

Course Syllabus

COURSE: RCVN_VNSG_2410_200_N_Mendoza_Summer_2021
 Nursing in Health and Illness III (Level 3 Medical-Surgical Nursing)
 SEMESTER: Summer 2021
 CLASS TIMES: Wednesdays 8-4 (subject to change)
 LAB TIMES: Included in class time
 INSTRUCTOR: Nadra Mendoza, BSN, RN - BC
 OFFICE: Reese Center, Building 5, Room 506
 OFFICE HOURS: Thursdays 8-12, 1-4 p.m. and Friday 8-12 a.m.
 OFFICE PHONE: 806-716-4621
 E-MAIL: ngmendoza@southplainscollege.edu
 Facebook: <https://www.facebook.com/SouthPlainsCollegeVocationalNursing>

"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.

Prerequisite courses: 1400, 1409

Co-requisite (concurrent) Courses: VNSG 2662, 1334, 1219, 1133

FACE COVERING COURSE SYLLABUS STATEMENT

It is the policy of South Plains College for the Summer 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

COURSE DESCRIPTION (WECM)

Continued study in the principles of growth and development, primary health care needs of the patient across the life span, disease processes and therapeutic nursing interventions. This class is viewed as an NCLEX prep course.

STUDENT LEARNING OUTCOMES (DECS)

At the completion of the semester students will: (based on the Differentiated Essential Competencies of Texas Board of Nursing [DECS])
1. Become a Member of the Profession
2. Provider of Patient-Centered Care
3. Be a Patient Safety Advocate
4. Become a Member of the Health Care Team

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F-11, F-12)

At the completion of this course the student will have:
• Describe normal body functions with that of pathological variations
• Discuss disease process by definition, assessment, lab data and diagnostics
• Assist in formulation of a plan of care utilizing the nursing process for medical-surgical conditions
• Provide patient/family education
• Demonstrate use of nursing process in regard to drug therapy

<ul style="list-style-type: none"> • Discuss normal aging, system changes, common disease processes, lifestyle changes, common issues and needs during the aging process
<ul style="list-style-type: none"> • Discuss the principles of nutrition, the digestive process, food nutrients, diet therapy and diet modifications
<ul style="list-style-type: none"> • Apply sound nursing principles and concepts to multiple patient situations in a variety of clinical settings
<ul style="list-style-type: none"> • Be fluid in the use of medical terminology
<ul style="list-style-type: none"> • Be present and punctual for all classes with no more than 2 (two) absences.

EVALUATION METHODS

Examinations, homework assignments, written assignments, quizzes, and other projects as assigned.

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.

VARIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences provided. Successful completion of the DECS competency statements at the level specified by the course objectives allow the student to complete the course and complete the program if all other concurrent coursework is satisfactory. Upon successful completion of the program, students will be eligible to write the NCLEX-PN examination for licensure.

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 as a reporting tool and communication too. Students should be aware that the “total” points noted on this education platform does not reflect the actual grade of the student because it does not take in to consideration the percentages of each grade. Please calculate your grade according to the criteria in this syllabus.

FACEBOOK

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

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Williams, L., & Hopper, P. (2019). Understanding Medical Surgical Nursing, (6th ed.), F.A. Davis.
ISBN #978-0-8036-6898-0

Williams, L., & Hopper, P. (2019) Study Workbook for Understanding Medical Surgical Nursing, (6th ed.), F.A. Davis.
ISBN #978-0-8036-6900-0

Watkins, C. J. Pharmacology Clear & Simple, 2nd Ed. FA Davis, ISBN 978-0-8036-2588-4
Taber's Encyclopedia

Leeuwen, A. (2017) Davis's Comprehensive Handbook of Laboratory Diagnostic Tests with Nursing Implications, 5th edition, Davis,
ISBN 978-0-8036-3664-4

Vallerand, A. (2019) Davis's Drug Guide for Nurses, 16th edition, Davis ISBN 978-0-8036-2837-3

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes, completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. If PowerPoint outlines are posted on Blackboard, they must be printed prior to class. Class time will not be given for printing notes.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

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

Because of the fast pace of this course within the Vocational Nursing Program and as stated in the Vocational Nursing Student Handbook, make up work is not accepted in this course. 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)

ATTENDANCE PHILOSOPHY (as noted in the Student Vocational Nurse Handbook): Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. In order to foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not inquire as to why a student is absent because the student is an adult learner. Faculty also do not do

make up classes or repeat lectures for students who miss a class; students who are absent should obtain missed information from a fellow classmate.

