



Course Syllabus

COURSE: HPRS1201.151 Introduction to Health Professions

SEMESTER: Spring 2024 (January - May 16 weeks)

CLASS DAYS: Online (Lecture only course; no lab)

CLASS TIMES: Online (Lecture only course; no lab)

INSTRUCTOR: Zach Pauda CST, AAS

OFFICE: Building 2 #223F

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

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. *

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

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

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

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
- Unit exams
- Online projects

Summative assessments include:

- A comprehensive final exam.

Evaluation methods

Computer-based exams, online assignments, discussion boards

Instructional methods

Methods of Instruction may include:

- Lecture
- Discussion
- Exams
- Online assignments

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, 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.
3. The final exam is comprehensive.

Assessment Tools	%
Homework	20%
Quizzes/Exams	30%
Participation/Discussion	30%
Resume/Cover Letter Project	20%

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

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass this course to proceed to the next semester. Failure to maintain grades will be a dismissal of the SRGT program.

Grading Policies

To successfully complete this course, students are required to achieve a grade of 75% or higher. Those who do not meet this passing requirement will not be permitted to proceed within the SPC program.

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

Exams will be online via BlackBoard.

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

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: <https://www.southplainscollege.edu/syllabusstatements/>



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 <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

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, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

COMMUNICATION

Email

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. I will utilize Remind messaging and you may communicate with me this way also. 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.

Cell Phone/Smart watch policy

Cell Phones – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

Social Media

FACEBOOK/INSTAGRAM

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, to access this page.

Students are NOT allowed to contact faculty (full-time or part-time) through ANY Social Media platforms. This form of contact is not acceptable and extremely unprofessional and could result in dismissal from the Surgical Technology Program.

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:

Instructor will provide all resource materials via BlackBoard.

Textbook(s):

Instructor will provide all resource materials via BlackBoard.

Computer: Needed for all exams, homework, and assigned projects. While 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.

Remind – Students are required to sign up for Remind for the duration of the Surgical Technology Program, this is used for program communication. Students may use Remind system to alert the instructor after 7:00 am and before 8:00 pm. This system is NOT for use on testing, assignment or project questions please email the course instructor.

Additional Classroom Requirements:

METHODS OF TEACHING

- Lecture
- PowerPoint Presentation
- Question and Discussion
- Review
- Projects
- 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

Course Outline is subject to change by the instructor.

Weekly Assignments	Chapters
<p>WEEK 1 Tuesday: 1/16 Coursework Opens</p> <p>Sunday: 1/21 Coursework DUE by 11:59 pm</p>	<p>Syllabus: HPRS 1201</p> <p>DUE SUNDAY @ 11:59 SYLLABUS ACKNOWLEDGEMENT</p>
<p>WEEK 2 Monday: 1/22 Coursework Opens</p> <p>Sunday: 1/28 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Entering the Healthcare Profession</p> <p>DUE SUNDAY @ 11:59 pm: Why Healthcare? Discussion</p>
<p>WEEK 3 Monday: 1/29 Coursework Opens</p> <p>Sunday: 2/4 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Role in the Hospital Setting</p> <p>DUE SUNDAY @ 11:59 pm: How can you enhance the field? Discussion</p>
<p>WEEK 4 Monday: 2/5 Coursework Opens</p> <p>Sunday: 2/11 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Ethics and Attitudes</p> <p>DUE SUNDAY @ 11:59 pm: Ethics Music Assignment</p>
<p>WEEK 5 Monday: 2/12 Coursework Opens</p> <p>Sunday: 2/18 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Ethics and Attitudes</p> <p>DUE SUNDAY @ 11:59 pm: EXAM 1</p>
<p>WEEK 6 Monday: 2/19 Coursework Opens</p> <p>Sunday: 2/25 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Stress Management</p> <p>DUE SUNDAY @ 11:59 pm: Stress Management Discussion</p>
<p>WEEK 7 Monday: 2/26 Coursework Opens</p> <p>Sunday: 3/3 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Communication</p> <p>DUE SUNDAY @ 11:59 pm: Getting To Know Each other Discussion & Communication Observation Assignment</p>

<p>WEEK 8 Monday: 3/4 Coursework Opens Sunday: 3/10 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i> Communication DUE SUNDAY @ 11:59 pm: EXAM 2</p>
<p>Monday: 3/11 Sunday: 3/17</p>	<p>SPRING BREAK!</p>
<p>WEEK 9 Monday: 3/18 Coursework Opens Sunday: 3/24 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i> Goals and Time Management DUE SUNDAY @ 11:59 pm: Discussion</p>
<p>WEEK 10 Monday: 3/25 Coursework Opens Sunday: 3/31 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i> HIPAA DUE SUNDAY @ 11:59 pm: HIPAA Video</p>
<p>WEEK 11 Monday: 4/1 Coursework Opens Sunday: 4/7 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i> Personal and Professional Development DUE SUNDAY @ 11:59 pm: EXAM 3</p>
<p>WEEK 12 Monday: 4/8 Coursework Opens Sunday: 4/14 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i> Resume</p>
<p>WEEK 13 Monday: 4/15 Coursework Opens Sunday: 4/21 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i> Resume</p>
<p>WEEK 14 Monday: 4/22 Coursework Opens Sunday: 4/28 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentations</i> Resume DUE SUNDAY @ 11:59 pm: Resume Project</p>
<p>WEEK 15 / WEEK 16 Monday: 4/29 Coursework Opens Sunday : 5/5 Coursework DUE by 11:59pm</p>	<p>Comprehensive FINAL</p>

SYLLABI ACKNOWLEDGEMENT STATEMENT

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).