

OTHA 1309-001/50388/-002-58039
Human Structure and Function in Occupational Therapy
Master Course Syllabus
Fall 2024
T/Th 8:00 a.m. – 8:55 a.m.
Section 1 Lab 9:00-10:45 a.m.
Section 2 Lab 11 a.m.-12:45 p.m.
EVC 9309

Instructors:

Renee Kilbride, OT

renee.kilbride@austincc.edu

Office Hours: M/W 12-1pm & additional hours available by appointment.

Office Location: EVC 9310

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Deanna Nesmith,

Office Hours:

Office Location:

Email:

Course Description:

Course Description

Credit Hours: 3

Classroom contact hours per week: 2

Laboratory Contact Hours per week: 3

(Based on WECM 2022) Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structures, muscles and nerves, and biomechanical assessment procedures will be studied.

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:

A fundamental understanding of the human structure and function is necessary to assess normal motion and its underlying client factors for thorough activity analysis of desired occupations.

Course Prerequisites: Good standing in the OTA program.

End-of-Course Outcomes:

(Based on WECM 2022) Identify human skeletal structure by bones, boney landmarks, and muscles; analyze human motion by muscle function, innervations, and kinetics related to functional outcomes; identify normal and abnormal movement as related to occupational performance; and evaluate joint range of motion and muscle strength.

Course Student Learning Outcomes:

1. Student will identify human skeletal structure by bones and boney landmarks.
2. Student will identify human muscles.
3. Student will identify muscle innervations.
4. Student will identify the muscle functions and kinetics required for motions to complete an

occupation.

5. Student will identify functional movement and functional outcomes.
6. Student will identify normal and abnormal movement.
7. Student will evaluate joint range of motion and muscle strength.
8. Student will utilize appropriate OT terminology when evaluating joint range of motion and muscle strength.
9. Student will recognize normative data and document measurements of range of motion and muscle strength.
10. Student will identify domain and process as well as neuromusculoskeletal terminology from the Occupational Therapy Practice Framework for use in integrating kinesiology for OT practice.
11. Student will demonstrate professional behaviors in classroom and laboratory.

Related ACOTE Standards:

12. Student will demonstrate knowledge and understanding of the structure and function of the human body to include the biological and physical sciences, neurosciences, kinesiology, and biomechanics. (B.1.1.)
13. Student will contribute to the evaluation process of clients' occupational performance, including an occupational profile, by administering standardized and non-standardized screenings and assessment tools and collaborate in the development of occupation-based intervention plans and strategies. (B 4.4.)
14. Student will, under the direction of an occupational therapist, collect, organize, and report on data for evaluation of client outcomes (B.4.6.)

Discipline/Program Student Learning Outcomes:

1. Recognize and specify terminology for appropriate occupational therapy documentation.
2. Recognize and specify terminology for the therapeutic use of occupation and activity.
3. Define the purpose of evidence-based practice in occupational therapy service delivery.
4. Recognize and demonstrate expected professional behaviors.
5. Define the purpose and types of clinical reasoning tracks for appropriate occupational therapy service delivery.

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); select, apply, and integrate 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 Textbooks

Lippert, L.S. (2017). *Clinical Kinesiology and Anatomy* (7th ed.). FA Davis.

Norkin, C. & White, J. (2016). *Measurement of Joint Motion: A Guide to Goniometry* (5th ed.). FA Davis.

Avers, D. & Brown, M. (2025), *Daniels & Worthingham's Muscle Testing: Techniques of Manual Examination* (11th ed.). Elsevier.

AOTA (2021) *Occupational Therapy Practice Framework* (4th ed.). AOTA.

Instructional Methodology:

The material will be presented in lecture/demonstration format with performance of specific techniques in laboratory following the lecture. Audiovisual as well as electronic technology will be utilized whenever possible. Auditory, visual, kinesthetic methods will be utilized. This is an interactive course of study and will require student to actively engage in all learning activities in lecture and lab. Study sessions will be scheduled with instructor and students as needed. Internet access is required. [Instructions and support for Blackboard system and software requirements](#) are available here.

