



**Coleman College for Health Sciences
Nuclear Medicine Technology**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/nuclear-medicine-technology/>

NMTT 2367 – Practicum V, Nuclear Medicine Technology

Spring 2020 | 16 Weeks (01/21/2020-05/15/2020)

CRN # 15417, 15418, 15419

Various Clinical Sites | Monday, Wednesday & Friday 8:00am to 3:30 pm

3 Credit Hours / 21 External Hours per Semester

16 weeks RT / Face to Face Instruction/web Enhanced

Instructor Contact Information

Instructor:	Vikki D. Littleton	Office Phone:	713-718-7398
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Instructor:	Glenn Smith	Office Phone:	713-718-7354
Office:	Coleman, Room 525	Office Hours:	T=9-11am, Th=9-11am
HCC Email:	glenn.smith@hccs.edu	Office Location:	Coleman Campus
Instructor:	Pamela Alderman	Office Phone:	972-860-4281
Office:	Brook Haven, Room X3022E	Office Hours:	T=9-11am, Th=9-11am
HCC Email:	pamela.alderman@hccs.edu	Office Location:	Brook Haven Campus
Instructor:	Rene Hyder	Office Phone:	713-718-7355
Office:	Coleman, Room 526	Office Hours:	T=9-11am, Th=9-11am
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Please feel free to contact us concerning any problems that you are experiencing in this course. Your performance in our class is very important to us. We are available to hear your concerns and/or just to discuss course topics.

Instructor's Preferred Method of Contact

We will respond to emails within 24 hours Monday through Friday; we will reply to weekend messages on Monday mornings.

What's Exciting About This Course

This is your final course in the program. You will be reviewing all of the information from all of your previous courses. You will continue to do routine clinical studies, along with in-vivo

non-imaging studies. You will get the opportunity to return to a previously visited clinical rotation site and perform more cohesively with the senior technologists in the clinic.

My Personal Welcome

Welcome to your final semester in the Nuclear Medicine Technology program. We are proud of you and the hard work that you have put into the program to make it to this semester. In your final clinical rotation I want you to take this opportunity to impress the technologists with the knowledge from your previous semesters. This semester is the perfect opportunity to showcase your talents and present yourself as a great future employee in that institution. Success is both of our goals and I am here to help you achieve it. Studying is important to help you succeed. The amount of information will challenge you. But, take this challenge and run with it, because you are on your way towards a lifetime career.

Most importantly, I am here to help you succeed. If you have questions, ask them. We are a team and together your success is both of our goals.

Prerequisites and/or Co-Requisites

Prerequisites:

- NMTT 2266 with a minimum grade of C or better.

Admission into the Nuclear Medicine Technology Program.

- Departmental approval
- College level reading
- College level mathematics
- College level writing

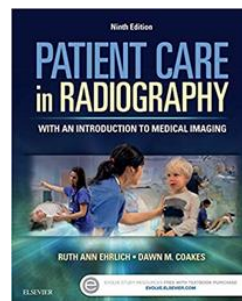
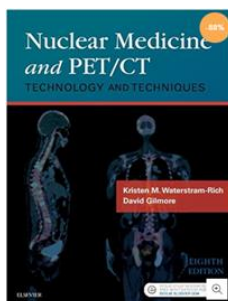
Canvas Learning Management System

NMTT 2367 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. You will see that each graded section within Canvas has a percentage value. Each quiz and/or exam will also have point values located within the exam and/or quiz. Everything should be available on Canvas when the course starts, but changes can be made throughout the semester. If any changes are made to information on Canvas, I will let you know.

USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.

Assignments can be found on Canvas in the Module section.

Instructional Materials



Instructional Materials

Textbook Information

The textbooks listed above is **required** for this course.

Nuclear Medicine and PET/CT: Technology and Techniques 8th Edition

By Kristen M. Waterstram-Rich and David Gilmore.

