

**Master Syllabus  
 OTHA 1253 (86631) Occupational Performance for Elders  
 Spring 2025  
 M/W 1pm-3:55 pm  
 EVC 9313**

**Instructor:** Carol Regli, OTR, OTD  
**Contact:** (512) 223-5725; carol.regli@austincc.edu  
**Office Hours:** MW 12-1 p.m. Other times as requested by email.  
**Office Location:** 9311

**Instructor:** Amy Anderson, COTA  
**Contact:** (512) 223 5934; amy.anderson@austincc.edu  
**Office Hours:** MW 8am-9am. Other times as requested by email.  
**Office Location:** 9322

**COURSE DESCRIPTION:** Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies. (WECM, Sep 1, 2022).

- **Credit Hours: 2**
- **Classroom Contact Hours per week: 2**
- **Laboratory Contact Hours per week: 2**

This course may include a service learning project to provide students an opportunity to serve their community while learning about occupational therapy intervention with the elderly population. Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

**COURSE RATIONALE:** This course provides an understanding of the effects of aging on client factors and performance skills necessary to assess normal lifespan development for thorough activity analysis of and provision of services to enhance occupational performance of the elderly population.

**PREREQUISITES:** Successful completion of OTHA 1305, 1309, 2301, 1315, 1319, 1341, 1162, 2204, 2302, 1163, 1349, 2209, and 1161. Good standing in the OTA program.

**END OF COURSE OUTCOMES:** Identify components of health and wellness and function; develop adaptations for age appropriate occupations; identify the client factors that affect occupational performance; demonstrate skills in the evaluation process; and select intervention strategies to facilitate occupational performance (WECM, Sep 1, 2022).

**COURSE STUDENT LEARNING OUTCOMES:**

1. Student will analyze components of health and wellness and explain the role of OT in promotion of health and the prevention of disease and disability for the aging population (B.1.3, B.3.4.).
2. Student will create and apply occupation-based activities to provide a client-centered approach to interventions with the aging population (B.3.2.)

3. Student will develop adaptations for age appropriate occupations with respect to client factors and context (B.4.18.).
4. Student will identify client factors that affect occupational performance and develop a comprehensive treatment plan to enhance safety, health and wellness, and performance in ADLs, IADLs, and social participation (B.4.9).
5. Student will demonstrate skills in gathering and sharing data for the evaluation process (B.4.4.).
6. Student will select the appropriate intervention strategies to facilitate occupational performance with the aging population based on evidence-based practice and clinical reasoning (B.4.2.).
7. Student will demonstrate effective documentation skills using proper OTPF terminology within specified time limits (B.4.6).
8. Student will demonstrate SAFE behaviors for the patient, activity, environment and self during community and role play scenario treatment interventions (B.3.7.).

**SCANS COMPETENCIES:** The following SCANS competencies will be addressed in this course. Students will have multiple opportunities to: identify, organize, plan and allocate resources (Resources); acquire and use information (Information); work with others (Interpersonal); understand complex interrelationships (Systems); selects, applies, and integrates technology and equipment (Technology); read, write, perform mathematical operations, listen and speak to groups (Basic Skills); think creatively, make decisions, solve problems, visualize, use varied learning techniques, analyze underlying principles of relationships and ethics (Thinking Skills); display responsibility, self-esteem, sociability, self-management, integrity and honesty (Personal Qualities).

## **REQUIRED TEXTS/MATERIALS/SOFTWARE**

Lohman, H., Byers-Connon, S., Padilla, R. (2019) *Occupational Therapy with Elders: Strategies for the COTA*, 5th Ed.

AOTA. (2014). *Occupational Therapy Practice Framework: Domain and Process (3rd Edition)*

Morreale, M.J. & Borcharding, S. (2013) . The OTA's Guide to Documentation: Writing SOAP Notes. (3<sup>rd</sup> Ed)

**Recommended:** Morreale, M.J. (2015). *Developing Clinical Competence: A Workbook for the OTA*.

**INSTRUCTIONAL METHODOLOGY:** Classroom methods include lecture/lab format requiring active learning on the part of the student. Guest lectures and a service learning activity will enhance classroom learning. Audio-visual materials and internet resources will be utilized to enhance classroom instruction.

Students are expected to complete reading assignments and review PowerPoints prior to each class to be prepared for discussion and class activities that enhance learning through application of knowledge. Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration. Didactic learning through lecture activities will and lab opportunities to practice skills will occur face to face in the classroom.

**STUDENT TECHNOLOGY SUPPORT:** Austin Community College provides free, secure drive-up Wi-Fi to students and employees in the parking lots of all campus locations. Wi-Fi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/sts>.

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>.

