



**PNSG 2230 Medical-Surgical Nursing III  
COURSE SYLLABUS  
Fall Semester 2020**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Monday, Tuesday, Wednesday, Thursday September 29, 2020 through October 21, 2020 from 9:00am-4:00pm

Course Reference Number (CRN): 20309

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Rachel Sikes, BSN, RN

Office Location: Vidalia Campus Gillis Building, Room 715

Office Hours: Please email the instructor to schedule a virtual appointment via Webex.

Email Address: [Rachel Sikes \(rsikes@southeasterntech.edu\)](mailto:rsikes@southeasterntech.edu)

Phone: 912-538-3209

Fax Number: 912-538-3106

Tutoring Hours: Please schedule an appointment

Instructor Name: Amy O'Neal, BSN, RN

Office Location: Swainsboro Campus, Building 8 Health Sciences Building, Room 8101

Office Hours: Please email the instructor to schedule a virtual appointment via Webex.

Email Address: [Amy O'Neal \(aoneal@southeasterntech.edu\)](mailto:aoneal@southeasterntech.edu)

Phone: 478-289-2245

Fax Number: 478-289-2336 (Building 2)

Tutoring Hours: Please schedule an appointment

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

1. Fundamentals of Nursing Care: Concepts, Connections, and Skills, 3rd Edition, FA Davis by Burton, Smith & Ludwig
2. Nursing Care Plans, 10th Edition, Doenges, Morehouse et al.

3. Davis's Nursing Skills **Videos** for LPN/LVN, 3rd Edition (This is not a book. Student has access to skills videos through FA Davis website.)
4. Pharmacology Clear and Simple, 3rd Edition, F.A. Davis, Watkins
5. Understanding Medical Surgical Nursing, 6th Edition, FA Davis, Williams and Hopper
6. Safe Maternity and Pediatric Nursing Care, FA Davis, Linnard-Palmer and Coats
7. Assessment Technologies Institute (ATI)

## **REQUIRED SUPPLIES & SOFTWARE**

Pen, pencil, paper, highlighter, calculator, 3 ring binder, computer access and headphones.

**Laptop/personal computer is required.**

### **Suggested specifications include:**

- Processor i5 or i7
- Memory 8GB or higher
- Hard drive 250GB or larger
- DVD Drive either internal or external

### **Required:**

- Webcam with microphone
- A minimum internet speed of 5 Mbps. (10 Mbps or more is recommended). Test your internet speed using [www.speedtest.net](http://www.speedtest.net).

Google chrome and firefox are the recommended browsers to use for blackboard collaborate.

## **COURSE DESCRIPTION**

This course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking skills, engaging in client education and displaying cultural competence across the lifespan and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

## **MAJOR COURSE COMPETENCIES**

1. Nursing Care Associated with the Neurological System
2. Nursing Care Associated with the Sensory System
3. Nursing Care Associated with Mental Health
4. Nursing Care Associated with the Musculoskeletal Systems

## **PREREQUISITE(S)**

Program admission

## COURSE OUTLINE

### Nursing Care Associated with the Neurological System

Order	Description	Learning Domain	Level of Learning
1	Determine the health management, maintenance and prevention of pathological disorders as related to the neurological system.	Cognitive	Application
2	Prioritize the care for the individual as a whole with respect to the neurological system.	Cognitive	Evaluation
3	Recognize pathological disorders of the neurological system.	Cognitive	Analysis
4	Incorporate nursing observations and interventions related to each of the diagnostic studies and procedures associated with the neurological system	Cognitive	Synthesis
5	Individualize the nursing process with emphasis on assessment and client education as related to the neurological system.	Cognitive	Synthesis
6	Collaborate as a member of the healthcare inter-professional team in relation to the neurological system.	Cognitive	Synthesis
7	Anticipate the responsibility of the nurse and the methods of treatment related to the neurological system.	Cognitive	Synthesis
8	Recognize medications most commonly used in diagnosis, prevention, and treatment of disorders of the neurological system.	Cognitive	Analysis
9	Anticipate dietary management in the prevention and treatment of neurological disorders	Cognitive	Synthesis
10	Select standard precautions as related to care of the neurological system.	Cognitive	Evaluation
11	Differentiate the neurological system with respect to the life span.	Cognitive	Analysis
12	Adapt cultural competence as applicable to the neurological system.	Cognitive	Synthesis
13	Assess the neurological system as applicable to special populations.	Cognitive	Application
14	Interpret elements of fluid balance and electrolytes.	Cognitive	Application
15	Integrate basic computer technology in health care.	Cognitive	Synthesis

