

**Master Course Syllabus  
OTHA 1161-001-71319  
Clinical Adult level 1  
M-Th 8a.m.-12 p.m.**

**Instructor information**

**Academic Fieldwork Instructors:**

**Amy Anderson, COTA**

Office Hours: M/W 8-9 am, T/Th: 1-2 pm.

Office Location: 9322

Phone: 512-223-5934

Email: [amy.anderson@austincc.edu](mailto:amy.anderson@austincc.edu)

Personal Zoom Room: <https://austincc.zoom.us/j/5871102646>

**Pina Shah, OTR**

Office hours: T/Th 11:30 am – 12 pm by prior email appointment

Virtual office: <https://austincc.zoom.us/my/pina.shah>

Email: [pina.shah@austincc.edu](mailto:pina.shah@austincc.edu)

**Erik Hammer, OTR**

Office Hours: W 12pm-1pm

Virtual Office: <https://austincc.zoom.us/j/9332652025>

Email: [karl.hammer@austincc.edu](mailto:karl.hammer@austincc.edu)

**Angel Garcia, COTA**

Office Hours: W 4:30-5 pm

Virtual Office:

Email: [angel.garcia@austincc.edu](mailto:angel.garcia@austincc.edu)

**Course Description**

**Credit Hours: 1**

**Clinical: 80 hours**

A health-related work-based learning experience that enables the student to apply specialized occupational therapy skills and concepts. Direct supervision is provided by the clinical professional.

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 Prerequisites:** Good standing in the OTA program.

**Course Rationale:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, law, and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and business/industry and will demonstrate legal and ethical systems associated with the practices,

interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and business industry.

**Student Learning Outcomes and General Education Competencies:**

1. Students will observe and document the application of theory, concepts and skills in a variety of practice settings.
2. Students will articulate the understanding of theory, concepts and skills in a variety of practice settings.
3. Students will demonstrate appropriate professional behaviors and interpersonal skills in a variety of practice settings.
4. Students will demonstrate appropriate written and verbal communications skills using the terminology of the profession.
5. Students will observe and document use of specialized materials, tools, equipment, and procedures in a variety of practice settings.
6. Students will demonstrate an understanding of regulations and the impact of political, economic, environmental, social and legal systems in a variety of practice areas.

**Discipline/Program Student Learning Outcomes/Curricular Threads:**

By the end of the introductory courses (semesters 1&2), students will

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.

By the end of the reinforcement courses (semesters 3&4), students will

1. Describe and give examples of terminology for appropriate occupational therapy documentation.
2. Describe and give examples of the therapeutic use of occupation and **activity**.
3. Define and give examples of evidence-based practice in occupational therapy service delivery.
4. Demonstrate appropriate professional behaviors.
5. Define and give examples of clinical reasoning tracks for appropriate occupational therapy service delivery.

By the end of the mastery courses (semesters 5&6), students will

1. Apply terminology to compose appropriate occupational therapy documentation.
2. Apply therapeutic use of occupation and activity for the delivery of occupational therapy services.
3. Apply evidence-based practice in occupational therapy service delivery.
4. Demonstrate and appraise professional behaviors
5. Apply the use of clinical reasoning tracks for the delivery of occupational therapy services.

**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)

### **Recommended Texts/Materials-**

Mahle, A.J., & Ward, A.L. (2022). *Adult Physical Conditions; Intervention Strategies for Occupational Therapy Assistants* (2nd Ed.). Philadelphia, PA: FA Davis Company

Morreale, M.J. (2015). *Developing Clinical Competence: A Workbook for the OTA*. SLACK Inc.: Thorofare, NJ

Fairchild, S.L. (ND) *Principles and Techniques of Patient Care*. 6<sup>th</sup> Ed. Elsevier: St. Louis, MO.

Textbooks from prior courses may also be utilized as resources.

### **Instructional Methodology:**

The material will be presented through experiential learning in the community in acute care, inpatient rehab, long term care, and outpatient facilities. Students will observe real-time interventions from community clinicians in community facilities. A variety of teaching methods will be utilized in order to enhance the learning, including but not limited to audio-visual, PowerPoint technology, virtual simulations, student role play, and skill assessments during the on-campus sessions. During practicum hours in the field, students will engage in activities that promote active learning and critical thinking with the assigned fieldwork site educators within each assigned location

### **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 <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:

This course is recorded as a pass/fail. The final grade in the weighted total column must be a minimum of 73% to successfully pass the course. Clinical fieldwork grades will include participation on campus sessions, virtual sessions, fieldwork experiences, and Blackboard assignments.

Reflective Journal	20%
Fieldwork Performance Evaluation	80%
Total Grade	100%

**Any student who does not score a minimum of 73% in the total weighted column at the end of the course must withdraw from the OTA program, but may re-apply for admission as outlined in the OTA Student Handbook.**

## COURSE POLICIES:

All policies as noted in the OTA student handbook must be followed regarding fieldwork placement.

**Clinical Assignments:** Clinical assignments to facilities will be made by the Academic Fieldwork Coordinator.

**Student Professionalism:** Dress, decorum, and language expectations will follow the policies as set in the OTA Student Handbook. The clinical site may require additional identification to be worn when on site; this is to be worn in conjunction with your ACC student name tags. Additionally, each student must accurately represent him/herself as an “occupational therapy assistant student from Austin Community College” during the clinical affiliation.

Students **MUST** wear the approved ACC and/or Fieldwork attire unless notified otherwise. This will include khaki pants and an ACC polo shirt and athletic footwear as described in the student handbook. Refer to student handbook for more details and expectations regarding dress code. You will also be required to wear your ACC student ID.

As representatives of the OTA program at ACC you are expected to display professional behaviors at all times during this clinical affiliation. This includes behavior in the hallways, elevators, online, and on facility grounds. Any infraction of these policies will result in a conference with instructors and department chair and reflect in the professional development grade of the semester.

**Confidentiality:** It is unethical to share information with other individuals regarding patients/clients, healthcare facilities, clinical supervisors, or your classmates. Violations will be enforced as per HIPAA policies stated in the student handbook. Failure to comply with HIPAA regulations may result in a student being withdrawn from the program. Please see the Academic Fieldwork Coordinator with questions or concerns related to confidentiality.

**Attendance:** Regular and timely class participation in laboratory skills, class discussions, fieldwork experiences, and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. If a

student is going to be late or absent on the scheduled days of fieldwork, he/she must personally notify both the Academic Fieldwork Coordinator and the fieldwork educator at the beginning of the scheduled work day. All absences from the clinical experience must be made up at a time convenient to the student, the fieldwork educator, and the fieldwork coordinator. In some settings it may not be possible to make-up a missed visit so it is critical that all scheduled visits be completed as noted. Students must meet all expectations successfully in order to pass this clinical affiliation. Students will be scheduled to observe in settings external to the college during scheduled class times. In the case of college closure due to weather, pandemic, or other emergency, the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor. Students may not attend clinicals on days the college is closed such as Labor Day, Veteran's Day, and Thanksgiving. External clinical phase evaluations will be submitted to fieldwork educators during the on-campus debriefing sessions. Time sheets will be submitted during the final debrief.

**Withdrawal Policy:** The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12<sup>th</sup> class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.

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 21, 2024. 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.

**Student Accident/Injury Procedures:** In the event that a student is injured at the site of his/her clinical affiliation and it appears that the student should be seen by a physician, the student may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The Academic Fieldwork Coordinator must be notified of all injuries and/or accidents immediately (no matter the extent of the event). Additional instructions are attached on the enclosed form, Student Accident Procedures.

**Written assignments:** Students will complete all written assignments and reflection journals on Blackboard. There may be additional assignments specific to each setting. Assignments are to be submitted by the due date as specified on the attached schedule or by the fieldwork educator. **Late assignments will receive a score of zero but must be completed as stated in the student handbook.**

In order to ensure compliance with HIPAA, these assignments are confidential and **no names of supervisors, patients or facilities are to be used within the context of the written work.**

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. As we cannot see a person's intent, any plagiarism found in a 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. Please see [this resource](#) for further information on how to prevent plagiarism.

## COURSE OUTLINE/CALENDAR

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement


### OTHA 1161 Tentative Course Schedule

Monday	Tuesday	Wednesday	Thursday	Hours	Assignments
<b>Week 1 Skills Review</b>					
8/26  <b>EVC 9313</b> 9:00-11:30  Orientation  Donning PPE Catheters IV poles Oxygen	8/27  <b>EVC 9313</b> 9:00-11:30  TED hose Shower Transfers BP and SpO2	8/28  <b>EVC 9313</b> 9-11:30  2-person transfers Hoyer lift Bed mobility using sheet shearing skin integrity	8/29  <b>EVC 9313</b> 9:00-11:30 Hip precautions Knee precautions Cardiac precautions	10	<b>Journal Entry due Sunday 9/1/24 @ 11:59pm</b>
<b>Week 2 Acute</b>					
9/2  	9/3  Seton Main Seton Williamson St. David's South Scott & White	9/4  Seton Main Seton Williamson St. David's South Scott & White	9/5  Seton Main Seton Williamson St. David's South Scott & White	8	<b>Journal Entry due Sunday 9/8/24 @ 11:59pm</b>
<b>Week 3 Acute</b>					
9/9  Seton Main Seton Williamson St. David's South Scott & White	9/10  Seton Main Seton Williamson St. David's South Scott & White	9/11  Seton Main Seton Williamson St. David's South Scott & White	9/12  Seton Main Seton Williamson St. David's South Scott & White	8	<b>Journal entry due Sunday 9/15/24 at 11:59 p.m.</b>
<b>Week 4 Acute</b>					
9/16  Seton Main	9/17  Seton Main	9/18  Seton Main	9/19  Seton Main	8	

<div>Seton Williamson St. David's South Scott &amp; White</div>	<div>Seton Williamson St. David's South Scott &amp; White</div>	<div>Seton Williamson St. David's South Scott &amp; White</div>	<div>Seton Williamson St. David's South Scott &amp; White</div>		<div>Journal entry due Sunday 9/22/24 at 11:59 p.m.</div>
<b>Week 5 Acute</b>					
<div>9/23</div>	<div>9/24</div>	<div>9/25</div> <div>Debrief Acute Care 9-1130 EVC 9313</div>	<div>9/26</div>	<div>2.5 36.5</div>	
<b>Week 6 Inpatient</b>	<b>Rehab</b>				
<div>9/30</div> <div>No fieldwork; start Adults class early</div>	<div>10/1</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/2</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/3</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>8</div>	<div>Journal entry due Sunday 10/6/24 at 11:59 p.m.</div>
<b>Week 7 Inpatient</b>	<b>Rehab</b>				
<div>10/7</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/8</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/9</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/10</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>8</div>	<div>Journal entry due Sunday 10/13/24 at 11:59 PM</div>
<b>Week 8 Inpatient</b>	<b>Rehab</b>				
<div>10/14</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/15</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/16</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>10/17</div> <div>Encompass N CTR Encompass S Texas Neuro Warm Springs</div>	<div>8</div>	<div>Journal entry due 10/20/24 @ 11:59 p.m.</div>
<b>Week 9 Inpatient</b>	<b>Rehab</b>				
<div>10/21</div>	<div>10/22</div>	<div>10/23</div>	<div>10/24</div>		



		Debrief IPR EVC 9313		2.5 62.5	
<b>Week 10 SNF/LTC</b>					
10/28 Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	10/29 Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	10/30 Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	10/31 Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	8	Journal entry due Sunday 11/3/24 at 11:59 p.m.
<b>Week 11 SNF/LTC</b>					
11/4  Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	11/5  Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	11/6  Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	11/7  Ar Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	8	Journal entry due Sunday 11/10/24 at 11:59 p.m.
<b>Week 12 Home Health</b>					
11/11   This Photo by Unknown Author is licensed under CC BY-NC	11/12  Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	11/13  Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	11/14  Riverside Rehab Granite Mesa Legend Oaks North Austin Legend Oaks Kyle Kirkwood Manor Cedar Pointe Park Manor Bee Cave	8	Journal entry due Sunday 11/17/24 at 11:59 p.m.

<b>Week 13 Home Health</b>					
11/18	11/19	11/20 Debrief 9313 9:30-11 am.	11/21	<u>2.5</u> 89	
<b>Week 14 Home Health</b>					
11/25	11/26	11/27  No fieldwork	11/28  		
<b>Week 15</b>					
12/2	12/3	12/4	12/5		
<b>Week 16 Outpatient</b>					
	12/10	12/11	12/12		

## COLLEGE POLICIES

*These are statements of which all students should be aware and which are consistent across the institution.*

### 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 ever changing 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 confidentially, 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. *Class grades will be posted on Blackboard.*

**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>. Please note that this course requires significant bending and lifting making it unsafe to carry a weapon on your person during in-class time periods. Time spent in facility is subject to facility rules and regulations regarding carrying a weapon.

**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/1o55xINAWNvTYgl-fs-JbDyuaMFDNvAjz/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 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](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:  
austincc.edu/onlinetutoring](http://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: **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)**