OTHA 2209-001
Mental Health in Occupational Therapy
Course Syllabus
Semester: Fall 2023
EVC building 9000, room 9309

Instructor: Deanna Gonzalez-Nesmith, OTR, MSOT
Office Hours: T/TH 1:00-1:45; MWF and additional times by appointment
Office Location: EVC 9311
Email: deanna.gonzalez-nesmith@austincc.edu

Lab Instructor: Carol Regli, OTR, OTD
Office Hours: TTh 1:30-2:00; additional times by appointment
Office Location: EVC 9311
Email: carol.regli@austincc.edu

Course Description:
Credit hours -2
Classroom contact hours: T/TH 2-2:30PM
Lab contact hours – T/TH 2:45-4:30PM

WECM: Promotion of Mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance.
Course Prerequisites: Good standing in the OTA program.

End of Course Outcomes (WECM 2022)
End-of-Course Outcomes: Apply psychosocial frames of reference; facilitate group processes; and implement the components of the occupational therapy process as related to mental health and well-being for persons, groups, and populations.

Course Student Learning Outcomes:

1. Explain the role of sociocultural, socioeconomic, diversity factors, and lifestyle choices in contemporary society to meet the needs of persons, groups, and populations (e.g., principles of psychology, sociology, and abnormal psychology). B1.2

2. Apply scientific evidence, theories, models of practice, and frames of reference that underlie the practice of occupational therapy to guide and inform interventions for persons, groups, and populations in a variety of practice contexts and environments. B2.1

3. Demonstrate knowledge of and apply the interaction of occupation and activity, including areas of occupation, performance skills, performance patterns, context(s) and environments, and client factors. B3.2

4. Demonstrate knowledge of the effects of disease processes including heritable diseases, genetic conditions, mental illness, disability, trauma, and injury on occupational performance. B3.5

5. Demonstrate therapeutic use of self, including one's personality, insights, perceptions, and judgments, as part of the therapeutic process in both individual and group interaction. B4.1

6. Demonstrate clinical reasoning to address occupation-based interventions, client factors, performance patterns, and performance skills. B4.2

7. Utilize clinical reasoning to facilitate occupation-based interventions that address client factors. This must include interventions focused on promotion, compensation, adaptation, and prevention. B4.3

8. Demonstrate an understanding of the intervention strategies that remediate and/or compensate for functional cognitive deficits, visual deficits, and psychosocial and behavioral health deficits that affect occupational performance. B4.9

9. Provide direct interventions and procedures to persons, groups, and populations to enhance safety, health and wellness, and performance in occupations. This must include the ability to select and deliver occupations and activities, preparatory methods and tasks (including therapeutic exercise), education and training, and advocacy. B4.10

10. Demonstrate the principles of the teaching-learning process using educational methods and health literacy education approaches: B4.21
    - To design activities and clinical training for persons, groups, and populations.
    - To instruct and train the client, caregiver, family, significant others, and communities at the level of the audience.

Discipline/Program Student Learning Outcomes:

1. Upon completion of the fourth and fifth clinical rotations, the student will meet and/or exceed the 6 standards under fundamentals of practice and basic tenets of occupational therapy as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
2. Upon completion of the fourth and fifth clinical rotations, the student will meet and/or exceed the 5 standards under screening and evaluation as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
3. Upon completion of the fourth and fifth clinical rotations, the student will meet and/or exceed the 6 standards under intervention as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
4. Upon completion of the fourth and fifth clinical rotations, the student will meet and/or exceed the 2 standards under communication as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
5. Upon completion of the fourth and fifth clinical rotations, the student will meet and/or exceed the 6 standards under professional behaviors as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.

Curricular Threads: OTA faculty has identified six curricular threads which will be addressed in each program semester. These threads are: The Occupational Therapy Practice Framework (OTPF), Therapeutic Use of Occupation and Activity, Evidence-Based Practice (EBP), Experiential Learning, Professional Behaviors, and Clinical Reasoning.

SCANS Competencies:

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 Textbooks
Bryant, W., Fieldhouse, J., & Plastow, N. (2023) Creek's Occupational Therapy and Mental Health 6th Edition, Elsevier.

Supplemental Resources
Occupational Therapy Practice Framework: Domain and Process—Fourth Edition. Am J Occup Ther August 2020, Vol. 74(Supplement_2), 7412410010p1–7412410010p87.

The OTA's Guide to Documentation. (5th ed.) Thorofare, NJ: Slack, Inc.
Thomas, Heather. Occupation- Based Activity Analysis (Third Ed.) Thorofare: Slack Incorporated, 2023.

Mahle, A. J., & Ward, A. L. (2022). *Adult physical conditions: Intervention strategies for occupational therapy assistants* (2nd Ed). F.A. Davis.

AOTA, TOTA, NBCOT and TBOTE websites will also be utilized. Other websites may also be used to supplement content as needed.

Instructional Methodology: Classroom methods include lecture/demonstration as indicated. Guest lectures and field activities will enhance classroom learning whenever possible. **Students must review and read all assigned materials prior to the start of class.** Students will be expected to participate and collaborate with all in-class discussions on assigned topics/material.

Distance Education
Students will use the BlackBoard learning management system for assignment instruction, submitting assignments, and collaboration. Selected lectures (guest) will be presented via Zoom with a link emailed to you to access class. If you are having difficulty with the online format or concepts, need more lab practice or coaching, help with test taking or ways to cope with the stress of school and life, please do not hesitate to reach out to your faculty members. Additional information on distance education may be found at https://online.austincc.edu/faq/.

TECHNOLOGY SUPPORT SERVICES
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 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.

Course Evaluation/Grading System
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 successfully progress to the next semester, a student must have a 73% (or above) on both lecture and lab exams (for courses with a lab component) at the end of each semester. 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.

If the student meets the 73% (or above) exam criteria for the lecture and lab, only then will the assignments, professional development, and class participation grades be calculated and the lecture and lab scores combined to determine the final course grade, per the course syllabus.

At a minimum, students will be provided with feedback on a regular basis at midterm of the semester. In addition, the blackboard grading center will be 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 student review and tracking of performance throughout the semester.

Students are provided feedback on check-offs and practicums. The timeliness of the feedback may range from immediately to within 5-7 days, depending on the scheduled time-lines and the completion of all students' practicums. Every effort is made on the part of the instructors to provide each student with feedback as close to "real-time" as possible.

*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. It is mandatory for a student earning a 75% or below on any exam/practicum to meet with the instructor within one week of the exam to develop an individualized plan of action as indicated.

A final course grade will not be assigned until ALL course work has been completed. The 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.

At the discretion of the instructor and as noted on the syllabus, a grade of zero may be given for late assignments.

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 this handbook.

*This grading policy is followed in all courses in the OTA program except Level I and Level II clinical courses which are graded on a pass/fail basis. A failure will result in an “F” on the college transcript.

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.
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. 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.

Grade Compilation:

Grading Component	%Total Score	% Exam Avg	%Lab Avg
Lecture Exams (5 @ 5 % each)	25%	70%	0%
Assignments: 4 (4 simucase, 2 reflections)	15%	25%	0%
Professional behavior	5%	5%	
Lab:			
Experiential Learning SOAP and reflection	5%		10%
Role Plays + SOAP note (2 @ 5% each)	10%	0%	15%
Intervention plan (3 @ 5% each)	15%		25%
Final Community Group intervention plan	15%	0%	30%
Final Role Play + SOAP	10%	0%	20%
Total	**100%**	**100%**	**100%**

Assignments: In order to complete the assignments students are expected to have completed all readings prior to accessing Blackboard. Late assignments will receive a grade of 0. All assignments must be completed even if the grade will be zero. Assignments should be taken seriously as they will account for 30% of the total grade in this course.

Final Project: Students will work on a final project to develop a group intervention to be delivered in a community program. Students will complete an analysis of community need, define frame of reference used and any assessments to be given, provide a description of the group, determine goals for the group, define entrance/exit criteria for the group, define group rules and format. They will plan a 15-minute group session for their classmates to participate in. A more complete description of this assignment will follow in subsequent class sessions.

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

Course Policies

Attendance, Exam, and Assignments

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.

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.

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 must notify the lead OTA Instructor in advance whenever tardiness or absence is unavoidable, prior to the start of class.

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 make arrangements with the instructor to makeup the exam within three calendar days from the absence.

Testing procedures will include that all personal belongings be placed in the front of the classroom and students be seated as directed by instructor. No questions will be answered during the exam.

When utilizing scantrons, it is the students' responsibility to ensure all answers have been transposed on the scantron. Questions answered on the exam but not transferred to the scantron will not be graded. It is the student's responsibility to ensure all questions have been answered on the scantron and that the scantron in completed clearly and precisely within the allotted space. If student fails to comply with this procedure, the grade will be assigned as it was scored on scantron. No corrections will be made to the scantron by the instructor after it has been electronically scored.

