Levelland Campus

Course Syllabus

COURSE: RNSG 2307.001 Adaptation to Role of Professional Nurse (3:2:2)
SEMESTER: Spring 2022
CLASS DAYS: Wednesdays
CLASS TIMES: 09:00 A.M. to 4:00 P.M.
FACEBOOK: https://www.facebook.com/SPCNursing17/

Name	Phone Number	Email	Office	Hours
Jessica Williams MSN, RN, Course Leader	806.716.2977 (o)	jlwilliams@southplainscollege.edu	AH112G	By appointment

"South Plains College improves each student's life."

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus

COVID

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

COURSE DESCRIPTION

Adaptation to Role of Professional Nurse 2307 (3:2:2). Pre-requisite: ENGL 1301, BIOL 2401, BIO 2420, PSYC 2314, with a grade of "C" or better. This course must be taken concurrently with RNSG 2260 & RNSG 2213. RNSG 2307 is a leveling course designed to meet the needs of advanced standing students. Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a concept-based approach. Content also includes a review of nursing theory, nursing skills, problem solving, critical thinking, nursing process, fluid/electrolytes, acid-base balance, enteral/parenteral nutrition, medication administration, dosage calculations, and intravenous therapy. The course is designed to prepare the student to apply critical thinking and the nursing process to hospitalized clients/families and/or groups experiencing recurring common health problems and stress of illness. Curriculum concepts reflected throughout include growth & development, nutrition, pharmacology, safety, delegation, and safe patient assignment. Communication skills as well as ethical/legal implications are integrated throughout the course. The nurse as a professional is emphasized in the professional roles of nursing: provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is placed on the unifying concepts of basic human needs, roles

of the nurse, and professional nursing practice. Emphasis is also placed in critical thinking and the nursing process is applied to the adult experiencing the bio-psycho-socio-spiritual stressors of illness. Through simulated and actual experiences, the student learns to apply the nursing process to the adult client and to function in the professional role of nursing practice.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Demonstrate successful strategies for test-taking at the Registered Nursing level.
2. Identify the purpose of nurse practice acts, standards for nursing practice, and guidelines for professional practice.
3. Demonstrate critical thinking and nursing practice at the Registered Nursing level.
4. Develop an understanding of nursing practice with a focus on basic concepts and nursing skills.
5. Exhibit proficiency in all skills required to enter as an advanced placement student.
6. Identify the role of the nurse in assisting patients in the management of the comfort, physiological, safety, and situational needs.
7. Understand the principles of therapeutic communication.
8. Utilize the nursing process within a structured setting with individual clients from diverse populations experiencing common, well defined, reoccurring alterations in health.
9. Understand guidelines for effective documentation meeting ethical and legal standards.
10. Describe pharmacological and non-pharmacological therapies used in patient care.
11. Utilize information technologies to retrieve information and accurately document patient care.
12. Identify safety and infection control procedures to protect patients and health care personnel.
13. Discuss nursing care of patients with a variety of disorders.
14. Understand the needs of patient's cultural, language, ethnic, or spiritual needs.
15. Understand basic concepts of nutrition and the role it plays in patients overall health.

COURSE OBJECTIVES

Upon satisfactory completion of RNSG 2307, RNSG 2260, and RNSG 1115, the student will meet the following: SCANs (Secretary's Commission on Attaining Necessary Skills) Competencies foundations skills found within this course are (C1 - C3, C5-7, C9, C11-13, C16-C20, F1-9, F12-13, & F16-F17). SPC ADNP Graduate Outcomes: 1-5. DECs (Differentiated Essential Competencies) are attached at the end of the syllabus and listed in each blackboard module.

EVALUATION METHODS

The evaluation methods in this course will include computer-based exams and Course Point Plus assignments. Teaching methods: lecture, simulation scenarios, case studies, focus learning groups and possible online learning via: Zoom, Blackboard Collaborate and/or Microsoft Teams. This course will offer **face-to-face instruction** with online instruction provided to supplement and enhance learning. This course may take on a different format such as:
  I. Lecture online with lab components face-to-face

Web Based: online assignment submissions, blackboard, ATI testing and learning modules, Lippincott's Course Point Plus pre-lecture quizzes, interactive case studies, interactive tutorials, content mastery and virtual simulations.

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 a student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, including possible 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 all phases of coursework, including all quizzes, exams, and all assignments.

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.

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated RNSG 2307 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 2307 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

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.

FACEBOOK

The nursing program has a Facebook page at https://www.facebook.com/SPCNursing17/ 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 South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

Taylor, C., Lynn, P., & Bartlett, J. (2019). *Lippincott Course Point Plus. Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. ISBN: 9781975123901 (this option includes the electronic textbook)

You *may* purchase the physical text listed below in addition to Course Point Plus listed above if you prefer to have the physical textbook. You must have either the electronic text or physical textbook.

