

Course Syllabus

COURSE: SRGT 2130.151 Professional Readiness (1 Credit Hour)
 SEMESTER: Summer 2023 (June-August 10 weeks)
 CLASS TIMES: Online (Lecture only course; no lab)
 INSTRUCTOR: Zach Pauda, AAS, CST
 OFFICE: RC 509
 OFFICE HOURS: By appointment only
 OFFICE PHONE: 806-716-4646
 E-MAIL: zpauda@southplainscollege.edu
 PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

COURSE DESCRIPTION

This course is a transition into the professional role of the surgical technologist. This course includes professional readiness for employment, attaining certification, and maintaining certification status.

STUDENT LEARNING OUTCOMES

Students will:
1. Describe each behavior as it relates to the role of the surgical team member: F-6, F-9, C-5, C-15
2. Analyze activities that reflect positive examples of each behavior: F-13, F-15, F-16, F-17, C-9, C-14
3. Integrate ethical behaviors into professional practice: C-9, C-11, C-14
4. Assess current trends and employment opportunities for the surgical technologist: F-1, F-8, F-9, C-16
5. Develop a professional resume and cover letter: F-2, F-14, C-8, C-18

COURSE OBJECTIVES

The Cognitive Domain Objectives:

- Define scope of practice
- Identify need for HIPAA
- Recognize components of a professional resume
- Certification exam review
- Define employability
- Define autonomy
- List different leadership styles
- Differentiate between assertive and cooperative behavior

The Psychomotor Domain Objectives:

- Write a resume and cover letter
- Fill out a job application
- Participate in teamwork exercises
- Apply critical thinking to clinical roles
- Apply leadership qualities to daily life
- Certification exam review
- Apply HIPAA guidelines to the role of the surgical technologist
- Explain commitment, self-direction and work ethic
- Evaluate different conflict management techniques

The Affective Domain Objectives:

- Discuss positive qualities of a health care professional
- Discuss ways to advance the profession of surgical technology
- Discuss the skills needed during a job interview
- Discuss the transition from student to surgical technologist
- Discuss the role of the surgical technologist in the OR
- Evaluate related career opportunities
- Describe affective behaviors and leadership skills
- Certification exam review

OUTCOMES ASSESSMENT METHODS

Assessment methods for this course are both formative and summative.

Formative assessments include:

- discussions
- homework
- exams
- classroom activities

Summative assessment includes:

- student developed portfolios

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

VERIFICATION OF WORKPLACE COMPETENCIES

This course does not include a Capstone component.

SPECIFIC COURSE INFORMATION

Book: Career Success in Health Care Professionalism in Action By Bruce J. Colbert and Elizabeth D. Katrancha

METHODS OF TEACHING:

- Lecture
- PowerPoint Presentations
- Question/discussion
- Examinations

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 3rd class day (or 3rd weekly assignment/exam) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.

- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRTG Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at my discretion, an 'X' or 'F'. Administrative withdrawal may occur if the student has excessive absences.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

EXAMS

The majority of student 'written' exams will be administered via computer to prepare them for the National Registry exam and some exams will be handwritten which will encourage memory and mastery of the material. Students should practice proper spelling and grammar when answering a written exam.

Additionally, many exam questions will be constructed in the same manner as national registry questions, allowing students to prepare for that testing format.

GRADING POLICY

The course grade will be determined by a combination of the following:

Homework	30%
Exams	20%
Participation/Discussion	30%
Resume/Cover letter	<u>20%</u>
	100%

<i>Grading Scale</i>	<i>90 – 100 = A</i>
	<i>80 – 89 = B</i>
	<i>75 – 79 = C</i>
	<i>Below 75 is failing</i>

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass all courses to proceed to the next semester.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. I will utilize text messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

Dropping a class

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a **Schedule Change Form.**

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#)

SPECIAL REQUIREMENTS

Cell Phones – This is an online class

COURSE CONTENT OUTLINE

Course Outline is subject to change by instructor.

Discussion Board Questions:

Participation in online discussions is mandatory. In order to actively participate in these discussions you will need to log in at least 5 days each week and post on multiple days within the module. This will help you stay up-to-date on the discussions and allow you to make more thoughtful postings.

- Discussions begin on Sunday each week and end on the following Sunday at 11:59 PM Central. You are expected to answer all of the discussion questions assigned in a week in a substantive manner. **Your initial post will be due on Thursday by 11:59 pm CST.** You are also expected to **respond to at least 2 of your classmates' postings** for each discussion question. No late posting will be accepted.