Additionally, one way a student demonstrates the nursing caring attitude is through timeliness and attendance.

Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked "absent" for the day. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as "absent" for the day. There are no "half-day" absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence.

Attendance is most often taken by a sign in sheet. Students who "forget" to sign in are counted as absent.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

TARDINESS— It is disruptive to students who are on time for a tardy student to enter the classroom with books and backpacks. It also demonstrates a lack of caring and lack of respect to classmates for the tardy student to disrupt class.

- * Students who are (1) tardy to the start of class or (2) tardy following a break or lunch are counted as tardy within the first 5 minutes of the class starting (after that, students are absent).
- * Students who are tardy to class for an examination are not allowed to come in to class once the exam has begun are counted as absent. These students may come in to class after the examination is over to hear the information but the absence will remain.
- * Two tardy's count as one absence.

ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.

A STUDENT MAY HAVE NO MORE THAN 2 ABSENCES IN THIS COURSE. ON THE 3rd ABSENCE, THE STUDENT IS WITHDRAWN.

Students must attend all required online instructional events, Zoom meetings, and in person classes.

All exams are given face-to-face with a scantron.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4626 or (806)716-4719. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule..

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 the late registration date 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 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](#).

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.

It is the responsibility of the student to be informed of class progress and assignments and to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively.

The study guides that accompany the text books offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional helps.

Because of the fast pace of this course within the nursing program NO MAKE UP WORK is accepted.

COMPUTER USAGE

Students will be required to access course materials via Black Board.

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

COMPUTER LAB USAGE

Currently the campus computer lab in building 5 remains closed due to the Covid-19 crisis. Computers are available in the labs at building 8 for student use.

EXAMS

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam, but studying to intervene on the behalf of the patient.

By this course, the student has had all basic medical-surgical concepts through the Level 1 and Level 2 courses. The aim of this course is to stimulate higher critical thinking and increased nursing judgment in preparation for the NCLEX. The student is expected to have maintained the previous body of knowledge from earlier coursework for use within this course. The fundamental knowledge WILL NOT be reviewed in this course.

Exams may cover information given during lecture, handouts, and assigned reading of the texts. At the completion of the course a written *comprehensive* final examination will be given. Exams will be in the form of essay multiple choice, matching, select all that apply, and completion.

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD, SMART WATCHES OR CELL PHONES AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS.

1. Grades will be posted on Black Board as soon as they are available.

2. Each student should know current course averages for all classes.
3. **Students must earn a “C” (75) or better in this class for completion**
4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**
5. The Final Exam grade and a numerical course grade will NOT be posted on BlackBoard. The final course grade will be posted to MySPC as the transcribed letter grade.
6. Once grades are posted, an exam is ready for review. A student may email for an appointment to come by the office and review the exam.

Grades will not be given or discussed by email or phone.

MISSED EXAMS/MAKEUP WORK:

1. There will be NO make-up exams for a missed unit exam. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exam be missed, a grade of “0” will be recorded.
2. **No exams will be given prior to the originally scheduled exam.**
3. **All exams will be on scantron. The student is responsible for turning in 10 (50) and 1 (100) scantrons to the instructor. All scantrons need to be turned in before the first test. If not, the test grade will result in a “0”.**

GRADING POLICY

Students must earn an overall grade of 75 or better in this course section to pass.

