



**PNSG 2220 Medical-Surgical Nursing II**  
**COURSE SYLLABUS**  
**Summer Semester 2020**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750

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

Class Meets: June 24, 2020 through July 22, 2020 Tuesday, Wednesday, Thursday from 9:00am-4:00pm

Course Reference Number (CRN): 60065

**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 with camera and microphone, internet access, and headphones.

Note: Although students can use their smart phones and tablets to access their online course; exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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

Students should not share login credentials with others and should change passwords periodically to maintain security.

## COURSE DESCRIPTION

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; 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 endocrine, gastrointestinal, and urinary system.

## MAJOR COURSE COMPETENCIES

1. Nursing Care Associated with the Endocrine System
2. Nursing Care Associated with the Gastrointestinal System
3. Nursing Care Associated with the Urinary System

## PREREQUISITE(S)

Program admission; PNSG 2010\*, 2030, 2035\*, 2410, 2240 (\*During Spring 2020, COVID 19 affected students enrolled in PNSG 2035 and 2010. Students received an IN PROGRESS "IP" as their grade. These students will be allowed to finish the clinical course and skills lab at a later date; however, they will be allowed to progress to PNSG 2210, 2220, and 2250 for Summer 2020.)

## COURSE OUTLINE

### Nursing Care Associated with Endocrine the System

Order	Description	Learning Domain	Level of Learning
1	Determine the health management, maintenance and prevention of pathological disorders as related to the endocrine system.	Cognitive	Application
2	Prioritize the care for the individual as a whole with respect to the endocrine system.	Cognitive	Evaluation
3	Recognize pathological disorders of the endocrine system.	Cognitive	Analysis
4	Incorporate nursing observations and interventions related to each of the diagnostic studies and procedures associated with the endocrine system	Cognitive	Synthesis

Order	Description	Learning Domain	Level of Learning
5	Individualize the nursing process with emphasis on assessment and client education as	Cognitive	Synthesis
6	Collaborate as a member of the healthcare inter-professional team in relation to the endocrine system.	Cognitive	Synthesis
7	Anticipate the responsibility of the nurse and the methods of treatment related to the endocrine system.	Cognitive	Synthesis
8	Recognize medications most commonly used in diagnosis, prevention, and treatment of disorders of the endocrine system.	Cognitive	Analysis
9	Anticipate dietary management in the prevention and treatment of endocrine disorders	Cognitive	Synthesis
10	Select standard precautions as related to care of the endocrine system.	Cognitive	Evaluation
11	Differentiate the endocrine system with respect to the life span.	Cognitive	Analysis
12	Adapt cultural competence as applicable to the endocrine system.	Cognitive	Synthesis
13	Assess the endocrine 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 Gastrointestinal the System

Order	Description	Learning Domain	Level of Learning
1	Determine the health management, maintenance and prevention of pathological disorders as related to the gastrointestinal system.	Cognitive	Application
2	Prioritize the care for the individual as a whole with respect to the gastrointestinal system.	Cognitive	Evaluation
3	Recognize pathological disorders of the gastrointestinal system.	Cognitive	Analysis
4	Incorporate nursing observations and interventions related to each of the diagnostic studies and procedures associated with the gastrointestinal system	Cognitive	Synthesis
5	Individualize the nursing process with emphasis on assessment and client education as	Cognitive	Synthesis
6	Collaborate as a member of the healthcare inter-professional team in relation to the gastrointestinal system.	Cognitive	Synthesis
7	Anticipate the responsibility of the nurse and the methods of treatment related to the gastrointestinal system.	Cognitive	Synthesis

Order	Description	Learning Domain	Level of Learning
8	Recognize medications most commonly used in diagnosis, prevention, and treatment of disorders of the gastrointestinal system.	Cognitive	Analysis
9	Anticipate dietary management in the prevention and treatment of gastrointestinal disorders	Cognitive	Synthesis
10	Select standard precautions as related to care of the gastrointestinal system.	Cognitive	Evaluation
11	Differentiate the gastrointestinal system with respect to the life span.	Cognitive	Analysis
12	Adapt cultural competence as applicable to the gastrointestinal system.	Cognitive	Synthesis
13	Assess the gastrointestinal 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 Urinary System

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

Order	Description	Learning Domain	Level of Learning
13	Assess the urinary 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

## 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

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.  $52 \text{ correct answers} \times 1.66 = 86.32$ . 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).

