



COURSE: SRGT 2130.151 Professional Readiness (1 Credit Hour)

SEMESTER: Summer 2024 (June-August; 10 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 - 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:
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 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.

## 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 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

## **OUTCOME ASSESSMENT METHODS**

Assessment methods for this course are both formative and summative.

### **Formative assessments include:**

- discussions
- homework
- exams

### **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
- Weekly Quiz
- Computer based homework

## **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 chapter homework, quizzes, and a comprehensive final exam. Exam dates will be announced. The following guidelines will be followed regarding coursework:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will **NOT** be given.
2. Late assignments will not be accepted.

Assessment Tools	%
MindTap – Chapter Assignments	30%
Exams	20%
Participation/Discussion	30%
Resume/Cover Letter Assignment	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.

### Proctorio Policy

This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

#### **Before Using Proctorio**

- In order to use Proctorio, you must have a **basic webcam or built-in camera with microphone** enabled on your laptop or desktop computer.
- You must have the **Chrome browser** on your computer. [Download Chrome.](#)
- You must install the [Proctorio Chrome extension \(Links to an external site.\)](#).
- Check the [Proctorio Minimum System Requirements \(Links to an external site.\)](#) to ensure Proctorio will work on your computer.
- You will also be required to show a **government or school issued ID** before accessing the **Student Learning Contract** (next page). You will also need to show your ID if your instructor is requiring Proctorio for any quizzes/exams.

#### **Proctorio FAQs**

**Q: Do I need a password to get into the exam?**

A: NO, if you are getting a password alert, you will need to make sure ALL TABS are closed, and you are following the proctorio instructions.

**Q: Can I listen to music while taking the exam?**

A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

**Q: Is someone watching me take the test since it is proctored (via Proctorio)?**

A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

**Q: What if I have to get up to use restroom during the quiz/exam?**

A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Canvas Inbox) letting them know that your quiz/exam attempt might be “flagged.” Please do your best to plan ahead and “go” before beginning the quiz/exam!

**Q: Can I take the quiz/exam from any location?**

A: You may take the quiz/exam from any location as long as you have a strong Internet connection. You should be in a quiet environment and strive to limit your outside distractions as well.

**Proctorio Technical Support**

(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.)

Email: [support@proctorio.com](mailto:support@proctorio.com)

**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.](#)

**Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 4th class day (or having equivalent tardies) in a course section. A student who meets these criteria will be administratively dropped from the course by the instructor.**

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- 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 SRGT Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

### **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.

### **Special Requirments**

Students are not required to purchase their own computer, but must have access to one that meets these specifications. There are computer labs available for student use on our Levelland, Lubbock Center, and Reese Center campuses.

**To be able to participate in this online course, a student needs to have the following:**

- Typing skills
- Basic word processing skills
- Know basic functionality of a computer and how to do basic troubleshooting
- Know how to connect to the Internet
- Know basics of how the Internet works and how to search and conduct research using the Internet
- Know how to compose, reply, and forward e-mail messages
- Know how to attach and open documents in an e-mail message
- Have basic file management skills
- Know how to save and delete documents

## 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.

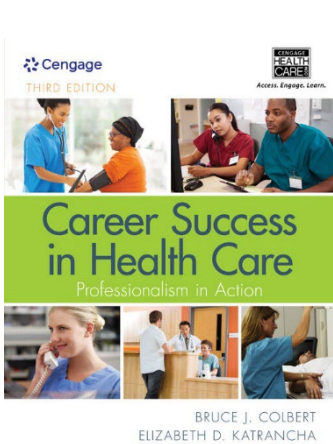
## RESOURCES

### 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:**

### **Book:**



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

**Computer:** Needed for all exams, homework, and assigned projects. A personal computer is not mandatory, multiple computer labs are available for student use during school hours, and laptops can be borrowed for in-class exams.

**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
- Review
- 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), Spring 2024. Date (today's date).