Taylor, C., Lynn, P., & Bartlett, J. (2019). *Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. ISBN: 9781496362179 (only required if you choose to have the physical textbook instead of the electronic textbook) Other Required Text:

Carpenito, L. (2017). *Nursing diagnosis: Application to clinical practice* (current ed.). Wolters Kluwer. ISBN: 9781496338419

Houghton, P., & Houghton, T. (2009). *APA: The easy way* (current ed.). XanEdu. ISBN: 9780923568962
RECOMMENDED TEXTS

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. ISBN: 1433832178

Frandsen, G, & Pennington, S. (2020). *Abrams' Clinical Drug Therapy* (current ed.). Wolters Kluwer. ISBN: 9781975136130

Hinkle, J., & Cheever, K. (2017). *Brunner & Suddarth's textbook of medical-surgical nursing* (current ed.). Wolters Kluwer Health: Lippincott Williams & Wilkins. ISBN: 1496347994

Macklin, D., Chernecky, C., & Infortuna, H. (2011). *Math for clinical practice.* (2nd ed.). Mosby Elsevier. ISBN: 9780323064996.

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared. Power point lecture notes should be viewable during lecture. Students will be required to use a laptop computer or similar technology for exams and quizzes in the classroom. Students may use pen and paper or a laptop computer/tablet to take notes during lecture. Students are responsible to purchase a Blood Pressure Cuff, Stethoscope, Pen Light, and Pulse Oximeter. Students should be prepared to take notes over lecture material if they choose. Students may use personal laptops in the classroom to take notes if desired. An iPad will be checked out to each student for school use.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes 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.
(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)
The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog.
Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The Instructor/course leader has the prerogative of dropping the student from the course for any absences.
Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor. Students are expected to attend all scheduled lab days; including but not limited to, skills demonstrations, mass check off days, and scheduled recording sessions. **The student can miss no more than four (4) hours of classroom lecture or lab hours.** A student missing more than four (4) classroom lecture or lab hours will be dropped from RNSG 2307. The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis.
Do not be tardy for lecture. Each tardy will be documented and cumulative and will count towards the number of hours that can be missed.
Cellphones must be turned off during the lecture period or while in the NLRL (nursing learning resource lab).

Dropping a Class

Dropping a class will be initiated by the instructor. If a student is not successful in one or more of the following courses: RNSG 1115, RNSG 2307, or RNSG 2260. The instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned. (RNSG 1115, RNSG 2307, and/or RNSG 2260).

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/admissionaid/advising/spcadvisors.php or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (September 3rd) and before the census date (September 20th), 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. Assignments, quizzes, exams, and skills missed due to an unexcused absence may not be made up. Assignments are due by the assigned dates and by 2300 Central Standard Time (CST) on the course calendar. Students should contact faculty prior to the due date and time if they anticipate material will be late. Please note, contacting faculty will not guarantee the receipt of an extension for the assignment. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date. Failure to complete any assignment by due date will result in a **5-point deduction** each day late up to 5 days, at which time the student will receive a zero. Students will be asked to scan and upload documents into Blackboard. Scanners are in several locations on campus. Students may also choose to use their cellphone using the notes section (iphone/ipad) or an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF.

Lippincott's CoursePoint +

Student will complete assignments in Lippincott's CoursePoint +. These assignments link directly back to the Taylor's Fundamentals of Nursing text. Reading and comprehending this text will be crucial to your success in this course. Please see course calendar for due dates. These assignments will include pre-lecture quizzes, interactive case studies, tutorials, and/or virtual simulations. Students must complete the assignment in its entirety, including any documentation and reflection, which will be uploaded to Blackboard, if applicable. Students have unlimited attempts to achieve the highest grade desired on pre-lecture quizzes, interactive tutorials, and interactive case studies.

CoursePoint +	Type of Assignment	Due Date
Ch. 6 Values, Ethics, and Advocacy	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 7 Legal Dimensions of Nursing Practice	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 8 Communication	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 9 Teaching and Counseling	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 10 Leading, Managing, and Delegating	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 13 Blended Competencies, Clinical Reasoning, and Process of Persons	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 14 Assessing	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 15 Diagnosing	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 16 Outcome Identification and Planning	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 17 Implementing	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 18 Evaluating	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 29 Medications	Pre-Lecture Quiz (PLQ)	See Course Calendar

Ch. 32 Wound Care	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 36 Nutrition	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 37 Urinary Elimination	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 39 Oxygenation and Perfusion	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 40 Fluid, Electrolyte, and AcidBase Balance	Interactive Tutorial	See Course Calendar

COMPUTER USAGE

As computer technology in the field of health occupations continues to be a necessity, computers will be used in this course almost exclusively, except for a few 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, the student should check this email regularly. 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 open 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.

EXAMS

If students make less than a 77% on any exam, the student must make an appointment with an instructor to remediate. However, we encourage any student who makes an 80% or below to make an appointment to receive remediation. Unit exams will consist of 70% of the final course grade. Comprehensive final will consist of 20% of the final grade. Cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time during testing, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time. Exam scores will not be rounded.