## GRADING SYSTEM

Grading Components	Total Weight%	Total Lecture%	Total Lab%
<b>Written Exams</b> ( <a href="#">4@7.5%</a> each)	30%	100%	0%
Assignments	20%	0%	0%
<b>Lab</b>			
Module Treatment Plans, Role Plays and SOAPs ( <a href="#">2@7.5%</a> each)	15% proportionally	0%	33% proportionally
Final Lab Treatment Plan	15%	0%	33%
Final Lab Practicum and SOAP	15% proportionally	0%	33% proportionally
<b>Professional Development*</b>	5%	0%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

\* This grade is based on the Professional Development Assessment utilized by the department. It is highly recommended that students seek feedback from the instructors. Professional behavior is assessed throughout the semester and modifications made could change the student's final Professional Development grade significantly.

In order to successfully pass this course, a student must have a 73% (or above) average on total lecture percentage as well as lab exams (Case Study Treatment Plans and Role Plays (2) and Final Lab Treatment Plan and Practicum) at the time of completion. If the student meets the 73% (or above) exam criteria, the assignment scores and professional development score will then be added to the total weighted column to determine the final course grade, per the course syllabus. If either the lecture or lab exam average is below 73%, the student will be awarded that lower score for the course. A student receiving a D or F will not pass the course and must withdraw from the program. If both scores are below 73%, the lowest score will be recorded.

**SAFETy Requirement:** Students must pass each lab role play and practicum with a 73% or better as well as complete the SAFETy portion of each checkoff with 100%. A student who does not complete 100% of the SAFETy portion of the checkoff will receive mandatory tutoring from an instructor and will be allowed one reattempt. The original grade will remain in the gradebook and the SAFETy portion of the reattempt will be graded on a complete/incomplete basis. The reattempt may be attended by at least 2 faculty members and be videotaped for security. If the student is unable to pass the reattempt, he/she will be unable to complete further checkoffs and will be withdrawn from the class and the program. It will be the responsibility of the student to schedule tutoring and reattempts with

instructors. Failure to meet the time guidelines above will also result in withdrawal from the class and the program.

A final course grade will not be assigned until **ALL** course work has been completed. Student will be assigned an **INCOMPLETE** until all work is submitted within the timeframe outlined by the instructor of record. If all assignments are not completed within the allotted time-frame and in accordance with ACC policy, the incomplete will convert to an F and student will have to withdraw from the program.

**Late Assignments:** A grade of 0 (zero) will be given for late assignments in this course. Extenuating circumstances should be discussed with the course instructor prior to the assignment due date. Students will not be reminded of assignments due during the course of the class. It is the responsibility of the student to submit assignments at the times designated on the course schedule. Late assignments will not be graded and will be assigned a score of 0 for this course.

**Preparation and Study Time:** The course schedule indicates reading assignments for each lecture period. You are expected to read the assigned material **before** coming to that day's class. Expect to spend about two hours studying and reading outside of class for every hour in class. Since you are in class ~6 hours per week (lecture and lab) then you should expect to spend **at least** 12 to 15 hours per week studying and preparing for class.

At minimum, students will be provided with feedback on a regular basis at midterm of the semester. In addition, Blackboard grading center is utilized to track progress and academic standing throughout the semester. All graded assignments, exams, practicums and any other assignments noted in the course syllabus are regularly inputted for students review and tracking of performance throughout the semester.

It is highly **recommended** that a student earning less than 80% on any exam seek individual tutoring from the course instructor and attend open lab sessions for review of content. A student earning a 75% or below on any exam will be **required** to meet with the instructor within one week of taking the exam to develop an individualized plan of action as indicated.

**COURSE POLICIES:** All policies as noted in the OTA Student Handbook must be followed. See Student Handbook for extensive listing of all policies.

#### **Attendance:**

The OTA Student Handbook Policy will be followed: Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor. Attendance is **ESSENTIAL** for the attainment of course objectives in both classroom and clinical instruction. For this 8-week course, two absences are allotted. If a student misses more than the allotted absences for any one particular class (or is excessively tardy), he/she will attend a Student/Faculty Conference, have points reduced in the Professional Development grade, and begin the conference/probationary process. Unusual circumstances may be discussed with instructor.

Make-up work is required for absences in order to ensure that students acquire information and skills presented during their absence. It is the student's responsibility to obtain missed information from his/her classmates and/or instructor following an absence. Students must notify the lead OTA

Instructor in advance via email whenever tardiness or absence is unavoidable, prior to the start of class or clinical.

A student who is absent on two or more exam dates will receive an automatic 10-point deduction from the exam score on the second occurrence and any occurrence thereafter (i.e., the highest grade the student may earn is a 90%). No exceptions.

### **Tardiness:**

Any student who will be late or absent must notify the instructor via email before the start of class. Failure to do so will result in point deductions from the student's Professional Development grade.

### **Testing:**

All lecture exams will have a timed limit and will be determined by the instructor. This is to prepare the student for the time element in taking the national certification exam and for completing treatment sessions within the allotted time frame according to facility standards. All exams will be taken using student personal computer devices, using Exemplify electronic testing. Lab treatment plans will be written in Blackboard. Procedure includes arriving to the classroom and having the exam downloaded at a minimum of 5 minutes before the start of class, placing all personal items at the front of the classroom, turning off all cell phones and removing smart watches. Students will remain in their seats until their classmates have all completed the timed exam.

Make-up exams must be made up on or before the next scheduled class. It is the student's responsibility to make all arrangements with the instructor. If a student has prior knowledge of absence on exam day, the exam may be taken prior to the scheduled exam date. *It is the student's responsibility to make all arrangements with the instructor of record.*

**Academic Integrity:** Academic integrity is an essential component of student conduct and professional behavior in Health Sciences programs. Since scholastic dishonesty/ academic misconduct harms the individual, fellow students, and the integrity of the program, policies on scholastic dishonesty/ academic misconduct will be strictly enforced. ACC Health Sciences programs follow the College's due process on academic integrity as set forth in the Students' Rights and Responsibilities found [here](#). For a student found to have engaged scholastic dishonesty/ academic misconduct may result in probation or dismissal from the program. If the dismissal is for scholastic dishonesty/academic misconduct, the student may be ineligible for readmission into the program. Academic work submitted by students shall be the result of their thought, research, or self-expression. For purposes of these regulations, academic work is defined as, but not limited to, exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording, or organization from another source, they must appropriately reference that information.

The use of Chat GPT and other AI to complete assignments in this course must be cited as a personal communication in APA format.

- Example of In-text citation:  
(Fill in AI Provider name, personal communication, Feb 11, 2023)
- Example of Reference list:

Fill in AI Provider name. (2023, January 18). "Fill in the actual question posed to AI Platform"  
[Response to user question]. Retrieved from [URL of the platform where the conversation took place].

**Plagiarism:** Defined as taking another person's intellectual work and using it as one's own. For example, this includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.

**Dress Code:** Students will adhere to the dress code as stated in the Student Handbook. ACC OTA fieldwork attire (OTA Program polo shirts, khaki pants, closed toe shoes, and name tags) will be required for all outings, field trips, lab exams, guest lectures, and community presentations.

**Withdrawal:** The withdrawal policy as followed by Health Sciences Division and outlined in the Student Handbook(s) will be followed. It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is March 10, 2025.** The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

**Incomplete:** The policy as followed by Health Sciences Division and outlined in the Student Handbook(s) will be followed. An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

### COURSE SCHEDULE:

#### OTHA 1253 OCCUPATIONAL PERFORMANCE FOR ELDERS

Spring 2025 Course Schedule\*

\*Course schedule may be subject to change per notification of instructor

Date	Lecture 1:00 pm – 2:15 pm	Lab 2:30-3:55 p.m.	Reading	Due
<b>Week 1</b>				
W 1/22	Introductions Orientation/Review course documents  Overview of Labs	<b>Module 1: Concepts of Aging</b> Aging trends Theories of Aging	Ch 1  Ch 2	
<b>Week 2</b>				
M 1/27	Aging Process  Psychological Aspects of Aging  Aging Well and Health Promotion	<b>Introduce ADL Case Study and Treatment Plan assignment</b>  ADL Assessments; Barthel and Katz	Ch 3  Ch 4  Ch 5	
W 1/29	<b>Module 1A Exam</b> 1-1:30 p.m.  1:30-2:15 Public Policy  Practice Settings  Ethics	<b>Introduce Occupational Profile Assignment</b>  Clinical reasoning and Treatment Planning/Discharge Planning	Ch 6  Ch 8  Ch 10	<b>ADL assignment DUE Friday 1/31/25 @ 11:59 p.m.</b>

Week 3				
M 2/3	Cultural Diversity  Families and Caregivers  Sexuality	<b>Introduce EBP Assignment: Falls</b>  Families and Caregivers	Ch 9  Ch 11  Ch 12	
W 2/5	<b>Module 1B Exam</b> 1:00-1:30 p.m.  1:30-2:15 Fall prevention/fear of falling	<b>Module 2: Geriatric Considerations</b>  <b>Standardized Fall Assessments</b> <ul style="list-style-type: none"> <li>• Timed Up and Go</li> <li>• Tinetti Balance Assessment</li> <li>• Functional Reach Assessment</li> </ul>	Ch 14 pg 197-205 Fall Prevention	<b>EBP: Falls AND Fall Screens Due Friday: 2/7/25 @ 11:59 p.m.</b>
Week 4				
M 2/10	<b>Case Study 1</b> Treatment Planning	Toileting lab		
W 2/12	1-1:35 p.m.  Medications  Restraints  Incontinence	<b>1:45-4:00</b>  <b>Case Study 1</b> Role Play and SOAP note	Ch 13  Ch 14- Part 1-3  Ch17	<b>SOAP Note due 11:59 p.m.</b>  <b>Occupational Profile DUE Sunday 2/16/25 @ 11:59 p.m.</b>
Week 5				
M 2/17	Sensory Loss: Hearing Loss and Low Vision	<b>Introduce EBP Assignment: Dementia</b>  Interventions and Environmental Modifications for sensory changes  Possible dementia simulation Case Study 1Tx Plan and Role Play Feedback	Ch15  Ch16	
W 2/19	<b>Module 2 Exam</b> 1:00-1:30  Dementia	<b>Module 3: Geriatric Conditions</b>  Dementia	Ch20	<b>EBP: Dementia DUE Friday 2/21/25 @ 11:59 p.m.</b>



Week 6				
M 2/24	Eating, Feeding, Dysphagia  Cardiovascular Conditions  Pulmonary Conditions	Cotreat with TX State ST program	Ch18  Ch 23  Ch 24	Cotreat Reflection Summary due 11:59 p.m.
W 2/26 Note change of time	12:30-1:30  Case Study 2 Treatment Planning	1:45-4:00 p.m.  Case Study 2 –Role Play		SOAP Note due 11:59 p.m.
Week 7				
M 3/3	Oncology  Palliative Care/Hospice  Michelle McCarty, COTA	<b>Sign up for Lab Final</b> <b>Introduce Dementia Reflection Assignment</b>  Intervention Planning for service learning opportunity  Fieldtrip Permission Slips  Case Study 2 Tx Plan and Role Play Feedback	Ch 25	
W 3/5	Service learning opportunity	Pending affiliation agreement		
Week 8				
M 3/10	Module 3 Exam 1:00-1:30 p.m.  Debrief Service Learning 1:30-2:00	Lab Final Treatment Planning 2:00-4:00		Dementia Reflection paper DUE
W 3/12	L a b F i  12:30-4:30	n a l R o l e P l a y		Final SOAP due 11:59 p.m.

NOTE: Students are expected to read chapters and view Power Points prior to class in order to be prepared for class discussions and learning activities.

## COLLEGE POLICIES

### Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit [www.vaccines.gov/](http://www.vaccines.gov/) to find a vaccine location near you.
- Campuses are open to faculty, staff, and students: The college and its departments and offices may invite internal *and* external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college's [Appian Health Screening App](#) remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you, click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19. The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's Covid website at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and guidance.

### Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

### Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of

the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. [www.austincc.edu/srr](http://www.austincc.edu/srr)

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct>

### **Senate Bill 212 and Title IX Reporting Requirements**

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/counseling> .

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; [compliance@austincc.edu](mailto:compliance@austincc.edu) .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

### **Student Complaints**

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

### **Statement on Privacy**

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

### **Recording Policy**

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

### **Safety Statement**

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

### **Campus Carry**

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Due to the nature of the hands-on requirements for the course lab, it is unsafe to have a handgun on your person during the lab. Please leave it in your bag.

## **Discrimination Prohibited**

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:

[https://drive.google.com/file/d/1xfmZHOPD\\_H1wgGKq1N7Irv6gvXxOXzbZ/view](https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6gvXxOXzbZ/view)

## **Use of ACC email**

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at:

<http://www.austincc.edu/help/accmail/questions-and-answers>

## **Use of the Testing Center**

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

## **STUDENT SUPPORT SERVICES**

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

### **Student Support**

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at: <https://www.austincc.edu/coronavirus/remote-student-support>

### **Student Accessibility Services**

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled "Faculty Notification Letter" (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact [SAS@austincc.edu](mailto:SAS@austincc.edu) for more information.

### **Academic Support**

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here:](https://de.austincc.edu/bbsupport/online-tutoring-request/)  
<https://de.austincc.edu/bbsupport/online-tutoring-request/>

[Additional tutoring information can be found here:](https://austincc.edu/onlinetutoring)  
[austincc.edu/onlinetutoring](https://austincc.edu/onlinetutoring)

### **Library Services**

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty

Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: [library@austincc.edu](mailto:library@austincc.edu)

## Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

## Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.
- A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: <https://www.austincc.edu/coronavirus/cares-act-student-aid>.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling> .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**

- Crisis Text Line: **Text “home” to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**