### Nursing Care Associated with the Sensory System

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Determine the health management, maintenance and prevention of pathological disorders as related to the sensory system.	Cognitive	Application
2	Prioritize the care for the individual as a whole with respect to the sensory system.	Cognitive	Evaluation
3	Recognize pathological disorders of the sensory system.	Cognitive	Analysis
4	Incorporate nursing observations and interventions related to each of the diagnostic studies and procedures associated with the sensory system	Cognitive	Synthesis
5	Individualize the nursing process with emphasis on assessment and client education as related to the sensory system.	Cognitive	Synthesis
6	Collaborate as a member of the healthcare inter-professional team in relation to the sensory system.	Cognitive	Synthesis
7	Anticipate the responsibility of the nurse and the methods of treatment related to the sensory system.	Cognitive	Synthesis
8	Recognize medications most commonly used in diagnosis, prevention, and treatment of disorders of the sensory system.	Cognitive	Analysis
9	Anticipate dietary management in the prevention and treatment of sensory disorders	Cognitive	Synthesis
10	Select standard precautions as related to care of the sensory system.	Cognitive	Evaluation
11	Differentiate the sensory system with respect to the life span.	Cognitive	Analysis
12	Adapt cultural competence as applicable to the sensory system.	Cognitive	Synthesis
13	Assess the sensory system as applicable to special populations.	Cognitive	Application
14	Interpret elements of fluid balance and electrolytes.	Cognitive	Application
15	Integrate basic computer technology in health care.	Cognitive	Synthesis

### **Nursing Care Associated with Mental Health**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Determine the health management, maintenance and prevention of pathological disorders as related to mental health concerns.	Cognitive	Application
2	Prioritize the care for the individual as a whole with respect to mental health concerns.	Cognitive	Evaluation
3	Recognize pathological disorders of mental health concerns.	Cognitive	Analysis

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
4	Incorporate nursing observations and interventions related to each of the diagnostic studies and procedures associated with mental health concerns	Cognitive	Synthesis
5	Individualize the nursing process with emphasis on assessment and client education as related to mental health concerns.	Cognitive	Synthesis
6	Collaborate as a member of the healthcare inter-professional team in relation to mental health concerns.	Cognitive	Synthesis
7	Anticipate the responsibility of the nurse and the methods of treatment related to mental health concerns.	Cognitive	Synthesis
8	Recognize medications most commonly used in diagnosis, prevention, and treatment of disorders associated with mental health concerns.	Cognitive	Analysis
9	Anticipate dietary management in the prevention and treatment of mental health concerns.	Cognitive	Synthesis
10	Select standard precautions as they relate to care of mental health concerns.	Cognitive	Evaluation
11	Differentiate mental health with respect to the life span.	Cognitive	Analysis
12	Adapt cultural competence as applicable to mental health.	Cognitive	Synthesis
13	Assess mental health as applicable to special populations.	Cognitive	Application
14	Integrate basic computer technology in health care.	Cognitive	Synthesis

