



**PRACTICAL NURSING (PNSG) 2320
MEDICAL SURGICAL NURSING CLINICAL II
COURSE SYLLABUS
SPRING SEMESTER 2018**

COURSE INFORMATION

Credit Hours/Minutes: 2/4500
Class Location: To be announced
Class Meets: Times vary per clinical site
Course Reference Number (CRN): 40324

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kathy Holt
Office Location: Building 8 Room 8105
Office Hours: Please call for an appointment
Email Address: [Kathy Holt \(kholt@southeasterntech.edu\)](mailto:kholt@southeasterntech.edu)
Phone: 478-289-2335
Fax Number: 478-289-2336
Tutoring Hours (if applicable): Please make 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 Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

1. Understanding Medical Surgical Nursing, Fifth edition, FA Davis by Williams & Hopper
2. Introduction to Maternity and Pediatric Nursing, Seventh ed. Leifer
3. Nursing 2017 Drug Handbook, Lippincott
4. Nursing Care Plans Ninth edition, FA Davis
5. Clinical Forms packet (in our bookstore)

REQUIRED SUPPLIES & SOFTWARE

Ear phones for any ATI assignments, Pens, Highlighters, 2 Three Ring Binders, Stethoscope, Pen Light, Watch with seconds displayed, Basic Calculator, and Scissors.

COURSE DESCRIPTION

This clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric (10 hours of pediatric to be done in each Medical Surgical clinical) and-37.5 mental-health experiences(to be done in Medical Surgical Nursing III). Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems

MAJOR COURSE COMPETENCIES

Order	Description
1	Clinically-based Experience
2	Clinically-based Nursing Care Associated with the Cardiovascular System
3	Clinically-based Nursing Care Associated with the Hematological and Immunological Systems
4	Clinically-based Nursing Care Associated with the Respiratory System
5	Clinically-based Nursing Care Associated with the Endocrine System
6	Clinically-based Nursing Care Associated with the Gastrointestinal System
7	Clinically-based Nursing Care Associated with the Urinary System
8	Clinically-based Nursing Care Associated with the Neurological System
9	Clinically-based Nursing Care Associated with the Sensory System
10	Clinically-based Nursing Care Associated with Mental Health Concerns
11	Clinically-based Nursing Care Associated with the Musculoskeletal System
12	Clinically-based Nursing Care Associated with the Integumentary System
13	Clinically-based Nursing Care Associated with Oncology Concerns
14	Clinically-based Nursing Care Associated with the Reproductive Systems

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

Clinically-Based Experience

Learning Outcomes for all clinical based experience including clinically-based care associated with the following body systems/concerns:

- Cardiovascular
- Hematology and Immunology
- Hematological and Immunological
- Respiratory
- Endocrine
- Gastrointestinal
- Urinary
- Neurological
- Sensory
- Mental Health
- Musculoskeletal
- Integumentary
- Oncology
- Reproductive

Order	Description	Learning Domain	Level of Learning
1	Integrate techniques to promote health management and maintenance and prevention of illness in each of the competencies listed above.	Psychomotor	Complex Response
2	Use approaches for caring for the individual as a whole with respect to each of the competencies listed above.	Psychomotor	Mechanism
3	Demonstrate competence in caring for individuals with pathological disorders that affect the each of the competencies listed above.	Psychomotor	Guided Response
4	Use nursing observations and interventions related to each diagnostic study and procedure related to each of the competencies listed above.	Psychomotor	Mechanism
5	Apply the nursing process with emphasis on assessment and client education related to each of the competencies listed above.	Psychomotor	Mechanism
6	Demonstrate an understanding of and ability to perform treatments related to each of the competencies listed above.	Psychomotor	Guided Response
7	Perform administration of prescribed medications related to each of the competencies listed above.	Psychomotor	Guided Response
8	Perform administration of prescribed diet related to each of the competencies listed above.	Psychomotor	Guided Response
9	Implement standard precautions as they relate to each of the competencies listed above.	Psychomotor	Mechanism
10	Demonstrate clinically relevant care for individuals related to each of the competencies listed above with respect to the life span.	Psychomotor	Guided Response
11	Display cultural competence as applicable to each of the competencies listed above.	Affective	Responding
12	Demonstrate clinically relevant care for individuals related to each of the competencies listed above as applicable to special populations.	Psychomotor	Guided

GENERAL EDUCATION CORE COMPETENCIES

STC 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

In order for a student to progress to this clinical, he or she must have a final grade of 70% or greater in the lecture course, PNSG 2220, score a 100% on the drug calculation exam within the three attempts allotted, and demonstrate proficiency related to various Lab/Nursing Skills as required by state standards (Refer to Lab Skills Checklist).