ISBN: 978-0-323-35622-0

Quick Reference Protocol Manual for NM Technologists

By Farrell, Mantel, Basso, Thomas, Kerr

ISBN: 978-0-932004-88-8

Patient Care in Radiography with an introduction to medical imaging 9th Edition

By Ruth Ann Ehrlich, Dawn M. Coakes

ISBN: 978-0-323-35376-2

The books can be found at the [HCC Bookstore](#) or you may purchase your books from your choice of bookstore. The Society of Nuclear Medicine and Molecular Imaging is the Nuclear Medicine organization. They will have the Quick Reference Protocol Manual for NM Technologists.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

NMTT 2367 is the final course in your Nuclear Medicine Technology education. Your educational review for your registry exams and final clinical rotation.

Core Curriculum Objectives (CCOs)

Documenting nuclear medicine study related paperwork per Trajecsys.

Workplace Competencies – Information – Acquires & Evaluates

Assess the student on their knowledge of in-vivo and non-imaging procedures.

Foundation Skills – Thinking – Reasoning

Foundation Skills – Personal Qualities - Social

Workplace Competencies – Interpersonal Qualities – Serves Clients/Customers

Assess students on their ability to perform quality control procedures on several types of equipment.

Assess the student on their knowledge concerning nuclear cardiology procedures.

Assess the student on their ability to perform routine imaging studies independently.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/nuclear-medicine-technology/>

Course Student Learning Outcomes (CSLOs)

Prepare students for the clinical aspect of being a Nuclear medicine technologist

1. Document nuclear medicine study related paperwork per Trajecsys.
2. Assess the student on their knowledge of in-vivo and non-imaging procedures.
3. Assess students on their ability to perform quality control procedures on several types of equipment.
4. Assess the student on their knowledge concerning nuclear cardiology procedures.
5. Assess the student on their ability to perform routine imaging studies independently.

Learning Objectives

Upon completion of NMTT 2367, the student will be able to:

Document Nuclear medicine study related paperwork.

Assess students on their ability to perform quality control procedures on several types of equipment.

1. Perform field uniformity, camera resolution, and COR on cameras used at their clinic sites with at least 80 to 90% or more efficiency.
2. Perform constancy checks on dose calibrators, with at least 80 to 90% or more efficiency.
3. Perform standard deviation or chi-square test on a counting device.
4. Perform SPECT phantom testing with at least 80 to 90% or more efficiency.
5. Construct and evaluate a freshman student on performing an instrumentation quality control procedure.

Assess the student on their ability to perform the administration of radiopharmaceuticals through various techniques.

1. Accurately administer radiopharmaceuticals by the correct route of administration

Assess the student on their ability to perform routine imaging studies independently.

1. Perform independently routine and non-routine diagnostic procedures available at the assigned clinical site.
2. Demonstrate legal and ethical behavior and safety practices.
3. Document studies completed and radiopharmaceutical usage as required by state regulatory requirements and program guidelines.
4. 2. Correctly order radiopharmaceuticals for future studies in compliance with

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook when required.
- Attending your clinical rotation in person
- Completing assignments/notes
- Participating in clinical activities
- Completing the student project

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material and reviewing the clinical notes taken during your clinic days.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Place you in an effective learning environment in a hospital setting.
- Provide a description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal and tardiness.
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before/after class as required or when on campus.

As a student, it is your responsibility to:

- Attend your clinical rotation in person
- Participate actively in clinical studies, review course materials, interact with clinical technologist, and responding promptly in your communication with me
- Read and comprehend the Review books and notes
- Complete the required notes, student project and registry exam
- Ask for help when there is a question or problem
- Know where to find copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with **academic honesty** policies in the HCCS Student Handbook and in the NMTT 1267 Syllabus

This is a web-enhanced course and therefore the students are expected to look for course materials and updates on CANVAS. Student should check on-line for up-dates in course material and instructors will contact students of any changes to material posted in Canvas.