#### **Nursing Care Associated with the Musculoskeletal System**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Determine the health management, maintenance and prevention of pathological disorders as related to the musculoskeletal system.	Cognitive	Application
2	Prioritize the care for the individual as a whole with respect to the musculoskeletal system.	Cognitive	Evaluation
3	Recognize pathological disorders of the musculoskeletal system.	Cognitive	Analysis
4	Incorporate nursing observations and interventions related to each of the diagnostic studies and procedures associated with the musculoskeletal system	Cognitive	Synthesis
5	Individualize the nursing process with emphasis on assessment and client education as related to the musculoskeletal system.	Cognitive	Synthesis

Order	Description	Learning Domain	Level of Learning
6	Collaborate as a member of the healthcare inter-professional team in relation to the musculoskeletal system.	Cognitive	Synthesis
7	Anticipate the responsibility of the nurse and the methods of treatment related to the musculoskeletal system.	Cognitive	Synthesis
8	Recognize medications most commonly used in diagnosis, prevention, and treatment of disorders of the musculoskeletal system.	Cognitive	Analysis
9	Anticipate dietary management in the prevention and treatment of musculoskeletal disorders	Cognitive	Synthesis
10	Select standard precautions as related to care of the musculoskeletal system.	Cognitive	Evaluation
11	Differentiate the musculoskeletal system with respect to the life span.	Cognitive	Analysis
12	Adapt cultural competence as applicable to the musculoskeletal system.	Cognitive	Synthesis
13	Assess the musculoskeletal system as applicable to special populations.	Cognitive	Application
14	Integrate basic computer technology in health care.	Cognitive	Synthesis

### GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### STUDENT REQUIREMENTS

#### COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

#### COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

**COVID-19 SELF-REPORTING REQUIREMENT**

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the COVID 19 Health Reporting Form. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

Students are expected to complete all daily assignments and exams. A unit exam average of 70% or above must be obtained in order to take the final exam. Students that do not obtain an exam average of 70% will not be able to take the final exam and will receive a W for all PNSG courses in which they are enrolled and will not be able to progress in the program.

No assignment opportunities will be given for extra credit. Any unit exam grade will be entered as is to the nearest 10<sup>th</sup>. No scores will be rounded (up or down). *For example: exam has 60 questions and each question will be worth 1.66 pts.* The student correctly answers 52 questions out of 60. 52 correct answers x 1.66 = 86.32. The grade will be recorded as 86.3. This rule applies to every grade issued during the semester. All final averages will be recorded as is (ie a 69.9 is a 69.9).

**On campus testing:**

During an examination, students are required to place all textbooks and personal property on the floor in front of the classroom. Students may be required to rotate seats prior to testing per instructions from the instructor. No talking is allowed once the exam begins. Students found with their cell phone or any other

personal communication device during the exam will be considered cheating; which will result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question.

ATI assignments listed on the lesson plan must be completed with the appropriate score and time 1 hour prior to the scheduled exam. Incomplete assignments and/or assignments completed after the deadline will result in a 10 point deduction from the exam grade.

Students should complete the pledge acknowledgement quiz in Blackboard on the first day of class.

### **Calculation Exam:**

Students are required to take a calculation exam prior to attending clinical each semester as outlined on appropriate course syllabi. The student will have 3 attempts to score 100%. With each attempt a similar, but different exam will be given. The student will be allowed three minutes per problem. There will be a minimum of ten questions on the exam. The student will have one week between each attempt for remediation. Students will be allowed to use a standard calculator for the exam. No personal devices will be utilized for the exam. If a student is unsuccessful after three attempts, the student will receive a W for all PNSG courses in which they are enrolled and will not be able to progress in the program. The importance of this is to promote safe medication administration in the clinical setting and reduce medication errors.

### **LECTURE CLASS MEETINGS:**

ALL lecture class meetings will take place virtually through the use of WebEx.