Student Technology Support:

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at [Student Technology Access](#).

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 [Student Technology Access](#).

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 [Student Technology Access](#)

Preparation and Study Time:

The course schedule indicates reading assignments for each lecture and lab period. You are expected to read the assigned material **before** coming to class. Expect to spend about two hours studying and reading outside of class for every hour in class. (Since you are in class ~5 hour per week (lecture and lab), expect to spend **at least** 10 to 15 hours per week studying and preparing for this class). ***The most common cause of stress and poor grades is not scheduling enough study time outside of class.*** The expectation is that you have already completed an anatomy course; a review of anatomy will be included, however not taught in this course. If you need extra practice with anatomy, please utilize provided web links, handouts, open lab times, tutoring times, and outside resources as needed.

Grading System

The OTA Handbook Policy will be followed:

Grade Reporting:

A	93%–100%	This percentage system for letter grade assignment will be utilized for all reporting. Specific grade compilation will be explained in each course syllabus at the beginning of each semester. Grades will not be rounded.
B	83%–92.99%	
C	73%–82.99%	
D	63%–72.99%	
F	Below 63%	

In order to pass the course, a student must have a 73% (or above) average on both lecture and lab at the time of completion. 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. 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 schedule a meeting with the instructor within one week of taking the exam to develop an individualized plan of action as indicated.

Upon meeting the 73% (or above) exam criteria, the grades from assignments, professional development, class participation, and projects will then be calculated to determine the final course grade, per the course syllabus.

Students must pass each lab checkoff and practicum with a 73% or better or it will need to be repeated. The original grade will remain in gradebook however competency must be established through repetition. The SAFE protocol will be introduced during the first semester and developed throughout the program. The instructor will provide the competency expectations and grading rubrics. If the checkoff, practicum, or SAFE portion needs to be repeated, the instructor will provide the conditions and further instructions for repetition. All check offs and practicums must be completed in the order of the course schedule.

If a student has a passing cumulative grade going into the final check-off/practicum and scores below 73% on the final, they must repeat the final check-off/practicum. The SAFE portion must be passed with 100%. A student will have 3-5 business days to complete a tutoring session and repeat the final check-off/practicum. The original grade remains and the re-take check-off/practicum is a pass/fail grade.

***If a check-off/practicum is not successfully completed or if it is not re-taken within the required timeline the student will not have met the course learning outcomes. This may result in actions leading to dismissal from the program.** A student may be eligible for re-entry into the program. See re-entry policy in the Student Handbook.

Any student receiving a “D” or “F” must withdraw from the OTA program, but may reapply for readmission the following year by following the outlined procedures in the student handbook.

Students should refer to the Health Sciences Division Policies and Procedures in this handbook for questions related to the assignment of grades, grade change policy, and grade appeals.

Grading System

Grading Component	%Total Score	% Exam Avg	%Lab Avg
Lecture Exams (4 @ 10% each)	40%	100%	0%
Assignments	10%	0%	0%
Lab:			
Module Checkoffs (6@5% each)	30%	0%	60%
Final Lab Case Study and SOAP	10%	0%	20% proportionately

Final Lab Practicum and SOAP	10%	0%	20% proportionately
Total	100%	100%	100%

Course Policies:

All policies as noted in the OTA Student Handbook must be followed. See 2024-2025 OTA Student Handbook for extensive listing of all policies.

Attendance, Exams, and Assignments

Regular and punctual class and laboratory attendance is expected of all students. **The environment is a critical part of the learning experience and punctuality is expected. Being late to class is disruptive to the learning/teaching environment. Plan to arrive 5-10 minutes before the start of class.** Students must notify the lead OTA Instructor in advance whenever tardiness or absence is unavoidable, prior to the start of 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 16-week courses, students are allotted three absences over the course of the semester. Two absences are allotted for 8 and 11-week courses. 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.

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.