COURSE WORK: <i>power point, discussions, exams</i>	Chapter Breakdown
<p><b>Week 1- 6/3 - 6/9</b></p> <ul style="list-style-type: none"> <li>• Syllabus overview – Please Respond to discussion board.</li> <li>• Start Reading Chapters 1-3               <ul style="list-style-type: none"> <li>○ <b>Chapter 1 - Study Skills: Laying the Foundation</b></li> <li>○ <b>Chapter 2 - Characteristics for Personal and Professional Success</b></li> <li>○ <b>Chapter 3 – Setting Goals and Time Management</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chapter 1 - Study Skills: Laying the Foundation</b> <ul style="list-style-type: none"> <li>- Daily Study Preparation</li> <li>- Select a Good Time and Place to Study</li> <li>- Note-Taking</li> <li>- Active Reading</li> <li>- Classroom Etiquette</li> <li>- Educational Domains</li> <li>- Critical Thinking and Memory</li> <li>- Test Taking</li> <li>- Taking Care of Yourself</li> <li>- Study Success Skills for Online Courses</li> </ul> </li> <li>• <b>Chapter 2 - Characteristics for Personal and Professional Success</b> <ul style="list-style-type: none"> <li>- Self-Esteem</li> <li>- Self-Confident Attitude</li> <li>- Professional Image</li> <li>- Positive and Negative Attitudes</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Changing Negative Attitudes into Positive Attitudes</li> <li>• <b>Chapter 3 – Setting Goals and Time Management</b> <ul style="list-style-type: none"> <li>- Setting Goals</li> <li>- Types of Goals</li> <li>- Time Management</li> <li>- Using Time Management Techniques</li> <li>- Minimize Time Wasters</li> <li>- Making Effective Lists</li> <li>- Capitalize on Peak Points</li> </ul> </li> </ul>
<p><b>Week 2 - 6/10 – 6/16</b></p> <ul style="list-style-type: none"> <li>• Complete Character strengths Video, 24 Character Strength Assessment Survey and Character Strength Interview.</li> <li>• Discussion Question (Facial Expressions)</li> </ul>	
<p><b>Week 3 – 6/17 – 6/23 EXAM –</b></p> <ul style="list-style-type: none"> <li>• NO active Discussion</li> <li>• Read chapters 4-5 <ul style="list-style-type: none"> <li>○ <b>Chapter 4 – Thinking and Reasoning Skills</b></li> <li>○ <b>Chapter 5 – Stress Management</b></li> </ul> </li> <li>• Review PowerPoints of Chapters 1-5</li> <li>• Chapters 1-5 Exam</li> </ul> <p><b>Exam Due 6/25 @ 11:59pm</b></p>	<ul style="list-style-type: none"> <li>• <b>Chapter 4 – Thinking and Reasoning Skills</b> <ul style="list-style-type: none"> <li>- Types of Thinking</li> <li>- Critical and Creative Thinking</li> <li>- Directed and Undirected Thinking</li> <li>- Total Thinking Process</li> <li>- The Decision-Making Process</li> </ul> </li> <li>• <b>Chapter 5 – Stress Management</b> <ul style="list-style-type: none"> <li>- Understanding Stress</li> <li>- A Simplified Stress Management System</li> </ul> </li> </ul>
<p><b>Week 4 &amp; Week 5 – 6/24 – 7/7</b></p> <ul style="list-style-type: none"> <li>• Discussion Question</li> <li>• Review Power Points <ul style="list-style-type: none"> <li>Employability</li> <li>Resume and Cover letters</li> </ul> </li> <li>• Rough Draft: Resume and Cover letter</li> </ul> <p><b>Homework Due 7/9 @ 11:59pm (Resume and Cover Letter)</b></p>	
<p><b>Week 6 – 7/8 – 7/14 EXAM</b></p> <ul style="list-style-type: none"> <li>• Read Chapters 6-9 <ul style="list-style-type: none"> <li>○ <b>Chapter 6 – Types of Communication</b></li> <li>○ <b>Chapter 7 – Communication in Action</b></li> <li>○ <b>Chapter 8 – Communication Within an Organization</b></li> <li>○ <b>Chapter 9 – Patient Interaction and Communication</b></li> </ul> </li> <li>• Chapters 6-9 PowerPoints</li> </ul> <p><b>Exam Due 7/16 @ 11:59pm</b></p>	<ul style="list-style-type: none"> <li>• <b>Chapter 6 – Types of Communication</b> <ul style="list-style-type: none"> <li>- Nonverbal Communication</li> <li>- Verbal Communication</li> <li>- Nonverbal Signals</li> <li>- Written Communication</li> </ul> </li> <li>• <b>Chapter 7 – Communication in Action</b> <ul style="list-style-type: none"> <li>- Barriers to Communication</li> <li>- Listening</li> <li>- Customer Relations</li> </ul> </li> <li>• <b>Chapter 8 – Communication Within an Organization</b> <ul style="list-style-type: none"> <li>- Communication Networks</li> <li>- Working Within a Group</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Effective Group Participation</li> <li>• <b>Chapter 9 – Patient Interaction and Communication</b> <ul style="list-style-type: none"> <li>- Preparing for the Patient Encounter</li> <li>- Territoriality</li> <li>- Patient Needs</li> </ul> </li> </ul>
<p><b>Week 7 - 7/15 – 7/21 Exam</b></p> <ul style="list-style-type: none"> <li>• Read Chapters 10, 11 <ul style="list-style-type: none"> <li>○ <b>Chapter 10 – Your First Position as a Health Care Professional</b></li> <li>○ <b>Chapter 11 – Professionalism in Action</b></li> </ul> </li> <li>• Chapters 10, 11 PowerPoints</li> </ul> <p><b>Exam Due 7/23 @ 11:59pm</b></p>	<ul style="list-style-type: none"> <li>• <b>Chapter 10 – Your First Position as a Health Care Professional</b> <ul style="list-style-type: none"> <li>- Choosing the Right Position</li> <li>- Preparing a Resume</li> <li>- Writing Cover Letters</li> <li>- The Interview</li> </ul> </li> <li>• <b>Chapter 11 – Professionalism in Action</b> <ul style="list-style-type: none"> <li>- Medical Ethics</li> <li>- Legal Issues</li> <li>- The Patient Care Partnership</li> <li>- Right to Die Issues</li> <li>- Licensure and Certification</li> </ul> </li> </ul>
<p><b>Week 8 – 7/22 – 7/28</b></p> <ul style="list-style-type: none"> <li>• <b>7 Ps of Professionalism</b></li> <li>• <b>Discussion Question</b></li> </ul>	
<p><b>Week 9 – 7/29 – 8/4</b></p> <ul style="list-style-type: none"> <li>• <b>Completed Resume Due</b></li> </ul>	
<p><b>Week 10 – 8/4 - 8/6 FINALS WEEK</b></p> <ul style="list-style-type: none"> <li>• <b>Interviewing</b> – Students will watch three online videos over interviewing skills</li> </ul> <p><b>Interviewing assignment due 8/6 @ 11:59pm</b></p>	