1. Students are expected to be present during the entire session with video turned on. Consider this a virtual classroom. Attendance will be taken. All students are to log on 5 minutes prior to starting the session. Students are required to mute audio as not to disrupt the class. The student may type in the chat for specific questions and the instructor will pause at various times to allow for verbal questions.
2. Not all unit content will be covered via virtual classroom lectures. The student will still be expected to review the assigned materials as outlined on course syllabus.
3. Please be mindful that you can be seen by your instructor and your peers. When using a webcam, everyone can see everyone else. Proper attire will be expected.
4. Cell phones should be on silent and no texting or web surfing during class.
5. Classroom/Laboratory Expectations and Participation guidelines apply to virtual lecture. Please see student handbook for details.

### **RESPONDUS ONLINE TESTING GUIDELINES:**

Due to the campus closure in response to the COVID 19 pandemic the Department of Nursing is making an exception in offering online/offsite testing for Practical Nursing and Associate of Science in Nursing Programs. The programs will use Respondus Monitor through Blackboard to administer and proctor the examinations. If a student violates any of these guidelines, his/her test score/attempt will not be counted and the student may be required to take a makeup/additional test

The following are faculty expectations of the student during the online/offsite testing process.

1. The student will download Respondus to their devices from the STC website.



2. The student will log in at least 15 minutes before the exam is scheduled to begin.
3. The student will secure an area with reliable internet service prior to beginning the exam. It is the student's responsibility to secure a location with reliable internet connection before beginning the examination.
4. Mobile Hotspots are **not** to be used since they are not considered a reliable internet source.
5. The student will perform all required Respondus checks prior to being allowed to test. (examples- Webcam Check and Facial Recognition Check) Faculty are not responsible for student technology issues. It is the student's responsibility to maintain their equipment in working order.
6. The student will have in place a monitoring camera as Respondus Monitor will be used to ensure test integrity. The student will take a complete, 360 degree scan of the testing environment, showing floor, desk and walls. In addition, the student will use a hand held mirror held up to the camera to show that their screen and keyboard is clear of any unnecessary items. The student will need to show the front and back of the mirror.
7. During the exam, students will be both audio and visually recorded.
8. The student exams will be timed, just like in the face-to-face setting.
9. The student will not use any books, notes or third party supplies during the test. The desk/table will be cleared of additional items. There will be no paper or writing materials allowed. EXCEPTION: On certain tests, your instructor will notify you when a paper (regular or legal) sized white board with one marker and one eraser is allowed. This white board can only be one-sided. During the environmental scan, students will need to have the whiteboard, marker, and eraser present on their desk/table. They will be required to take the whiteboard and show on the environmental scan that both sides of the whiteboard are free of any writings. During testing, when questions require the use of the whiteboard, students will be required to show their work on the whiteboard for the specific question and show that it is erased after the question prior moving on to the next question. At the end of the exam before submitting the last question, the student will be required to show the front and back of the whiteboard.
10. The student has reviewed the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
11. The student will not be allowed to use smart watches, cell phones, tablets, calculators, ear phones or other electronic devices during the exam.
12. The student will not wear a hat or any items that obscures the face or eyes while testing.
13. The student will keep the face in clear view of the camera while testing.
14. The student will have all background noise silenced while testing.
15. The student will have no other operating functions open on the computer during testing. (ie: Word, Excel, PowerPoint)
16. The student will be prohibited from taking screen shots or recording of the exam in anyway.
17. The student is prohibited from reading questions or any test material out loud during the test.

18. Question rationales will not be available at this time for test security. Instructors will be available at a later time for missed content review. Students are encouraged to set up individualized meetings with their faculty to discuss specific content areas which were missed.
19. After the exam, the final grade will not be issued or posted to the Blackboard gradebook until the validity of the test is reviewed and approved by the instructor(s). Be aware that the downloads may take 24-72 hours. This includes reviewing the Respondus Monitor report and the video recording of the testing session. At any time the validity is questionable, the student may be required to take a different version of the examination.
20. If a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination.

