

The transition back to face-to-face classes and the reopening of campuses necessitates further changes to the master syllabus template. While many of the course-specific items will remain the same, there have been substantial modifications, especially in the College Policies sections, to reflect changes back to in-person services and instruction. **BITC2486 Internship –**

Biotechnology Laboratory Technician

Master Syllabus

INSTRUCTIONS: FACULTY DELETE ALL RED PRINT– THESE ARE INSTRUCTIONS ☺ You must use the same grading scheme, policies and procedures. Any changes must have department chair approval.

SECTION I: COURSE INFORMATION

Section: XXXXX-XXX

Lecture: Room, day, time

Lab: Room, day, time

Instructor: Name, title, department

Office Phone: Adjunct faculty must provide an ACC voice mail

Office Location: You must provide a location you will meet for your office hours

Office Hours: adjunct faculty *must* post 1 office hour per course, full-time faculty is 5 in-person office hours. Include day, time, *and you must include the statement* “or by appointment”

E-mail: must provide and use your ACC email

Website: If you have one

- **Credit Hours: 4**
- **Laboratory Contact Hours per week: *Determined by your Internship***

Course Description

“Informal internship experience where students are closely supervised under a mentor and apply their entry level knowledge and training in a bioscience laboratory. The experience may be internal to the college where the student works on independent projects such as assisting in classroom laboratory preparation or protocol development under the supervision of an ACC instructor. Or the experience can be external to the college, where the student is mentored and supervised by a workplace employee. This may be paid or unpaid experience”

Instructional Methodology

This is an informal internship experience where the student may apply both soft skills and technical skills in a biosciences workplace. The student may work in a biosciences lab at ACC or outside of ACC. During the first week of the class the interns will meet in the classroom to discuss course policies and review the syllabus. There is one additional meeting at the end of the semester for final presentation and poster session. The remaining meeting times and places will be determined by the student and mentor.

Course Rationale

This course is designed to help you to apply the entry-level academic and technical competencies that you have learned in the classroom to real world problems. This may be in research project, or a technical

job such as sample testing, or general lab maintenance. You will also develop the employability skills that will assist you in your chosen field such as team work, research, dependability and resourcefulness.

Course Objectives & Outcomes BITC 2486 Internships

By the end of the course the student should be able to:

- ✓ Demonstrate employability skills; including safely and competently working in a biosciences lab
- ✓ Demonstrate the academic and technical competencies of the position
- ✓ Maintain positive relations with others through teamwork
- ✓ Maintain a work notebook, and/or prepare a presentation or poster describing the internship

The competency outcomes for this course reflect skills necessary in the biotechnology workforce, which emphasize communication skills, punctuality, and teamwork in addition to biotechnology skills. The State of Texas has adopted the Washington Skill Standards for Biotechnology. The ACC Biotechnology Program has formally adopted these standards and is recognized by the Texas Skill Standards Board. Our TSSB certification is posted here: <http://www.tssb.org/ctc/acc>. Each core course in the Biotechnology Program fulfills a specific set of skill standards. BITC 2486 (Internal internship) or BITC 1471 Undergraduate Research are not core courses, however, based on the required activities in those courses, they both help the student master the following skill standards.

B2 Perform assays and experiments	B3 Troubleshoot experiments and equipment	B4 Perform data analysis	B5 Communicate results	C1 Participate in employer-sponsored safety training	C4 Suggest continuous improvements	C5 Coordinate with work team
C6 Provide orientation and training for other employees	C7 Handle and dispose of hazardous materials	C8 Maintain security	D1 Maintain lab notebook	D2 Create documents		

Required Texts/Materials

Textbook: There are no required texts for this internship. However, you may be expected to refer to previous biotech course material and apply them in a workforce setting.

Student ID: You may be required to provide identification at your placement.

Email: You are **required** to communicate with your instructors using your ACCmail account ONLY. To obtain your email: <http://www.austincc.edu/accmail/> Instructions on forwarding your email to a more regularly monitored email address can be found there.