EXAM REMEDIATION

Remediation is one essential component to ensure student success. Therefore, any student scoring below 77% on any exam is required to make an appointment with an instructor prior to the next exam and then maybe referred to the retention/remediation counselor as designated by the instructor. The student will be required to follow up with the retention/remediation counselor indicated. However, we encourage any student who makes an 80% or below to make an appointment to receive remediation

EXAMSOFT BENCHMARK STANDARDIZED EXAMS
The Open Check exam will be a non-proctored exam and maybe taken remotely. Benchmark I and Benchmark II will be proctored in house by instructors. The average of Examsoft Benchmark I and Benchmark II will be 2% of your overall grade. Please refer to your calendar for dates.

Exam:	Content Covered:	Date:
Exam # 1	Taylor's Ch. 6 – 10	See Course Calendar
Exam # 2	Taylor's Skills content (Wound care, NGT Insertion and Care, IV therapy, Sterile CVC Care, Sterile Catheter, Pharmacology, Dosage Calculations, Tracheostomy Care/Suctioning, IV Therapy)	See Course Calendar
Exam # 3	Taylor's Ch. 13, 14, 15, 16, 17, & 18, Nursing Process, Hospital Orientation/Documentation	See Course Calendar
Exam # 4	Ch. 40, Fluid and Electrolytes, Acid-Base Imbalances	See Course Calendar
Final Exam	Comprehensive	See Course Calendar

Remediation Policy

Remediation is an essential component to ensure student success. Therefore, any student scoring below 77% on any exam is required to make an appointment with the course leader to review the exam for remediation and success planning, it is the student's responsibility to make and keep this appointment. The initial meeting must be completed prior to the next exam. Students who are unsuccessful on exams and do not meet with the course leader within the timeframe may will be at risk for failure of the course. To enhance student success in the program, students may self-refer or be referred to the retention counselor by faculty for reasons other than exam success, such as time management, test-taking skills or test anxiety.

GRADING POLICY

There are a total of 100% to obtain in this course. **You must have a minimum of a 77% to pass the course. You must have a minimum of 80% prior to the final and no absences in order to opt out of the final.** There is no rounding of grades.

Grading Scale:
A = 90-100%
B = 80-89.99%
C = 77-79.99%
D = 70-76.99%
F = 69% or below

You must have a grade of 77% to pass the course and no more than one absence

Students with 80% or higher before the final and evidence of no more than one absence will be exempt from the Final Exam. The final exam grade will be from the average of the four-unit major exams and then will take place of the final exam grade.

Unit Exams (4)	70%
Final Exam	20%
Lippincott Course Point Plus Assignments	8%
Exam Soft Benchmark I Benchmark II	2%
Skills Pass/Fail	P/F
Total	100%

COMMUNICATION POLICY

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 encouraged 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 direction. 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. Communication is imperative to your success in this course and is highly encouraged.

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)

SPECIAL INSTRUCTIONS FOR SKILLS CHECK OFFS, RECORDING OF SKILLS, SIMULATION AND CLINICALSITES

Students must arrive in **full SPC uniform for skills check offs, recording of skills, Reese simulation and clinical sites.** Cell Phones are permissible, kept on silent mode, and should not be used in patient areas, hallways, or nurses' stations. Cell phones may be used on you lunch break. Failure to use responsibly will result in a 50% penalty for the clinical day. Exception is iPad checked out to students by SPC ADNP. Students assumes responsibility for loss or damage to their property. Failure to comply will the SPC Uniform Policy may result in a deduction for any assignments due that day (clinical daily attendance and evaluations). The clinical instructor will remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Unsafe clinical performance may result in clinical failure and/or dismissal from the ADNP. Examples of unsafe clinical performance include, but are not limited to the following:

a.   Failure to complete assigned clinical paperwork
b.   Placing a patient in physical or emotional danger
c.   Assuming inappropriate independence
d.   Failure to accept moral and legal responsibility for his/her own actions
e.   Violation of professional integrity as expressed in the ANA Code of Ethics
f.   Performing invasive procedures or giving medications without an instructor.

All invasive procedures must be observed by the instructor. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) in and out of the clinical/simulation setting. HIPAA violations are subject to grade deductions and/or the student's removal from the SPC nursing program

Students must complete the syllabus quiz for each course. This indicates that the student acknowledges they have read and understand the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. To better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

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) 806-7164302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate based on race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination 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 Campus Concealed Carry Statement

Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2). 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. Individuals 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: https://www.southplainscollege.edu/campuscarry.php. Concealed Carry (Also Known as Campus Carry) FAQs. What is Senate Bill 11, sometimes known as Campus Carry? Texas Senate Bill 11 allows for the carrying of concealed handguns on Texas public institution campuses by individuals holding a valid Texas License to Carry (LTC) or Concealed Handgun License (CHL). Report violations to the College Police Department at 806-7162396 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 selfcontrol.

F-17 Integrity/Honesty–chooses ethical courses of action.

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 adjusts 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.