### **Getting Help**

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from [support.respondus.com](http://support.respondus.com). Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to [support.respondus.com](http://support.respondus.com) and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

### **MAKEUP GUIDELINES (EXAMS, QUIZZES, HOMEWORK, PROJECTS, SKILLS, ETC.)**

In the event of an absence on an exam day, the instructor may require a physician's excuse before a student is allowed to take a make-up exam. A student will only be allowed to make-up one theory exam which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different exam format. If a student misses the final exam and has already used their ONE time make-up, the student will NOT be allowed to make-up the final exam and be given a zero for the final exam.

It is the student's responsibility to obtain notes, lecture recordings, or information presented in class when the student is absent.

### **ATI PROCTORED ASSESSMENT:**

Proctored assessments will be scheduled throughout different courses and given once 75% of the specific content is covered. The corresponding practice assessments A&B are to be completed prior to each proctored assessment. Remediation for proctored assessments is outlined below. All remediation must be hand written and is due at the end of the semester in which the proctored exam is given. However, remediation for

proctored exams that are given during the final semester are due before the comprehensive predictor. Once the student has completed the remediation assignment and turned in to the instructor, the instructor will update the ATI remediation form found on the Q drive and return the remediation to the student. If the student fails to complete the remediation assignment prior to the comprehensive predictor, the student will be unable to take the comprehensive predictor and the attempt will be forfeited.

<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>	<b>Below Level 1</b>
<b>1 hour Focused Review</b>	<b>2 hours Focused Review</b> One critical point to remember for each topic to review	<b>3 hours Focused Review</b> Two critical points to remember for each topic to review	<b>4 hours Focused Review</b> Three critical points to remember for each topic to review

### **Med/Surg. (FA Davis) Online Resources**

Completion of the Med/Surg. (FA Davis) Online Resources is highly recommended to help prepare you for exams and should increase your level of success in this class.

### **Workbook Chapters**

Completion of the workbook for applicable chapters are optional but highly encouraged and should increase your level of success in this class.

### **Power Points**

Power points for each chapter are available on the student **M: drive**. This student drive can be accessed by going to the STC website and logging into Remote Lab Access.

### **Student Success Plan**

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- If the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency. The faculty will initiate individual counseling session and complete the Student Success Plan.
- If the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency. The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.
- If the student exhibits behavior outside the expected:
  - codes of conduct outlined in professional codes of ethics, professional standards,
  - All procedures/requirements/policies outlined in program handbooks/documents,
  - STC e Catalog and Student Handbook, and/or
  - Clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice and the Student Success Plan. The student success plan will be emailed to the student's STC email account by the instructor and the student should email the completed form back to the instructor by the designated date. (T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college

resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

- TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

Student Support

Specific information about the Student Support services listed below can be found at [STC Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu) by clicking on the Student Affairs tab.

- Tutoring
- Technical Support
- Textbook Assistance
- Work-Study Programs
- Community Resources

### **ATTENDANCE Provisions Health Sciences**

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

For this class, which meets 75 hours, the maximum number of hours a student may miss is 7.5 hours.

Attendance will be taken at the beginning and throughout the duration of the virtual lecture meeting. In order for the student to be counted present during class, the student must have video turned on and actively participating in the course.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay@southeasterntech.edu) , 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas@southeasterntech.edu) , 912-538-3126, Building A, Room 165

### **Specific Absences**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu) , 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu) , 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made PRIOR to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course. Students who are dropped from courses due to attendance after the 65% point will receive a WP (Withdrawal Passing-average of 60 or higher) or a WF (Withdrawal Failing-average of 59 or lower). Students will receive a grade of zero for all assignments missed beginning with the Last Date of Attendance (LDA) and the date the student exceeds the attendance procedure.