Assignments, Exams, and Activities

Written Assignment

Written assignments will include completing all the paperwork requirements on the Trajecsys Site. It will also include completing the reading session forms. Reading session forms will be turned in to Ms. Vikki or Ms. Pam on Tuesday at 12:00 pm only, not during any other part of the week. Only 2 reading session forms will be accepted each Tuesday until all have been completed and turned in. Last day to turn in a reading session form will be May 5th, 2020. **No late homework or assignments will be accepted.**

Exams

Your Clinical Rotation will have a mid-term and final evaluation, along with a final Mock Registry Exam. You will have weekly quizzes over the information that you review. Your quizzes will be multiple choice, matching, fill-in-the-blank, true false and calculations. Examination questions will be taken from the reading assignments, as well as from the material presented in all of your classes. Students must be in class (and take the quiz) in order to receive a grade for the submitted notes. If the student is absent at the time of the quiz, they will receive a zero for the day. There will be **NO** make-up quizzes given. If a student is absent from the Mock Registry Exam, the instructor will set a new date for your exam if presented with the proper documentation for the excused absence.

In-Clinic Activities

REVIEW NULCEAR MEDICINE STUDY RELATED PAPERWORK

1. Complete the Trajecsys daily requirements of clocking in and out and completing your daily log sheets.
2. You will need to let your clinical supervisor or technologist know when you are ready to get competency form completed. Each competency must have a grade of 80% or higher to be counted towards the competency requirements.

Laboratory Exercise

Given a patient's chart, the student should be able to:

1. Locate the physician's orders for the procedure.
2. Describe medications being administered to the patient which may interfere with the procedure.
3. Identify the chief complaint of the patient.

PERFORMANCE OF RADIATION SAFETY PRACTICES

1. Perform ambient dose survey of at least two areas in the department.
2. Perform weekly wipe test in the department
3. Identify the radiation safety officer for the department.
4. Perform receipt of radioactive material for the department
5. Identify the sealed sources in the department requiring Leak Testing.

Supervised performance of Routine Imaging Studies

2. The student will be able to perform the following routine diagnostic procedures to provide data for the detection or evaluation of various pathologic conditions using knowledge of patient preparation and procedures with at least 80 - 90% proficiency, using checklist evaluation in Trajecsys found on the internship page.
 - a. Tagged Leukocytes study
 - b. Skeletal (static, whole body, three phase)
 - c. Gated cardiac blood pool study

- d. Myocardial perfusion study
- e. Endocrine studies (Thyroid, Uptake/scans, Parathyroid, Adrenal)
- f. Hepatobiliary study
- g. GI bleed study
- h. Liver/Spleen study
- i. Real study (dynamic perfusion, sequential imaging, functional computer processing)
- j. Respiratory (perfusion and ventilation)
- k. Gallium study
- l. Thyroid therapy
- m. Other imaging procedures considered to be routine at the assigned affiliate.

SUPERVISED PERFORMANCE OF IN-VIVO NON-IMAGING STUDIES

The student should be able to:

1. Perform thyroid uptake and calculate data
2. Perform other simple functional studies considered to be routine at your individual affiliated institution

Students should complete procedure check-offs on a minimum of 11 studies with at least five being imaging studies. Students should complete check-offs on the following quality assurance test: Ambient Survey, Wipe Test, Camera Resolution, Camera Uniformity, Dose Calibrator Constancy and Receipt of Radioactive material, with at least 80% proficiency.

Final Exam

All students will be required to take a comprehensive departmental Mock Registry Exam consisting of approximately 200 multiple choice questions. There will also be calculations. The Mock Registry Exam examinations must be taken on the day and time designated by the instructor, unless there is a personal illness, accident or death in the immediate family (parent, child, brother, sister, spouse or grandparent). In the event any of these occur, the student must call and speak personally with the instructor or department head, on the day of the examination. The student must provide documented evidence of the reason for missing the examination: doctor's statement in the case of personal illness, an accident report in the case of an accident or obituary or funeral program in the case of a death in the immediate family. This documentation must be provided prior to taking a make-up final examination. The make-up final exam must be taken within 7 working days from the original test date or at the discretion of the instructor. In the case of a severe injury or long term illness, the student will be given an "I", incomplete, until the final examination is taken. An "I" will automatically turn into an "F" if the student does not take the examination by the end of the following term (excluding summer).