Final semester grades will be based on the following:

Unit Exams: 50%

Homework: 10%

Final Exam: 40%

Grading Scale:	90-100 A
	80-89.9 B
	75-79.9 C
	70-74.9 D
	69 or Below F

The Final Course grade will not be rounded up. Example: Your average is 79.8. Your grade will be 79 which is a C.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the Blackboard or their email should immediately contact the help desk.

Email Policy:

- A. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- B. A student’s failure to receive or read official communications sent to the student’s assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- C. The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- D. Instructors make every attempt to respond to student emails during regular college business hours when faculty are on campus. Instructors are not required to answer emails after hours or on weekends.

E. Students who use email inappropriately to faculty, students, staff or others will be placed on probation for the first offense; dismissed from the program for a second offense.

Texting Faculty: Students should not text faculty via the faculty cell phone. Written communication should be by email, office phone, or personal notes. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

CAMPUS CARRY

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth been within six months, under Title IX you have a right to reasonable accommodations to help continue your education. Students who wish to request accommodations must contact the Health and Wellness Center at 806-716-2529 to initiate the process.

COVID-19 INFORMATION (Subject to change)

The student area where the fridge and microwave are at are closed. You may use the vending machine. Temperature checks will be done by discretion of the faculty at any given time.

FACE COVERING STATEMENT

It is the policy of South Plains College for the start of summer 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

IN CASE OF EMERGENCY

Please contact Stacie Johnson at 806-716-4626 or Korbi Berryhill at 806-716-4719

The student should notify his/her family that in case of an emergency during normal class schedule. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

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.

SPECIAL REQUIREMENTS (*Read Carefully)

- **Students must present the signature page acknowledging that the student has read and understands the content of this syllabus.**
- **These signature pages are due by Friday of the first week of classes.**
 - **Cell Phones – ATTENTION: ALL CELL PHONES SHOULD BE KEPT IN LOCKERS OR IN YOUR CAR DURING THE CLASS TIME!**
 - *If a student's cell phone goes off during lecture, the phone will be taken up and not given back until after class.*
 - *Should a cell phone go off during an exam, that student's test will end right there with a "50" recorded as the highest possible grade for this exam grade. (Even if the student is on the last question of that exam).*

COURSE DISCLAIMER

This course will challenge the student to use nursing judgment to challenge the student to go beyond facts to understand larger patterns and relationships related to patient care and illness. The focus is on student-centered learning, integrated learning activities, learning outcomes related to conceptual learning and higher-level critical thinking. The student is expected to take responsibility for his/her own learning, since nursing will required the student to be a self-directed learner for the rest of the nursing career.

To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

H. **STUDENT SUCCESS: Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.**

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

RECOMMENDATIONS ON HOW TO STUDY:

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you have to know the body parts and how they work as long as you are a nurse!
- Take NOTES in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Don't wait until it's almost the final—it's too late then!

If you FAIL this class, it is because you *chose* to fail!
You choose your attitude. . . . *positive or negative!*
You choose to study daily. . . . *or wait until the last minute!*
You choose to read the chapters. . . . *or to wait and try to skim after class or before a test!*
You choose to use the available resources *or not!*
You choose to attend class and arrive on time. . . . *or not!*
You choose to review weekly *or not!*
You choose to seek help. . . . *or not!*
It really is up to you!

Nadra Mendoza, BSN, RN - BC
Adult Health 3 Instructor
SPC Vocational Nursing Program – Reese Center

ACCOMMODATIONS

- 4.1.1.1. 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.
- 4.1.1.2. Disabilities 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 at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
- 4.1.1.3 Non-Discrimination Statement** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
- 4.1.1.4 Title IX Pregnancy Accommodations Statement** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.
- 4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>
- Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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 [Secretaries Commission Achieving Necessary Skills]

- 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 a member 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.

Course Schedule: Located on Black Board

VNSG 2410 Course Contract

Please print, read, complete and return this form on the first class day:

I _____ (print your name) have read the syllabus for Health and Illness III. I understand the course requirements, attendance policy, assignments, testing, and understand that I am expected to take responsibility for my own learning.

Signed: _____ Date: _____