If a student cannot progress in the Program due to academic deficiency, the student will receive a W (Withdrawn) from all PNSG courses for the semester and will be unable to progress in the nursing program. The faculty will enter the LDA along with the W into BannerWeb.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of ‘W’ will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on exams, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student

Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

Student will be assigned a grade of "0" for the exam or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

<b>Assessment/Assignment</b>	<b>Percentage</b>
Unit Exams (Calculated based on 3 unit exams given)	75%
Final Exam (Calculated based on 1 final exam given)	25%
Calculation Exam Student must score 100% on one of the three attempts in order to progress in the course and program. Students who do not meet the requirements for the Calculation Examination on the third attempt will receive a W for all PNSG courses in which they are enrolled and will not be able to progress in the program.	Pass/Fail

**GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59



**PNSG 2230 Medical/Surgical Nursing III  
Fall Semester 2020 Lesson Plan**

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
<p>Tuesday 9/29</p> <p>WebEx</p> <p>WebEx</p>	<p>Chapter 47</p> <p>Chapter 48</p>	<p>Introduction to the class and syllabus reviewed.</p> <p>Chapter 47 Neurologic system function, Assessment, and Therapeutic Measures</p> <p>Chapter 48 Nursing care of patients with Central Nervous System disorder</p>	<p>Read chapters prior to lecture.</p> <p><b><u>ATI Assignments Due before Exam 1:</u></b></p> <p>Pharmacology Made Easy 4.0:</p> <ol style="list-style-type: none"> <li>1. The Neurologic system part 1</li> <li>2. The Neurologic system part 2</li> </ol> <p>ATI Learning System PN 3.0:</p> <ol style="list-style-type: none"> <li>3. Neurosensory</li> </ol> <p>The communicator 2.0:</p> <ol style="list-style-type: none"> <li>4. Technique Identifier: Client experiencing aphasia</li> <li>5. Technique Identifier: Client experiencing a stroke</li> </ol>	<p>Course: 1,2 Core: a,c,d</p>
<p>Wednesday 9/30</p> <p>WebEx</p> <p>WebEx</p>	<p>Chapter 49</p> <p>Chapter 50</p>	<p>Chapter 49 Nursing care of patients with Cerebrovascular Disorders</p> <p>Chapter 50 Nursing care of patients with Peripheral Nervous System Disorders</p>	<p>Read chapters prior to lecture.</p>	<p>Course: 1 Core: a,c,d</p>

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
Thursday 10/1  WebEx  WebEx	Chapter 51  Chapter 52	Chapter 51 Sensory System Function, assessment, and Therapeutic measures: Vision and Hearing  Chapter 52 Nursing care of patients with Sensory Disorders: Vision and Hearing	Read chapters prior to lecture.	Course: 1, 2 Core: a,c
Monday 10/5  WebEx  WebEx	Pediatric Chapter 29  Pediatric Chapter 30	Pediatric Chapter 29 The Child with Neurological Condition  Pediatric Chapter 30 The Child with a sensory impairment	Read chapters prior to lecture.	Course: 1, 2 Core: a,c
Tuesday 10/6  Vidalia Campus Gillis building rooms 839 & 842	<b>Exam 1</b>	<b>Exam 1 Chapters 47,48,49,50,51,52 &amp; Pediatric 29,30</b>  <b>Calculation Exam Attempt 1</b>		Course: 1,2, 4 Core: a,b,c