Grading Formula

NMTT Program Grading Scale for Health Science programs.

Grading scale	
90 – 100	A
80 – 89	B
75 – 79	C
60 – 74	D
Below 60	F

Remember: You need a "C" or better to continue to the next semester.

Method for determining this course grade:

Mock Registry.....70%

Clinical Evaluation by the Clinical Instructor.....20%

Evaluations must include proficiency checklist on all studies, as well as camera and instrument quality assurance found on Trajecsys/Canvas.

The student must successfully complete the minimum number of procedures for their assigned facility, as verified by proficiency check-off forms on Trajecsys/Canvas.

Minimum is defined as 75% of the procedures on the facilities list and those performed independently, supervised or assisted as stated on Trajecsys/Canvas.

The majority of the proficiency competencies/check-off must be for studies, not just quality assurance and injections.

If the student does not complete 75% of his minimum number of studies with at least an 80% grade, he or she will be given an "F" for the course. If a student only completes 75-80% of the proficiencies, the student will receive a deduction of 10 points off the final grade for the course. Above 80%, the grade will be averaged.

Quizzes/Notes/A & P Power-points.....10%

Reading Sessions	Pass/Fail
Daily Logs/Tally Forms	Pass/Fail
Quizzes/Notes/AP	10%

Information on your Accounting Form/Daily Log must be entered daily. If the Accounting Forms/Daily Logs/Tally Forms are entered daily and/or not turned in on the due date there will be a 1 point deduction for that week from the Midterm or Final Clinic Evaluations grade depending on the time of the semester. If the correct numbers of Reading Sessions are not completed by the end of the semester a 1point deduction for each missing form will be deducted from the Final Clinic Evaluation grade.

Attendance

All of the time missed will count off in grading. The point deduction for absences will be as follows:

Clinic days - Monday, Wednesday and Friday

Point deductions will be counted off by increments of ½ day or 4hr periods.

Lecture days – Tuesdays and Thursday

Point deductions will be counted off by increments of 2 hours periods (time length of class)

Every ½ day clinic occurrence will receive a **0.5% deduction**.

Every 2hour lecture occurrence will receive a **0.5% deduction**.

Attendance will be deducted from the final grade point average.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Class Schedule – Spring 2020

Dates	Topic / Assignments Due
Week 1 1/21 & 23	Syllabus Resume Writing Pretest
Week 2 1/28 & 30	Pre-Test Results/Thyroid Patient Care and Management
Week 3 2/4 & 6	Radiation Pharmacy Liver & Upper GI
Week 4 2/11 & 13	Instrumentation HIDA, Hemangioma, GI Bleed, Hepatic Pump
Week 5 2/18 & 20	Radiation Protection 1 Genitourinary System
Week 6 2/25 & 27	Meckels, Leveen Shunt Monoclonal Antibodies
Week 7 3/3 & 5	Radiation Protection 2 Nuclear Cardiology Part 1
Week 8 3/10 & 12	Nuclear Cardiology Part 2
Spring Break	March 16 -22
Week 9 3/24 & 26	Radiopharmacy 2 Tumor & Infection
Week 10 3/31 & 4/2	Lymphoscintigraphy Central Nervous System
Week 11 4/7 & 9	Radiation Protection 3 Adrenal & Parathyroid Glands
Week 12 4/14 & 16	Respiratory System & Skeletal Instrumentation II
Week 13 4/21 & 23	Calculation Review Therapy
Week 14 4/28 & 30	SPECT & PET Instrumentation Non-Imaging Studies
Week 15 5/5 & 7	Therapy, Zevalin & Microspheres PET/CT Instrumentation
Week 16 5/11 & 13	Mock Registry 9 -1:30pm Clinic Final Day

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

No Late homework or assignments will be accepted. Students absent at the time of a quiz or day of a major scheduled exam will NOT be given a make-up examination. Any student absent on the day of a mid-term exam will have the percentage (%) value of that exam added to the percentage value of the final exam.

