answers should always be in a whole number for units, seconds, and drops.
- All medications less than 1 mL must be measured in a 1 mL syringe.
- All syringes containing medications must be labeled in the medication room with patient name, ID number, medication name and dosage.
- For conversions use equivalents on the Equivalent Table.
- When determining the therapeutic range of a medication, you must complete your problem for both the high end and the low end of the range. Then, figure the dose ordered and compare to that range. If dose is too high, then it may be a toxic level; if dose is too low then it may be a sub-therapeutic level.
- Students must make a 90% or better on the dosage calculation exam. If a student does not make a 90% or better, they must complete a remediation activity. Once this is completed, the student will then have a second opportunity to take an equivalent dosage calculation exam. If the score is less than a 90% on the 2nd dosage calculation exam, the student must complete additional remediation. Once remediation is completed, the student will then have a 3rd opportunity to take an equivalent dosage calculation exam. If a 90% or better is not achieved on the 3rd dosage calculation exam, the student will fail the course and will be withdrawn from the program. All dosage calculation exams will give directions in the stem of the question to which placvalue the answer will be carried out with the exception of units, seconds, drops, and tablets.
 - o Example: “As the nurse, you will administer ___gtt/min.”

Late Work, Attendance, and Make Up Work Policies:

Late Work:

Written work for this course is completed in the simulation lab, observational sites, and clinical units. All daily home clinical (including Women’s & Children’s) and observational site paperwork should be submitted to Brightspace prior to the end of the semester (failure to complete will result in a clinical failure). Late work to simulation will result in clinical hours being missed.

Tardies:

Students must report to clinical on time. In extenuating circumstances, a student may be no more than 7-minutes late to an assigned clinical experience and remain on site. Arrival to clinical 8 minutes after start time will result in being sent home and the hours must be made up if eligible.

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If being sent home due to being more than 7 minutes late results in excessive absences, the student will be required to withdraw from all courses. A progressive response to each tardy will follow:

1. The 1st tardy (1-7 minutes late) will result in a Plan for Success for the student.
2. The 2nd tardy (1-7 minutes late) will result in a Faculty Required Enhancement (FRE) for the student.
3. The 3rd tardy (1-7 minutes late) will result in a failure to meet the requirements of an FRE and will require withdrawal from all nursing courses for the semester.

Absences:

Students must notify the instructor if they are going to be absent from clinical (including if they are more than 8-minutes late to clinical). Failure to do so will result in a FRE being initiated. All missed clinical hours must be made up. The student will complete the required level clinical paperwork at each clinical makeup.

In Level 3 a student may miss **20 hours** and must make up the time.

The missed clinical hours must be made up as assigned (per the clinical schedule). Any hours exceeding stated hours for makeup clinical will result in the student being withdrawn from the clinical course and also the concurrent nursing courses. Failure to fulfill all clinical hours, including assigned makeup day, by the end of the clinical portion of the academic term will result in a grade of “NC” for the clinical course. A student who has a clinical withdrawal from missing excessive clinical may apply for readmission, if eligible for readmission.

[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.

Make-Up Work:

There are two clinical makeup days and one simulation makeup day that is listed on the clinical schedule. Clinical makeup assignments will be made by the clinical coordinator, Ms. Slonaker (rslonaker@mclennan.edu), who will also contact the student with the date and time of the assigned makeup day. Students must attend makeup clinicals on the date assigned by the Clinical Coordinator. Failure to attend a make-up clinical on the assigned date will result in the missed hours being added to the total missed hours. If the hours exceed the allowable time, withdrawal and readmission policies apply.

Student Behavioral Expectations or Conduct Policy:

Clinical Assignment Policy:

1. Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served (RULE §217.11 (L)). Students are required to meet the work force standard of providing care to any and all clients assigned to their level of responsibility.

Professional Expectations:

1. Be on time and remain throughout class. Arrive at least 10 minutes prior to class starting.
2. Be in class every day and ready to learn. Should some unforeseen incident occur preventing your attendance, contact your instructor.
3. Be a professional. Maintain a professional attitude and be positive. Maintain classroom civility which includes respect for other students and for the faculty. Civility is expected in all verbal and electronic interactions with peers, professors, and college administrators.
4. Know your course expectations. Read your concept syllabi and course instructional plans, check your course calendar, the learning management system (Brightspace), and MCC email daily.
5. Collegiality: Be a positive and productive influence in your work/learning environment, communicating and working professionally, safely, and legally.
6. Know your ethical responsibility to your chosen profession, and the public you will serve.
7. Collaboration: As a professional you will collaborate with clients, their families, other professionals in the health career arena. Be positive, civil, open to new ideas, and research to promote the healing environment.
8. Additional student behavioral expectations are in the ADN Student Handbook.

Reference:

Billings, D. M., Halstead, J. A., (2016). Teaching in Nursing: A guide for faculty. St. Louis, MO. Elsevier. 14:236.

06/24/2025



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, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

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/Faculty-and-StaffCommons/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 (<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](#) 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.