A passing grade of 70% in this clinical, along with a passing grade in PNSG 2220 is required in order to pass the semester and progress to the next semester

Students will be required to submit written assignments as noted on the Documentation Requirements for Med Surg. If an assignment is not turned in by the deadline, points will be deducted as outlined on clinical evaluation form in handbook. Failure to submit assignments will result in point deductions and the student will not be allowed to return to clinical until the clinical assignments are completed. The days missed will result in an absence. All assignments must be neat and orderly and will not be accepted for a grade until they are rewritten and in order. Written assignments are counted as part of the instructor evaluation.

The final clinical grade will be based on required written documentation and assignments, preceptor evaluations, and instructor evaluations as outlined in the handbook under clinical grading rubrics.

No printed material may be removed from any clinical site. This is a possible HIPPA violation. See practical nursing handbook concerning this.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

ADDITIONAL 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.

This class requires 75 clinical hours (4500 minutes) during the semester. A student is allowed to miss a **maximum** of 1 one clinical day. An excuse from a physician may be required by the instructor. Students missing more than 1 day will be dropped for exceeding the attendance policy. All clinical time missed must be made up prior to beginning the next nursing course. Students that do not make up all clinical time missed will be issued a final clinical grade of "F". **A clinical absence will require a makeup day.** The date and site for makeup time will be specified by the instructor and are non-negotiable. See Clinical Rules for further attendance policies.

For this class, which meets 4 days a week for 2 weeks, the maximum number of days a student may miss is 1 day during the semester.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" (Withdrawn) for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' (Failing 0-59) being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades 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.

PRECEPTOR EVALUATIONS

Preceptors may be used at Southeastern Technical College (STC) clinical sites. The preceptors will be responsible for issuing a clinical grade by using the Preceptor Evaluation Form provided by the instructor. Students will follow instructions located on the Preceptor Evaluation Form for completion. See the STC Practical Nursing Clinical Evaluation for Medical-Surgical that can be found in both your program handbook and at the end of the lesson plan for exact verification of how clinical grade is averaged.

HEALTH DOCUMENTATION AND CPR

All students must have current immunizations with current Purified Protein Derivative (PPD), and an active American Heart Association Health Care Provider, Cardiopulmonary Resuscitation (CPR) card. It is the student's responsibility to keep these items up-to-date at their cost. If any of these items are expired, the student will not be allowed to go to clinical and will be counted absent. CPR and FA grades will not count as a lecture or clinical grade.

FIT TEST

All students who have clinical component or are required by the TCSG infection control policy to get fit tested. The instructor will contact Tommy Jenkins at the Economic Development Center (EDC) (912-538-3200 or e-mail) and set up a time. Students will need to go to the EDC for the testing and the cost is \$20.00. The fit testing must be complete in order to begin clinical time.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC 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 test 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

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

See Clinical Rubric

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79

Letter Grade	Range
D	60-69
F	0-59

PNSG 2320 Medical Surgical Clinical II
Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday 4/16	Medical-Surgical II	Clinical Orientation	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c
Tuesday 4/17	Medical-Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c
Wednesday 4/18	Medical-Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c
Thursday 4/19	Medical-Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday 4/23	Medical- Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c
Tuesday 4/24	Medical- Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c
Wednesday 4/25	Medical- Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c
Thursday 4/26	Medical- Surgical II	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, timesheets, calculation worksheets, medication worksheets	Course: 1-14 Core: a,b,c

COMPETENCY AREAS

Order	Competency Areas
1	Clinically Based Experience
2	Clinically-based Nursing Care Associated with the Cardiovascular System
3	Clinically-based Nursing Care Associated with the Hematological and Immunological Systems
4	Clinically-based Nursing Care Associated with the Respiratory System

Order	Competency Areas
5	Clinically-based Nursing Care Associated with the Endocrine System
6	Clinically-based Nursing Care Associated with the Gastrointestinal System
7	Clinically-based Nursing Care Associated with the Urinary System
8	Clinically-based Nursing Care Associated with the Neurological System
9	Clinically-based Nursing Care Associated with the Sensory System
10	Clinically-based Nursing Care Associated with Mental Health Concerns
11	Clinically-based Nursing Care Associated with the Musculoskeletal System
12	Clinically-based Nursing Care Associated with the Integumentary System
13	Clinically-based Nursing Care Associated with Oncology Concerns
14	Clinically-based Nursing Care Associated with the Reproductive 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.