Instructor's Requirements

Records maintained by the Student in each practicum.

It is your responsibility to maintain records of your progress in the practicum by completing the following forms in Trajecsyst.

- **Daily Log Sheets** - are to be filled out by the student in Trajecsyst and the clinical instructor/technologist will validate it daily in Trajecsyst. The daily log sheets are used to account for every procedure performed by a student during his/her rotation in a hospital. These forms must be completed on Trajecsyst daily, at the end of your shift, before you leave for the day. If forms are not completed daily or they are altered, one point will be deducted (from the mid-term or final evaluation) for **each** daily log sheet not inputted into Trajecsyst, depending on the time (mid-term or final) of each semester. Students in Dallas will continue to fill out the Accounting Form and submit weekly to Ms. Pam.
- **Clinic Internship Records** – When the student inputs information into the Daily log sheets an accumulating total automatically uploads into the clinic internship records area. These records will accumulate throughout the 5 semesters of the Nuclear Medicine Technology programs and is necessary for the ARRT and NMTCB certifications. Please review this page to see a breakdown of the competencies you can get. Students in Dallas will continue to input information into the Tally form and upload it weekly into Canvas.
- **Reading Session / Physician Participation Forms** – This form is to be signed and dated by the reading physician. There must be at least three cases per form to be considered complete, with no more than 2 normal studies, per sheet. They must be turned in on Tuesday at 12:00 pm in class. No more than two per week may be turned in. They cannot all be completed at the same time/day in the clinic. Students must turn in a total of 13 reading sessions.
- **Time** – It is the Students responsibility to clock in and out or sign in and out(Dallas Students -Timesheet) each day at the hospital/clinic, in the department, on the Trajecsyst site. If a student is sent home because of no patients or other administrative reason, the student should sign out for the correct time. If a student leaves the clinic early, it is their responsibility to call Ms. Pam, Ms. Vikki or Mr. Smith as to why you are leaving clinic early. Failure to clock in or out will result in one point being deducted (from the mid-term or final evaluation) for each missed clock in/out occurrence depending on the time of each semester

- **Competencies** - Students will be given a copy of the studies done routinely and periodically at their assigned clinical facility. The student will be evaluated on performing the routine studies listed for their clinical facility. The student should also refer to procedures on the totals sheet in their student handbook. Students will need to acquire at least eleven competencies and at least five must be imaging studies. The Trajecsys site will show you how many need to be completed before a competency can be done. If a student fails to meet at least 75% of this criterion, they will receive an "F" for the course. If the student completes 75-85%, they will receive a 10 point deduction on the final grade. All procedure evaluations will be completed by the clinical site employee(s) using Trajecsys, which contains the competency evaluation forms for each procedure. Dallas students will continue to use the Clinic evaluations forms and submit to Ms. Pam.

Radiation Dosimetry Badges:

Each student is expected to return their radiation dosimetry badges at the beginning of each month. If a student loses a badge, the following penalties will be imposed:

- First loss = 5 points off the final exam and must complete paperwork with program RSO.
- Second loss = 10 points off final grade, must complete paperwork and must donate 4 hours of clerical work to the program office.

Cell Phones:

Cell phones must not ring in the clinical site. A cell phone may be in possession of the student; but the **student cannot answer the phone or text in the department.** The student may obtain permission to leave the department, if the call is an emergency, to answer the call in an area where phones are permitted. Violation of these policies may result in removal from a clinical site and possibly dismissal from the program. Cell phones will be needed to log into Trajecsys. The Locator button must be turned on, on your phone so we can locate where you clock in and out. If the locator selection is not turned on, on your phone, points will be deducted.