COURSE WORK: <i>power point, discussions, exams</i>	Chapter Breakdown
<p>Week 1- 6/5 - 6/11</p> <ul style="list-style-type: none"> • Syllabus overview – Please Respond to discussion board. • Start Reading Chapters 1-3 <ul style="list-style-type: none"> ○ Chapter 1 - Study Skills: Laying the Foundation ○ Chapter 2 - Characteristics for Personal and Professional Success ○ Chapter 3 – Setting Goals and Time Management 	<ul style="list-style-type: none"> • Chapter 1 - Study Skills: Laying the Foundation <ul style="list-style-type: none"> - Daily Study Preparation - Select a Good Time and Place to Study - Note-Taking - Active Reading - Classroom Etiquette - Educational Domains - Critical Thinking and Memory - Test Taking - Taking Care of Yourself - Study Success Skills for Online Courses • Chapter 2 - Characteristics for Personal and Professional Success <ul style="list-style-type: none"> - Self-Esteem - Self-Confident Attitude - Professional Image - Positive and Negative Attitudes - Changing Negative Attitudes into Positive Attitudes • Chapter 3 – Setting Goals and Time Management <ul style="list-style-type: none"> - Setting Goals - Types of Goals - Time Management - Using Time Management Techniques - Minimize Time Wasters - Making Effective Lists - Capitalize on Peak Points
<p>Week 2 - 6/12 – 6/18</p>	

<ul style="list-style-type: none"> • Complete Character strengths Video, 24 Character Strength Assessment Survey and Character Strength Interview. • Discussion Question (Facial Expressions) 	
<p>Week 3 – 6/19 – 6/25 EXAM –</p> <ul style="list-style-type: none"> • NO active Discussion • Read chapters 4-5 <ul style="list-style-type: none"> ○ Chapter 4 – Thinking and Reasoning Skills ○ Chapter 5 – Stress Management • Review PowerPoints of Chapters 1-5 • Chapters 1-5 Exam <p>Exam Due 6/25 @ 11:59pm</p>	<ul style="list-style-type: none"> • Chapter 4 – Thinking and Reasoning Skills <ul style="list-style-type: none"> - Types of Thinking - Critical and Creative Thinking - Directed and Undirected Thinking - Total Thinking Process - The Decision-Making Process • Chapter 5 – Stress Management <ul style="list-style-type: none"> - Understanding Stress - A Simplified Stress Management System
<p>Week 4 & Week 5 – 6/26 – 7/9</p> <ul style="list-style-type: none"> • Discussion Question • Review Power Points <ul style="list-style-type: none"> Employability Resume and Cover letters • Rough Draft: Resume and Cover letter <p>Homework Due 7/9 @ 11:59pm (Resume and Cover Letter)</p>	
<p>Week 6 – 7/10 – 7/16 EXAM</p> <ul style="list-style-type: none"> • Read Chapters 6-9 <ul style="list-style-type: none"> ○ Chapter 6 – Types of Communication ○ Chapter 7 – Communication in Action ○ Chapter 8 – Communication Within an Organization ○ Chapter 9 – Patient Interaction and Communication • Chapters 6-9 PowerPoints <p>Exam Due 7/16 @ 11:59pm</p>	<ul style="list-style-type: none"> • Chapter 6 – Types of Communication <ul style="list-style-type: none"> - Nonverbal Communication - Verbal Communication - Nonverbal Signals - Written Communication • Chapter 7 – Communication in Action <ul style="list-style-type: none"> - Barriers to Communication - Listening - Customer Relations • Chapter 8 – Communication Within an Organization <ul style="list-style-type: none"> - Communication Networks - Working Within a Group - Effective Group Participation • Chapter 9 – Patient Interaction and Communication <ul style="list-style-type: none"> - Preparing for the Patient Encounter - Territoriality - Patient Needs
<p>Week 7 - 7/17 – 7/23 Exam</p>	<ul style="list-style-type: none"> • Chapter 10 – Your First Position as a Health Care Professional

<ul style="list-style-type: none"> • Read Chapters 10, 11 <ul style="list-style-type: none"> ○ Chapter 10 – Your First Position as a Health Care Professional ○ Chapter 11 – Professionalism in Action • Chapters 10, 11 PowerPoints <p>Exam Due 7/23 @ 11:59pm</p>	<ul style="list-style-type: none"> - Choosing the Right Position - Preparing a Resume - Writing Cover Letters - The Interview • Chapter 11 – Professionalism in Action - Medical Ethics - Legal Issues - The Patient Care Partnership - Right to Die Issues - Licensure and Certification
<p>Week 8 – 7/24 – 7/30</p> <ul style="list-style-type: none"> • 7 Ps of Professionalism • Discussion Question 	
<p>Week 9 – 7/31 – 8/6</p> <ul style="list-style-type: none"> • Completed Resume Due 	
<p>Week 10 – 8/7 - 8/9 FINALS WEEK</p> <ul style="list-style-type: none"> • Interviewing – Students will watch three online videos over interviewing skills <p>Interviewing assignment due 8/9 @ 11:59pm</p>	

*****Schedule is subject to change by instructor depending on guess speakers.

3 Exams throughout this class. Please make an effort to attend every class.

ACCOMMODATIONS

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT

ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as members of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.



SRGT2130 Professional Readiness

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

____ Syllabus SRGT2130

____ SPC SRGT Program Handbook

____ SPC SRGT Clinical Handbook

____ South Plains College Grievance Policy

____ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

Signature

Date