ATI assignments listed on the lesson plan must be completed with the appropriate score and time 1 hour prior to the scheduled exam. Assignments completed after the deadline may result in a 5 point deduction from the exam grade. Students will not be allowed to take the exam without the appropriate completed assignments.

If the assignment requirements are not met, the student may not be allowed to take the exam. This may be counted as the 1 make-up exam. The make-up exam may be subject to a 10 point deduction if the student does not provide the instructor with an excused absence.

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

Group Assignments: On the first day of class, students will be divided into groups and the groups will be assigned specific system disorders. The groups will present the assigned system disorder as outlined on the lesson plan. The presentation should last at least 10 minutes and no more than 20 minutes. The group may include visual aids. Criteria for the presentation should include but is not limited to:

- Pathophysiology related to system disorder
- Health promotion and disease prevention
- Risk Factors
- Expected findings (Signs/symptoms)
- Laboratory Tests
- Diagnostic Procedures

- Diet and Nutrition
- Priority Nursing Diagnosis
- Nursing Interventions
- Medication Classifications
- Client Education

## **CALCULATION EXAM**

The process for administering the calculation exam will be determined at a later date. Virtual Simulation clinical will not require a calculation examination prior to the activities; however, students must make a 100% on the appropriate calculation exam before attending in-patient/skills laboratory simulation clinical. 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 Blackboard Collaborate.

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.

## **TESTING GUIDELINES:**

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

### **LockDown Browser + Webcam Requirement**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

### **Download Instructions**

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=492358809>

### **Once Installed**

- Start LockDown Browser
- Log into Blackboard Learn

- Navigate to the exam

Note: You won't be able to access exams with a standard web browser. If this is tried, an error message will indicate that the exam requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

### **Guidelines**

When taking an online exam, follow these guidelines:

- Ensure you're in a location where you won't be interrupted.
- You must have reliable internet service to take the exam. If you do not have reliable internet at home, then you need to make arrangements to secure a location before the exam. You may not take the exam using your phone or hotspot.
- You must log in at least 5 minutes before the exam is scheduled to begin.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach. The student will not be allowed to use smart watches, cell phones, tablets, calculators, ear phones or other electronic devices during the exam.
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices. No scratch paper will be allowed. No calculation questions will be on the exams.
- The student will take a complete, 360 degree scan of the testing environment, showing floor, desk, walls.
- During the exam, you will be both audio and visually recorded.
- Before starting the exam, know how much time is available for it, and also that you've allotted sufficient time to complete it. The student exams will be timed, just like in the face-to-face setting.
- Remain at your computer for the duration of the exam.
- The student is expected to review the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
- The student will have no other operating functions open on the computer during testing. (ie: word, excel, Powerpoint)
- The student will be prohibited from taking Screen shots or recording of the exam in anyway.
- After the exam is complete, the student will take another complete, 360 degree scan of the testing environment; showing the floor, desk and walls
- The student will not be allowed to complete a "test review" following submission of the exam. The instructor will review the "most common" incorrect questions with the class during the following lecture meeting. The student may email the instructor with specific questions.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)

- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the exam until all questions are completed and submitted

### 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 exams will resumes once face to face classes are allowed\*\*\***

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.

Level 3	Level 2	Level 1	Below Level 1
<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.