The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Testing Procedures

Testing Procedures

Exams will be administered utilizing Examplify electronic testing. Examplify is an electronic exam software requiring students to utilize either an iPad or PC. Testing format may include multiple choice, true/false, short answer, essay, and case study questions. Instructions will be provided as needed. Results of the tests will not be released until all members of the class have completed the exam. **Discussion of the exam between students will result in violation of the academic integrity policy and may result in disciplinary action as described herein.**

Bring your device for the exam with the charger each time. If you do not have a device, please inform the instructor prior to the exam if you need to be set up on one of our devices.

Practicum Policy
All practicums will be videotaped. The instructor of the course will provide the competency expectations and the grading rubric. A link to the videos will be provided to the student for self-reflection.
SAFEty Requirement: Students must pass the final practicum with a 73% or better as well as pass the SAFEty portion with 100%. A student who does not pass 100% of the SAFEty portion will receive mandatory tutoring from an instructor and will be allowed two reattempts. A student will have 3-5 business days to complete a tutoring session and re-take the final check-off/practicum. The original grade will remain in the gradebook and the SAFEty portion of the reattempt will be graded on a pass/fail basis. The reattempt may be attended by at least 2 faculty members and will be videotaped for security. If the student is unable to pass the reattempt, he/she will be unable to complete the course 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.
*If a practicum is not successfully completed or if it is not re-taken within the required time-line 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.

Confidentiality of Exams and Assignments
All exams are the property of the program and will not be released to the students. All exams and designated assignments will be kept in confidential files in the Department Chair or Faculty offices. Students may access exams and other assignments as needed for review through any program faculty member during designated office hours. The review must occur within the site designated by the faculty member. During any exam reviews, an instructor's presence is required. All grades are confidential and should not be shared or discussed with peers. All grade questions should be discussed with the instructor or Department Chair. While reviewing the exams, the student is free to make notes related to the topics addressed on the exam. The student may consult with faculty regarding material covered or methods of study to learn the information. Students may not make direct copies or photos of the exam questions in any manner. Failure to comply with this policy may result in disciplinary action which may include program withdrawal. Any exam removed from the departmental files will result in the grade being changed to a "0". Violations may result in disciplinary action and up to withdrawal from the program due to scholastic dishonesty.

Missed Exam, Late Work Policies, Absences
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 the student acquires information and skills presented during their absences. It is the students responsibility to obtain missed information following an absence. 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 make arrangements with the instructor to makeup the exam within three calendar days from the absence.

Withdrawal
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 November 18, 2021. 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.

Incompletes
"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.

Dress code (same policy as written in OTA handbook)

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 clinical affiliations, during lab practical exams, and during guest lectures.

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

Lecture
• Clean, neat shirts and pants without holes or logos to include jeans, 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.
• Chewing gum is not allowed as this is distracting to the learning environment and seen as unprofessional behavior.

Lab
• Shirts and blouses are to cover the chest and midriff completely, even while bending. Logos of any type are unacceptable.
• Pants, jeans, scrubs, athletic wear, or capri pants without holes or logos 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-toed, sturdy, non-skid, athletic-type footwear and able to provide stability during lab sessions. Grip socks are suggested for pediatric lab sessions.
For lab check-offs/practicums, 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).
• Hair is to be pulled back off the face and neck for hygiene, safety, and patient/client attention purposes.
• Mustaches/beards must be neatly trimmed.
• All tattoos must be covered.
• No facial or tongue piercings are allowed.
• Nails are to be 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.
• Jewelry is to be kept to a minimum for the safety and attention of both the patient and staff. Large pieces on the hands, in the ears, or hanging from the neck are not only distracting to patients and clients but unsafe for the practitioner while engaging in therapeutic intervention.
• Chewing gum is not allowed as this is distracting to the learning environment and seen as unprofessional behavior.

Facility Visitation
Occasionally students will visit both traditional and non-traditional therapy settings to observe therapy in progress. Students will adhere to the OTA Dress Code (uniforms on field trips and service-learning projects) and the code of professional behavior during each outing. Students must complete a Field Activity Waiver prior to completing class activities that are scheduled off-campus.
Students are to remember they are representing not only themselves but ACC and the profession of occupational therapy. If a student appears at a facility improperly attired, he/she will be sent home to change and return

COURSE SCHEDULE

Please note with assigned readings from the required texts, and assignments can be found posted on blackboard. The schedule is subject to change and will be updated at the time of change. An in class announcement and an announcement on blackboard will alert the class of the changes.

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/ 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

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 .

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

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

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

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.

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 when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled “Notice of Approved Accommodations (NAA)” from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to deliver the NAA on the first day of class.

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:
https://de.austincc.edu/bbsupport/online-tutoring-request/

Additional tutoring information can be found here:
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

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)**