STC Practical Nursing Clinical Course Evaluation Form Med Surg

Semester _____

<i>Skill or Behavior</i>	<i>Score</i>	<i>Comments</i>
Reports to and leaves clinical site and/or post conference at designated time per instructor	/20	-2 points for each absence, early out and tardy.
Adheres to written clinical rules and establishes rapport with client, family members, and staff. Displays professional, positive, cooperative attitude. Shows initiative. Completes assignments and turns in on time.	/20	-3 points per incidence
Administers treatments and medications on time according to the physician's orders and facility policy. Documents treatments and medications administration accurately and in a timely manner. Verifies client identity and medication rights. Accurately documents initial client assessment and updates condition during shift. Accurately totals I/O. Participates in client education. Receives pertinent information during shift report.	/30	-5 pts if not done < 5 times -10 pts if not done 6-10 times -15 pts if not done 10-15 times -20 points if not done 15-20 times -25 points if not done 20-25 times -30 points if not done 25-30 times
Care plans developed from client record. Develops priorities in care planning. Follows instructions and rubric for completing care plans and other clinical assignments. Includes accepted terms and correct spelling	/20	Average of care plans And/or graded activities.
Notifies instructor/preceptor and obtains permission when ready to perform skills. Recognizes limitations of student. Care completed in timely manner	/10	Average of preceptor evaluation forms and/or instructor evaluation forms.
Clinical Grade		
Clinical Occurrence		
Total Clinical Score		

Name _____ Date _____

Comments _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Documentation Requirements for Med/Surg Clinical Rotation

Floor Assignments for each day assigned to any hospital floor (Evans, Optim, MRMCM, & Candler EMC):

Choose **one** patient for the day to complete the required documentation:

- Student Nurse Flow Sheet Assessment
- Head to Toe Narrative Assessment to reflect the head to toe assessment
- Nurses Notes detailing care, complaints, etc.... during the shift
- A drug sheet for each medication that is prescribed/ordered for your patient. If you help prepare or administer any medication to your patient, make sure you document it on the nurse's note in addition to completing a drug sheet.
- Care plan (Care plans must have page # and book/CD where found.)
- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

Respiratory Therapy

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any patient names or identifying information in this summary. This summary should be detailed.
- A drug sheet for each medication that is prescribed/ordered for your patient. If you help prepare or administer any medication to your patient, make sure you document it on the nurse's note in addition to completing a drug sheet.
- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

Doctor's Offices, Infusion Center, Wound Care Centers:

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any patient names or identifying information in this summary. This summary should be detailed.
- A drug sheet for each medication that is prescribed/ordered for your patient. If you help prepare or administer any medication to your patient, make sure you document it on the nurse's note in addition to completing a drug sheet.

- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

All other clinical sites not listed above:

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any patient names or identifying information in this summary. This summary should be detailed.
- A drug sheet for each medication you help prepare and/or administer. Make sure you document it on the nurse's note in addition to completing a drug sheet.
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

DISCLAIMER STATEMENT

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

The official copy of the syllabus will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

PRECEPTOR/INSTRUCTOR EVALUATION
MEDICAL SURGICAL/ LEADERSHIP NURSING CLINICAL

Student: _____ **Clinical Site:** _____

Please fill this evaluation out and place it in the envelope provided. Seal the envelope and sign your name across the seal. The student will return the sealed envelope to the instructor. ***Please provide comments for any scores less than 3.***

- Scale: 4= excellent**
- 3= good**
- 2= fair/needs improvement**
- 1= deficient**
- N/A = not applicable**

ITEMS SCORED	SCORE	COMMENTS
Was punctual; Maintained appropriate dress/appearance/behavior in clinical area		
Followed instructions and demonstrated the ability to apply appropriate nursing skills and the nursing process for clients of all ages while demonstrating critical thinking.		
Showed interest, assertiveness, and initiative in the clinical experience. Demonstrated positive relationship with team members.		
Assumed responsibility and implemented client care during clinical assignment including comfort, hygiene, prescribed diet		
Recognized hazards to safety of client, self, and others, and took appropriate action; Standard Precautions and PPE used appropriately		
Performed prescribed nursing procedures/skills/medication administration accurately; Accurately evaluated effectiveness of interventions performed		
Maintained confidentiality and privacy and client		
Asked appropriate questions and/or sought help when appropriate; Was helpful, cooperative, and offered		

ITEMS SCORED	SCORE	COMMENTS
assistance to peers and staff while maintaining open lines of communication		
Used assessment techniques appropriately; Participated in client education and/or discharge planning and involved family members		
Demonstrated cultural sensitivity/competence and clinically relevant care to all clients including special populations		
Completed assigned tasks in a timely manner. Report given to nurse before leaving clinical site at end of shift		
Functioned within scope of practice through data collection, understanding the nursing process and establishing a nursing diagnosis.		
Established nursing team, provided description of duties and ability to resolve conflict. Demonstrated ability to establish standards for quality and continuous improvement.		

Additional Comments:

Preceptor/Instructor Signature: _____

Date: _____

To be completed by instructor: