



## Course Syllabus

COURSE: HPRS 1201.151 Introduction to Health Professions

SEMESTER: Fall 2024 (August- December; 16 Week Semester)

CLASS DAYS: Online

CLASS TIMES: Online

INSTRUCTOR: Zach Pauda, CST, AAS

OFFICE: Reese Center, Building 2, Room 223F

OFFICE HOURS: By Appointment: Monday 1:00 pm – 5:30 pm, Tuesday & Thursday 8:30am – 1:00 pm, Friday 8:30am – 12pm

OFFICE PHONE: 806-716-4646

EMAIL: zpauda@southplainscollege.edu

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

### GENERAL COURSE INFORMATION

\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus, SPC Student Handbook, and Program Handbook. \*

### STUDENT LEARNING OUTCOMES

Students will:
Describe each behavior as it relates to the role of the surgical team member
Analyze activities that reflect positive examples of each behavior
Integrate ethical behaviors into professional practice
Assess current trends and employment opportunities for the surgical technologist
Develop a professional resume and cover letter

### COURSE DESCRIPTION

This course is a transition into a career in health care. This course includes professional readiness for employment, attaining certification, and maintaining certification status.

### COURSE OBJECTIVES AND LEARNING OUTCOMES

#### 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 sterile professiona
- Discuss the skills needed during a job interview
- Discuss the transition from student to surgical technologist
- Discuss the role of the sterile processing in the OR
- Evaluate related career opportunities
- Describe affective behaviors and leadership skills
- Certification exam review

## **OUTCOME ASSESSMENT METHODS**

Assessment methods for this course are both formative and summative.

**Formative assessments include:**

- Discussions
- Homework
- Exams
- Online projects

**Summative assessment includes:**

- Student developed portfolios

**Evaluation methods**

Computer-based exams and homework assignments.

The student upon successful completion of this course be able to read and understand medical literature and communicate with other medical professionals with at least 75% proficiency.

**Instructional methods**

Methods of Instruction may include:

- PowerPoint
- Exams
- Discussion Questions

## GRADING FORMULA

A minimum of 75% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

Grades in this course will be determined using the following criteria:

The course grade will be determined by a combination of major exams, discussions, homework and a comprehensive final exam. Exam dates will be announced. The following are guidelines regarding exams and assignments:

1. The student is expected to complete the exam at the scheduled time.
2. **NO LATE ASSIGNMENT WILL BE ACCEPTED!!**
3. Weekly assignments are due Sunday nights at 11:59pm
4. All course work will be open at the beginning of the week on Monday.

Assessment Tools	%
Homework	20%
Quiz/Exams	30%
Participation	30%
Resume/Cover Letter	20%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
0-74	F

## Grading Policies

To successfully complete this course, students are required to achieve a grade of 75% or higher. A grade of a 75% or higher is required by South Plains College healthcare programs.

## ASSIGNMENT SUBMISSION 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.

## Exam Policy

Student exams will be administered via Blackboard.

All exams will be due on Sunday at midnight on their perspective due dates.

All exams will be proctored using HonorLock.

## Honorlock FAQs for Test Takers

### What is Honorlock?

Honorlock provides on-demand proctoring services for schools, universities, and professional education organizations.

## **Where do I go to take exams with Honorlock?**

To start using Honorlock, head to your assessment in your learning management system (Canvas, Blackboard, D2L, Moodle, Coursera). From there, follow the on-screen prompts to start your Honorlock-proctored exam.

## **What do I need to know before taking my exam?**

Before taking your exam, ensure that your device meets our system requirements by using the system check at [honorlock.com/support](https://honorlock.com/support). Ensure your device is charged and you have a stable internet connection. You must use Google Chrome for your exam. We recommend students take their exams in a quiet, private location with adequate lighting to limit potential flags or distractions.

## **Why do I need a photo ID? What forms of ID are acceptable?**

We verify the name on your ID to ensure you are the correct test taker and log a photo of the ID. You can use any government-issued ID (e.g., driver's license, passport) or a student ID that has your photo. In order for Honorlock to validate your ID, you need to ensure that it is in English; for exceptions, please reach out to your instructor or exam administrator.

## **What if something goes wrong during my exam?**

Don't worry—Honorlock offers technical support 24/7 to assist test takers before, during, and after their proctored tests. If you need any assistance, click the chat bubble at the lower right of your screen, and one of our rockstar support agents will be there to help!

## **Do I need to install anything to take my exam with Honorlock?**

Before taking an exam, you must download the Honorlock Chrome extension. This extension is installed within Chrome and monitors your Chrome web browser. You can remove the Honorlock Chrome extension as soon as your exam is submitted.

## **What equipment is needed?**

You will need a working webcam, microphone, and device that meets our system requirements, which can be found [here](#).

## **Am I being watched by a proctor during my exam?**

Yes and no. We use AI technology to monitor your session. If it detects certain actions, such as leaving the testing area, it may prompt a live proctor to review your session and if necessary, conduct a live pop-in to address the issue. The proctor will assess the situation, help you get back on track, and send any notes about the incident to your instructor or exam administrator. After your test, one of our exam proctors may review the exam session to look for any potential violations, and the recording will also be sent to your instructor or exam administrator along with any notes from our proctors.

## **What actions might trigger a proctor pop-in?**

Our AI system is built to ensure that you keep your focus on your exam without any external distractions. You may trigger a live proctor pop-in due to insufficient lighting, background noise, or an incomplete room scan.

## **How is my privacy protected?**

Honorlock only stores data required to verify your identity. No additional data, including grades, course information, etc., is stored. Honorlock is FERPA-compliant and uses securely encrypted protocols to save all data. Honorlock's certified proctors and your institution's faculty can review test session videos until deleted based on the school's retention policy. Check out our [test taker privacy page](#) for more info.

## **What about accessibility and students with special needs?**

Honorlock is VPAT certified and fully accessible to test takers with special needs. Additionally, Honorlock works with screen readers if needed.

## **Does Honorlock determine who is cheating?**

No. Honorlock simply reports back possible incidents. Ultimately, your instructor or exam administrator determines if cheating occurred by viewing the video recording.

### **SPC Campus Policies**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, COVID, and Campus Concealed Carry, please visit:

[Hit Ctrl+click here to review the SPC syllabi statements.](#)



## **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.

## **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.

### **Attendance:**

Even though this is an online class, students still have to access the course on a regular basis. The WebCT/Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. If you fail to log into the course on a regular basis, I will drop you from the course. I will alert you to this problem as necessary. The minimum requirements to be successful in this course are at least TWO (2) days per week. THIS IS A MINIMUM. Since this is an online course your attendance is measured by logins.

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.



[Ctrl+Click here to review the college attendance policy.](#)

### **Drop and Schedule Change:**

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 [advising website here.](#) or by calling 806-716-2366.

## **DROPPING A CLASS SCHEDULE CHANGE (after late registration and before census date)**

To make a schedule change after late registration and before the census date, 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](mailto: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.

## **Syllabus Statements**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry.

[Ctrl+Click here to review SPC syllabus statements.](#)



## **COMMUNICATION**

### **Email**

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems.

The instructor will not initiate communication using private email accounts. Students are required 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 directions. 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.

## **RESOURCES**

### **Blackboard**

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.

## **Text and Course materials:Textbook(s):**

There is not a required textbook for this course, all material will be given each week via PowerPoint

**SPC EMAIL** – Students are required to have their SPC email in working order at all times.

- Instructor will not communicate using private email accounts.
- I will return e-mails within 24 hours. If you need immediate assistance, please call me 806-716-4646.
- If leaving a message please give your name, class, student ID #, and a good phone # to return your call

## **Additional Classroom Requirements:**

### **METHODS OF TEACHING**

- PowerPoint Presentation
- Discussion Questions
- Quizzes
- Examinations

## **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 username and password.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

## **Computer Lab Usage:**

The computer lab(s) on any campus may be used by students during scheduled 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.

## **Course Schedule**

**Required completion by the end of Week 1, Sunday, by 11:59pm.**

After reading and understanding the contents of this syllabus:

- Go to SPC's Blackboard, <https://southplainscollege.blackboard.com>
- Choose the course
- Click on the Course Content area
- Click on Syllabus Acknowledgment
- Click on Create Thread
- In the Subject field type: Syllabus
- In the Message field type:

I, (fill in your first and last name), student ID (xxxxxxx), have received, read, and understand the contents of the syllabus for the ( Course title and number), Fall 2024. Date (today's date).

Weekly Dates	Assignments
<b>WEEK 1</b> Monday: 8/26 Coursework Opens  Sunday: 9/1 Coursework DUE by 11:59 pm	Syllabus: HPRS 1201 Syllabus Acknowledgement <b>DUE SUNDAY @ 11:59 pm Syllabus Acknowledgement</b>
<b>WEEK 2</b> Monday: 9/2 Coursework Opens  Sunday: 9/8 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Entering the Healthcare Profession <b>DUE SUNDAY @ 11:59 pm: Discussion: Why Healthcare?</b>
<b>WEEK 3</b> Monday: 9/9 Coursework Opens  Sunday: 9/15 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Role in the Hospital Setting <b>DUE SUNDAY @ 11:59 pm: Discussion: How can you enhance the field?</b>
<b>WEEK 4</b> Monday: 9/16 Coursework Opens  Sunday: 9/22 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Ethics and Attitudes <b>DUE SUNDAY @ 11:59 pm: Assignment: Ethics Music Assignment</b>
<b>WEEK 5</b> Monday: 9/23 Coursework Opens  Sunday: 9/29 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Ethics and Attitudes <b>DUE SUNDAY @ 11:59 pm: EXAM 1</b>
<b>WEEK 6</b> Monday: 9/30 Coursework Opens  Sunday: 10/6 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Stress Management <b>DUE SUNDAY @ 11:59 pm: Discussion: Stress Management</b>
<b>WEEK 7</b> Monday: 10/7 Coursework Opens  Sunday: 10/13 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication <b>DUE SUNDAY @ 11:59 pm: Discussion: Getting to Know Each Other &amp; Communication Observation Assignment</b>
<b>WEEK 8</b> Monday: 10/14 Coursework Opens	<i>PowerPoint Presentation</i> Communication

Sunday: 10/20 Coursework DUE by 11:59 pm	<b>DUE SUNDAY @ 11:59 pm: EXAM 2</b>
<b>WEEK 9</b> Monday: 10/21 Coursework Opens Sunday: 10/27 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Goals and Time Management <b>DUE SUNDAY @ 11:59 pm: Discussion</b>
<b>WEEK 10</b> Monday: 10/28 Coursework Opens Sunday: 11/3 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> HIPPA <b>DUE SUNDAY @ 11:59 pm: HIPAA Video</b>
<b>WEEK 11</b> Monday: 11/4 Coursework Opens Sunday: 11/10 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Personal and Professional Development <b>DUE SUNDAY @ 11:59 pm: EXAM 3</b>
<b>WEEK 12</b> Monday: 11/11 Coursework Opens Sunday: 11/17 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Resume <b>DUE SUNDAY @ 11:59 pm: First Draft</b>
<b>WEEK 13</b> Monday: 11/18 Coursework Opens Sunday: 11/24 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Resume <b>DUE SUNDAY @ 11:59 pm: Final Draft and All Parts</b>
<b>WEEK 14</b> Monday: 11/25 Coursework Opens Sunday: 12/1 Coursework DUE by 11:59 pm	<b>Thanksgiving WEEK –</b>
<b>WEEK 15 &amp; WEEK 16</b> Monday: 12/2 Coursework Opens Sunday: 12/10 Coursework DUE by 11:59 pm	Comprehensive FINAL Exam <b>DUE Tuesday @ 11:59 pm</b>