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
<p>Wednesday 10/7</p> <p>WebEx</p>	<p>Chapter 45</p>	<p>Chapter 45 Musculoskeletal Function and Assessment</p>	<p>Read chapters prior to lecture.</p> <p><b><u>ATI Assignments Due before Exam 2:</u></b></p> <p>ATI Pharmacology Made Easy 4.0:</p> <ol style="list-style-type: none"> <li>1. Musculoskeletal System</li> </ol> <p>ATI Learning System PN 3.0:</p> <ol style="list-style-type: none"> <li>2. Musculoskeletal System</li> </ol> <p>The communicator 2.0:</p> <ol style="list-style-type: none"> <li>3. Technique Identifier: Client undergoing knee surgery</li> </ol>	<p>Course: 4</p> <p>Core: a,c</p>
<p>Thursday 10/8</p> <p>WebEx</p>	<p>Chapter 46</p>	<p>Chapter 46 Nursing care of patients with Musculoskeletal and connective tissue disorders</p>	<p>Read chapters prior to lecture.</p>	<p>Course: 4</p> <p>Core: a,c</p>
<p>Monday 10/12</p> <p>WebEx</p>	<p>Pediatric Chapter 35</p>	<p>Pediatric Chapter 35 The Child with a Musculoskeletal Condition</p>	<p>Read chapters prior to lecture.</p>	<p>Course: 4</p> <p>Core: a,c</p>

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
<p>Tuesday 10/13</p> <p>Vidalia Campus Gillis building rooms 839 &amp; 842</p>	<p><b>Exam 2</b></p>	<p><b>Exam 2 Chapters 45, 46, Pediatric 35</b></p> <p><b>Calculation Exam Attempt 2</b></p> <p><b>Pharmacology Proctored Exam</b></p>	<p>Read chapters prior to lecture.</p> <p><b>Pharmacology Practice Assessment A &amp; B due before Proctored Exam</b></p>	<p>Course: 4, 3 Core: a,b,c</p>
<p>Wednesday 10/14</p> <p>WebEx</p>	<p>Chapter 56</p>	<p><b>**65 % Mark**</b></p> <p>Chapter 56 Mental Health Function, Assessment, and Therapeutic Measures</p>	<p>Read chapters prior to lecture.</p> <p><b><u>ATI Assignments Due before Exam 3:</u></b> ATI Learning System PN 3.0: 1. Mental Health Final</p>	<p>Course: 3 Core: a,c</p>
<p>Thursday 10/15</p> <p>WebEx</p>	<p>Chapter 57</p>	<p>Chapter 57 Nursing care of patients with Mental Health disorders</p>	<p>Read chapters prior to lecture.</p>	<p>Course: 3 Core: a,c</p>

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
Monday 10/19  WebEx	Pediatric Chapter 31	Pediatric Chapter 31 The Child with a mental health condition	Read chapters prior to lecture.	Course: 3 Core: a,c  Course: 1,2,3,4 Core: a,b,c
Tuesday 10/20  Vidalia Campus  Gillis building rooms 839 & 842	<b>Exam 3</b>	<b>Exam 3 Chapters 56, 57 Pediatric 31</b>  <b>Calculation Exam Attempt 3</b>  <b>Nursing Care of Children Proctored Exam</b>	<b>Nursing Care of Children Practice Assessment A &amp; B due before Proctored Exam</b>	Course: 3 Core: a,b,c
Wednesday 10/21  Vidalia Campus  Gillis building rooms 839 & 842	<b>Final Exam</b>	<b>Final Exam over all chapters covered in Med/Surg III</b>  <b>Clinical Readiness Lab</b>		Course: 1,2,3,4 Core: a,b,c

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
Thursday 10/22  Vidalia Campus Main building room 405		<b>Medical/Surgical Proctored Exam</b>  <b>Mental Health Proctored Exam</b>  <b>Clinical syllabi, clinical schedules, and documentation requirements</b>	<b>Medical/surgical Practice Assessment A &amp; B due before Proctored Exam</b>  <b>Mental Health Practice Assessment A &amp; B due before Proctored Exam</b>	Course: 1,2,3,4 Core: a,b,c

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

1. Nursing Care Associated with the Neurological System
2. Nursing Care Associated with the Sensory System
3. Nursing Care Associated with Mental Health
4. Nursing Care Associated with the Musculoskeletal Systems

**GENERAL CORE EDUCATIONAL COMPETENCIES:**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**Disclaimer Statements**

Instructor reserves the right to change the syllabus and/or lesson plan as necessary.

The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.