Phone Locator:

The phone locator must be activated on your phone for clocking in and out. If the transaction of clocking in/out, on the Trajecsys site, shows that the location was not turned on or the clocking in/out was not completed at the hospital, points will be deducted. One point will be deducted for each occurrence from the clinical evaluation for mid-term/final, depending on the time of the semester.

NOTE: The student is required to wear a lab coat and radiation badge at all times when in the department, unless they are told by the clinical supervisor to refrain from wearing the lab coat.

Behavior:

Any unprofessional behavior will not be tolerated in the clinic setting and may lead to being removed from the clinical site. Unprofessional behavior includes, but is not limited to: sleeping in clinic, cell phone usage, insufficient personnel hygiene, inappropriate language, falsification of documentation, excessive tardiness or leaving early. If you arrive a half hour late or leave a half hour early it will be counted as an absence unless authorized by the hospital/clinic. If there are no patients to complete and the hospital/clinic states you can leave, we must hear from the hospital/clinic technologist that they state you can leave.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a tests/assignments/ falsification of documentation, plagiarism and collusion.

“Cheating” on a test and assignments includes:

- Copying from another student’s test/assignment paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of a un-administer test;
- Bribing another person to obtain a test that is to be administered.

“Falsification of Clinical Documentation” involves the altering, changing, modifying, passing, creating and/or signing a document used to document any form of clinical experience.

“Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

“Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, 10 point deduction off the overall final grade, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for Disciplinary disposition.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Research has shown that the single most important factor in student success is attendance! Therefore, attendance and punctuality are mandatory. HCCS policy states that students absent from this course for more than 12.5% or 20 hours missed from the clinical setting, may be administratively withdrawn from the course without notification before the official drop date (please check the school calendar for official drop date). However, if excessive

absences occur after the drop date you will receive an "F" as the final grade. If a student misses less than 12.5% of the required hours, points will be deducted from the grade.

Students are expected to call the clinical site and the program office if they will be absent. Please call Ms. Pam, Ms. Vikki or Mr. Smith on the office numbers. **If a student is absent from clinic and does not call the clinical supervisor and one of the instructors, (email is not allowed), 5 points will be deducted from the final grade for each occurrence. *******

Student Conduct

This is the nuclear medicine technology program and you will be with each other for 2 years. This is now your nuclear medicine family. Please respect each other's differences. Do not post on social media anything about your fellow student without their consent. Find study partners that work well with you and plan on studying together as much as possible.

Instructor's Course-Specific Information (As Needed)

Your instructors will work hard to help you succeed. We will get your grades posted as soon as they are graded for the whole class. There will be no open lab available this semester, but both your instructors will be available during office hours. However, if you need us at other times, call, email or come by the office. We are usually available.

Electronic Devices

CELL PHONE USAGE: will only be allowed in the clinical setting for use with the Trajecsys site. Cell phones must be turned off during quizzes and/or exams. Cell phones must be stored in the student's backpack / book bag during an examination. If a cell phone rings during the quiz or exam, **10 points will be deducted from that exam.** If the student answers the phone during the exam, **20 points will be deducted from that exam.** If the student is expecting an emergency call, they must inform the instructor and leave the phone with the instructor. The instructor will answer the phone and pass on the message. If a cell phone is found to be on during the final exam, the student will receive a grade of 50 for the final mock registry.

LAPTOPS, PADS AND TABLETS

Do not bring your laptop, pad and/or tablets to your clinic, unless it is to be used for inputting data into the Trajecsys site. You are allowed to bring these items to class.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)

- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys may or may not be offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term

conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
 Director EEO/Compliance
 Office of Institutional Equity & Diversity
 3100 Main
 (713) 718-8271
 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Program Director: Vikki Davis Littleton, vikki.davislittleton@hccs.edu, 713-718-7398