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. Make-up work is required for absences in order to ensure that student acquires information and skills presented during their absence. It is the student's responsibility to obtain missed information following an absence. Students will not be reminded of assignments due during the course of each class. It is the responsibility of the student to submit assignments at the times designated on each course schedule. If you are absent on the day an assignment is due, you are expected to submit the assignment to the instructor electronically.

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. If a student is to be absent on an exam day, it is the student's responsibility to arrange with the instructor to make up the exam within three calendar days from the absence.

Plagiarism

Plagiarism is defined as taking another person's intellectual work and using it as one's own. 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. As well, copying work from one of your own assignments and pasting into another assignment is considered plagiarizing yourself. Use of Safe Assign will be utilized in this course. As we cannot see a

person's intent, any plagiarism found in any student's work will be assumed to be with the intent to pass the work off as one's own. Plagiarism found in any work will result in a 0 on the entirety of the work submitted in which the plagiarism was found. Plagiarism falls under the academic dishonesty policy and subjects the student to immediate withdrawal from the program without moving through the disciplinary process, as per the health science division policy. Imposition of disciplinary measures and involvement by the college's student affairs department will be pursued at the discretion of the course instructor and department chair. (See *Statement on Academic Integrity* in college policies on BB). Please see [this resource](#) for further information on how to prevent plagiarism.

Testing Procedures

Testing procedures include that all personal belongings be placed in the front of the classroom and students be seated as directed by instructor. Students are required to be in their seats with their desks cleared except for testing materials, and electronic test downloaded at least 5 minutes before the start of class. All cell phones must be turned to silent, and all Smart watches must be removed. No questions will be answered during the exam.

Exams will be administered utilizing Exemplify electronic testing. Exemplify is an electronic exam software requiring students to utilize either an iPad or PC. Testing format may include multiple choice, true/false, matching, short answer, essay, and case study questions. Instructions will be provided as needed.

Labs are structured activities which provide interactive and experiential learning opportunities to practice specific skills in preparation for graded check-offs and/or practicums. Instructors will provide instruction and demonstration on required skill(s) and students will be given constructive feedback on performance as needed. Students are required to use lab times for the purposes of skill attainment and to meet learning objectives.

The occupational therapy assistant department is supported by Health Science Success Coordinator Luis Garza (512) 223-5780; lgarza12@austincc.edu. Mr. Garza is able to aid with learning effective study skills, test taking strategies, time management skills, stress management, academic/clinical concerns, and instructor/student relation concerns.

Check-off/Practicum Re-take Policy

Students must pass each lab checkoff and practicum with a 73% or better or it will need to be repeated. The original grade will remain in gradebook however competency must be established through repetition. All SAFE portions of the check-offs must be passed with 100% accuracy. The instructor will provide the competency expectations and grading rubrics. If the checkoff, practicum, or SAFE portion needs to be repeated, the instructor will provide the conditions and further instructions for repetition. All check offs and practicums must be completed in the order of the course schedule.

If a student has a passing cumulative grade going into the final check-off/practicum and scores below 73% on the final, they must repeat the final check-off/practicum. The SAFE portion must be passed with 100%. A student will have 3-5 business days to complete a tutoring session and repeat the final check-off/practicum. The original grade remains and the re-take check-off/practicum is a pass/fail grade.

***If a check-off/practicum is not successfully completed or if it is not re-taken within the required timeline the student will not have met the course learning outcomes. This may result in actions leading to dismissal from the program.** A student may be eligible for re-entry into the program. See re-entry policy in the Student Handbook.

Any student receiving a “D” or “F” must withdraw from the OTA program, but may reapply for readmission the following year by following the outlined procedures in the student handbook.

Students should refer to the Health Sciences Division Policies and Procedures in the student handbook for questions related to the assignment of grades, grade change policy, and grade appeals.

Withdrawal

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should it be warranted. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date which is **November 21, 2024**. The student is also strongly encouraged to retain their copy of the withdrawal form for their records. 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.

Incompletes

An incomplete (grade of “I”) will only be given for extenuating circumstances. What constitutes “extenuating circumstances” is left to the instructor’s discretion, while following any rules or guidelines set by the department. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor and given on the “Report of Incomplete” form. This date is often about three 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.

Dress Code

The OTA Dress Code prepares students for clinical experiences and future employment. The program polo shirts will be ordered the first semester of the program. Uniforms are to be worn on field activities, during lab practical exams, and during guest lectures. The OTA uniform must be worn unless directed otherwise by the instructor. OTA student uniforms consist of a teal ACC OTA program polo shirt with khaki trousers (not denim or spandex) and non-skid athletic type footwear (black, white, or gray).

ACC OTA student uniforms and required clinical uniforms are purchased at the cost of the student.

During lecture, clean, neat shirts and pants and jeans without holes, scrubs, athletic wear, or capri pants are acceptable. Knee-length "Bermuda" shorts are the only acceptable type of shorts permitted. Sandals/flipflops are permitted. Logos of any type are **unacceptable**.

During lab, shirts and blouses are to cover the chest and back completely even while bending. Logos of any type are **unacceptable**. Pants and jeans without holes, scrubs, athletic wear, or capri pants are acceptable. Knee-length "Bermuda" shorts are the only acceptable type of shorts permitted. All pants must cover the hips and buttocks completely even while bending. Shoes are to be closed-toe, sturdy, non-skid athletic type footwear and able to provide stability during lab sessions. Jewelry and accessories are to be kept to a minimum, again for the safety of both the patient and staff.

Grooming includes the hair be pulled back off the face and neck for hygienic, safety, and patient/client attention purposes, mustaches/beards must be neatly trimmed, tattoos be covered, no facial or tongue piercings, nails no longer than the end of the fingertips, shaped/smooth with patient care in mind; no artificial nails. Nail polish is to be clear or light pastel.

If a student attends class in unacceptable attire, he/she may be asked to return home to change into appropriate attire before being admitted to class or clinical. Instructors may provide further expectation for attire based on the learning activity and environment. If a student does not comply progressive disciplinary action will be taken.

Videotaping/Recording

To enhance the student's educational process, faculty may use videotaping in lecture demonstration and during laboratory activities/laboratory examinations. Videotaping of laboratory examinations may be utilized to assist students in self-evaluation and to insure evaluator effectiveness. Students may be allowed to audiotape lectures. Permission must be granted each semester in writing by each faculty member as appropriate to each class.

Course Schedule

See lecture and lab schedule on blackboard under *syllabus and course schedule*. Please note that schedule changes may occur during the semester. Any changes will be announced and posted as a Blackboard Announcement.

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 [Vaccines.gov](https://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](#) 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 the [Academic Integrity website](#).

Any course specific policies, expectations, or procedures could be included here.

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. [Student Rights & Responsibilities](#)

As a student of Austin Community College you are expected to abide by the [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, go to the [Counseling website](#).

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.

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 the [Student Complaint Procedures website](#).

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.

Class grades should be posted in Blackboard, and this could be mentioned here.

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 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 the [Emergency Management website](#).

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 the [Campus Carry website](#).

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](#).

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 the [ACC Email Q&A website](#).

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

The instructor should provide additional information about how they will conduct examinations and other assessments here.

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 the [Student Resources website](#). A comprehensive array of student support services is available online at the [Student Support website](#).

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 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: [Online Tutoring Request](#)

Additional tutoring information can be found here: [Online Tutoring](#)

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](#)
- [Library Information & Services during COVID-19](#)
- [Ask a Librarian](#) 24/7 chat and form
- [Library Hours of Operation by Location](#)
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free [workshops](#) explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly [newsletter](#) full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the [Parent & Family Engagement website](#) for more information.

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 the [Student Life website](#).

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 at the [Central Texas Food Bank website](#).
- Assistance with childcare or utility bills is available at any campus [Support Center](#)
- The [Student Emergency Fund](#) can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the [Student Money Management Office](#).
- A full listing of services for student parents is available at the [Child Care website](#).

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the [Counseling website](#).

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)**