Blackboard: You are **required** to utilize Blackboard for this course. To access Blackboard you need an ACCeID. To activate your ACCeID: <http://www.austincc.edu/accceid>
To log on to Blackboard: <https://aconline.austincc.edu/webapps/portal/frameset.jsp>

Course Schedule

Week 1: Class Introductions and Preparation for Internship

1. Class review internship policies, procedures, syllabus and assignments – mandatory in person

2. **Finalize internship placement** –send an email to the instructor and cc the internship mentor as soon as you have made a commitment. This is a communication tool (not a legal document), however, you may not change your internship position once you have made this written commitment to the company and the program without discussing with the instructor first.

The email should contain the following:

- ✓ State you have accepted the internship, at which company and department
- ✓ Briefly include what you may be doing during your internship
- ✓ Include the contact information (Name, email and phone number) for your mentor
- ✓ State the days, and hours you have agreed to work
- ✓ Provide the agreed upon start date and end date
- ✓ Mention if this internship is paid or unpaid.

Week 2-15: Participating in an Internship

1. Keep daily log of hours worked signed off weekly (you may submit time sheets)
2. Obtain 2 or more Supervisor/Mentor evaluations – One midway, one at the end (you may use company evaluations)
3. Schedule with Instructor final presentation/poster symposium
4. Work on your final presentation or poster - must be approved by your mentor

Last week of class: Poster Session Symposium

1. All students are encouraged to attend and participate in Internship Symposium
2. Capstone class discussion, and complete survey (usually before/after the symposium)
3. All graded work is due the last Monday of the semester

I. Grading Criteria

The following is the grading rubric for the Internship course. Note that all points are given for the evaluations, assignments and reports; there are no tests for this course. The course grade will be based on points earned: Divide total points by 10 to obtain your percent grade. Letter grades are assigned as follows: **90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; below 60% = F**

1. Student Evaluations by Mentor (200 points).

The student must provide the industry mentor with a Student Evaluation form. The mentor will complete the form and share with the student in a face-to-face meeting if possible. The mentor may also use their own company evaluation. Take this as an opportunity to practice hearing feedback and responding appropriately. You will not be faulted for any improvements needed, but for not responding to the feedback given. The student should be evaluated by the mentor at least two times during the semester. Upload final evaluation to Blackboard.

2. Final Resume (100 points)

Update your resume with your internship experience. Upload a PDF of your final polished resume.

3. Attendance Logs (100 points)

Record in the daily log the dates and times you worked and request your mentor's signature on a weekly basis. Alternatively, you may submit copies of your timesheets. Some of you have started your internships early – unfortunately you cannot bank hours. Only hours that fall between the semester's start and end date are counted for the internship hours. This is an entire semester commitment, you may not quit without discussing with your instructor first. Scan and upload attendance logs to blackboard.

4. Final Paper, Presentation or Poster (600 points)

Work with your mentor and instructor to determine what method of final presentation is appropriate for your internship experience. For example, you may be performing research and have written and submitted a final paper for publication, or prepared a poster for a conference, or presented your research at a department meeting. Please determine what method you will use by mid-way of the semester during your mid-way evaluation.

It is imperative that you work closely with your mentor on your paper, presentation or poster so that no proprietary information is accidentally presented. Our industry and academic partner's non-disclosure is very important to us and we take this commitment seriously. If you or your mentor have a question about what to present, please contact your instructor. Upload a PDF of your poster or presentation to Blackboard.

II. Course Policies:

1. **Applying this credit towards your degree:** This course may be used for general interest or applied to a biotechnology program degree. Please see advisors for more information. More information about the Biotech Program degree plans can be found here:
<http://sites.austincc.edu/biotech/degree-plans-in-biotechnology/>
1. **Attendance and punctuality.** If students cannot attend the work schedule agreed upon at the beginning of the semester, they are expected to notify the instructor and mentor as soon as possible. Your attendance and punctuality should be carefully recorded in your work log (and/or timesheets). Students who fail to respond to an instructor or mentor phone call or email within a week may be withdrawn from the course.
2. **Placement.** You are required to actively participate in the internship placement. If the internships available do not meet your goals, you may need to find one that will. Students who refuse a position offered and do not find a suitable position on their own, will be asked to drop and re-register when they do find an internship that is suitable for them. No incompletes are awarded for not finding an internship in time. ***You may not quit your internship prematurely, or decline the position without consulting your instructor FIRST.*** You must discuss leaving the position with your instructor before notifying the company so you may understand the ramifications of this decision. Your instructor is also a valuable resource for assistance, they here to help you!
3. **Late Work Policy.** All coursework is due the last Monday of class, ***late work is not permitted for this class.*** If there is a documented emergency, see Incomplete Policy below.
4. **Withdrawals:** It is the responsibility of each student to ensure that their name is removed from the roll should they decide to withdraw from the class. The instructor reserves the right to drop a student if necessary. If a student decides to withdraw, they should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records. Students who enroll for the third or subsequent time in a course taken since fall, 2002, may be charged a higher tuition rate, for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog. It is your responsibility to determine your grade status in the course at all times and withdraw yourself if you decide to drop the course. Students who are not passing the course before the withdrawal deadline should talk with me about withdrawing themselves from the course. Students not completing all work by the end of the course, and who do not withdraw themselves will receive a letter grade unless they qualify for and have requested an incomplete grade. ***I may not automatically drop you from the course even if you quit coming to class.*** Withdraw Dates: Are posted on the ACC academic calendar: <http://www.austincc.edu/calendars/academic-calendar>

Students may be withdrawn from this course in the following situations.

- a. ***Not responding to an instructor or mentor email or voice mail message within 1 week.***

- b. Quitting an internship early without discussing with instructor.
 - c. Being fired from an internship.
 - d. Not obtaining an internship before the course begins.
6. **Incomplete Award Policy.** An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester. Note, incomplete grades are rarely given in this class and will be given entirely at the instructor’s discretion. Incompletes are not given for not finding an internship. In order to get an incomplete grade (“I”) in this course you must do the following **prior to the last Monday of the semester**:
- a. Complete 70% of required internship hours (must show instructor signed log or timesheet).
 - b. Present a valid and well-documented reason submitted in writing.
 - c. Meet with your instructor to discuss what is involved in getting and finishing an incomplete. An Incomplete grade must be completed and paperwork submitted by the due date posted to the official academic schedule the succeeding semester. If not completed by that time, the incomplete becomes a failing grade.
 - d. Sign an Incomplete Grade Form, and give it to your instructor prior to the last day of class.

Reinstatement procedures will follow those outlined in the current ACC General Catalog.

7. **ACC Policy Concerning Copyrighted Materials.** All class materials provided on the instructor's web page, Blackboard, CD, and/or in printed form (labs, objectives, assignments, etc.) may be copyrighted and may not be reproduced without the written consent of the copyright holder (this may be the instructor, ACC, or a separate third party entity or publisher). Reproduction consists of photocopying, scanning, copying, or posting files on a server or website. Students currently registered for this section have permission to print one copy of course materials for their own personal use. No permission is given for posting any course materials on websites or sharing with anyone not enrolled in this class.
5. **Scholastic Dishonesty:** A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. 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, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/handbook>

You are a steward of our program. It is imperative not just for your own personal success, but also for the success of the Biotechnology Program that you take special care to abide by all policies and procedures of both ACC and the company you are placed in.

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](#) at 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 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, 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 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 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 step-parents, 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)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

15. Retraining. If a student’s industry mentor turns in an unsatisfactory rating of the student’s performance in the laboratory, the student may be required to attend remedial training at ACC. This will be done outside of the regular work schedule. This will be up to the discretion of the instructor and the industry mentor. You may also request retraining from your instructor if you are not comfortable with technical tasks you are expected to perform at your internship. The Biotechnology Department offers Open Labs for this purpose.

1. labs for this purpose.