

### Course Syllabus

COURSE: SRGT 2130.200 Professional Readiness (1 Credit Hour)  
 SEMESTER: Summer 2018 (June-August 10 weeks)  
 CLASS TIMES: Thursdays 10:00am-11:00am (Lecture only course; no lab)  
 INSTRUCTOR: Kristie Cole, BAS, CST  
 OFFICE: RC 528  
 OFFICE HOURS: By appointment only  
 OFFICE PHONE: 806-716-4643  
 E-MAIL: kcole@southplainscolleg.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.”*

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## 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.

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## 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
- Role playing
- Question/discussion
- Review
- Examinations
- Class activities

### ATTENDANCE POLICY

Class attendance is mandatory. Students are allowed three (3) absences and will be administratively withdrawn on the fourth (4<sup>th</sup>) absence. A tardy will be given if the student is not present for the class or lab within the first 5 minutes of the class period. Two (2) tardies equal one (1) absence. If a student misses more than 30 minutes of any class session, an absence will be given for the day.

### ASSIGNMENT POLICY

No late work will be accepted. Work is considered late after the end of the day of which the assignment is due. Assignments are not to be completed in class unless given permission by the instructor; should a student be observed to be working on an assignment in class without permission, the student will receive a zero for the assignment.

Make-up exams will not be given. If a student is more than 30 minutes tardy, or an exam has already been completed by the rest of the class, the student will not be allowed to begin the exam due to the delay it will cause in instruction. Students are not allowed to leave the room while exams are still being given. All personal business must be taken care of before the exam begins, or after all exams have been turned in.

## GRADING POLICY

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

Homework	20%
Quiz	25%
Participation	30%
Resume/Cover letter	<u>25%</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 email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

## STUDENT CONDUCT

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages 11-14.

## SPECIAL REQUIREMENTS

**Cell Phones** – Cell phones are permitted in class. They MUST be turned to silent. A student whose phone sounds during class, or is observed to be using the phone in any way without permission from the instructor will be sent home for the day with an absence.

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## COURSE CONTENT OUTLINE

Course Outline is subject to change by instructor.

### Week 1

- Syllabus overview
- Guest Speaker – UMC, UMC ENDO and COV.

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

### Week 2 – Chapter 3,4,5

- Applications
- Resume and Cover letters
- Interviewing, attire, correspondence
- Business writing,

**DUE HOMEWORK (Resume and Cover Letter)**

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

### Week 3 **Exam**

#### **REDO Homework DUE (Resume and Cover Letter)**

Rough Draft: Resume and Cover letter  
-Doesn't have to be on Resume paper

### Week 4

- **Chapter 6,7,8,9**  
**Guest Speaker**
- **Interviewing**

### Week 5 Chapter 6,7,8,9

- 7 Ps of Professionalism

### Week 6 **Exam**

#### **Chapter 10, 11**

### Week 7

Chapter 10,11

### Week 8 **Exam**

#### **Completed Resume Due**

### Week 9

**Interviewing**

### Week 10

**Final**

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## 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).

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## 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.

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## 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

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Signature

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Date