### **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: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

### **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:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>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></p>	<p>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></p>

**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

Assessment/Assignment	Percentage
Unit Exams (Calculated based on 3 unit exams given)	75%
Final Exam (Calculated based on 1 final exam given)	25%

## GRADING SCALE

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

**PNSG 2220 Medical/Surgical Nursing II  
Summer Semester 2020 Lesson Plan**

<b>Date/Day</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Exams Due Dates</b>	<b>Competency Area</b>
Wednesday 6/24/20 1-4pm	Chapter 38	Chapter 38 Endocrine System Function and Assessment	<p style="text-align: center;"><b>Read chapters</b></p> <p style="text-align: center;"><b><u>ATI Assignments Due before Exam 1:</u></b></p> <p>Pharmacology Made Easy 3.0: (minimal score 90)</p> <p style="padding-left: 40px;">1. Endocrine</p> <p>ATI Learning System PN 3.0: (minimal score 90)</p> <p style="padding-left: 40px;">1. Endocrine</p> <p>Nurse's Touch: Wellness and self-care: (minimal score 90)</p> <p style="padding-left: 40px;">1. Self-care: Physical Activity</p> <p>Real Life PN Medical Surgical 2.0: (satisfactory)</p> <p style="padding-left: 40px;">1. Diabetes Mellitus</p> <p>Skills Modules 2.0: (minimal score 90)</p> <p style="padding-left: 40px;">1. Diabetes management</p>	Major: 1 Gen Ed.: 1-3
Thursday 6/25/20	Chapter 39	Chapter 39 Nursing Care of Patients with Endocrine Disorders	<p style="text-align: center;"><b>Read chapters</b></p>	Major: 1 Gen Ed.: 1-3
Tuesday 6/30/20	Chapter 40	Chapter 40 Nursing Care of Patients with Disorders of the Endocrine Pancreas		Major: 1 Gen Ed.: 1-3

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
Wednesday 7/1/20	Pediatric Chapter 34	Chapter 34 Pediatric- The Child with a Metabolic Condition  <b>Group Presentations of System Disorders</b>	<b>Read chapters</b>	Major: 1,2 Gen Ed.: 1-3
Thursday 7/2/20	<b>EXAM 1</b>  Chapter 32	<b>EXAM 1 (Chapters 38-40, Pediatrics Chapter 34)</b>  Chapter 32 Gastrointestinal, Hepatobiliary, and Pancreatic Systems Function, Assessment, and Therapeutic Measures	<b>Read chapters</b>	Major: 2 Gen Ed.: 1-3
Tuesday 7/7/20	Chapter 33  Chapter 34	Chapter 33 Nursing Care of Patients with Upper GI Disorders  Chapter 34 Nursing Care of Patients with Lower GI Disorders	<b>Read chapters</b> <b><u>ATI Assignments Due before Exam 2:</u></b> Pharmacology Made Easy 3.0: (minimal score 90) 1. Gastrointestinal ATI Learning System PN 3.0: (minimal score 90) 1. Gastrointestinal Skills Modules 2.0: (minimal score 90) 1. Enemas 2. Enteral tube feedings 3. Nasogastric intubation 4. Nutrition, feeding, and eating 5. Ostomy Care The communicator 2.0: (minimal score 90) Technique Identifier: Client undergoing colorectal surgery	Major: 2 Gen Ed.: 1-3

Date/Day	Chapter/ Lesson	Content	Assignments & Exams Due Dates	Competency Area
Wednesday 7/8/20	Chapter 35	Chapter 35 Nursing Care of Patients with Liver, Pancreatic, and Gallbladder Disorders	<b>Read chapters</b>	Major: 2 Gen Ed.: 1-3
Thursday 7/9/20	Pediatric Chapter 36	Pediatric Chapter 36 The Child with a Gastrointestinal Condition  <b>Group Presentations of System Disorders</b>	<b>Read chapters</b>	Major: 2,3 Gen Ed.: 1-3
Monday 7/13/20		<b>***65 % Mark***</b>		
Tuesday 7/14/20	<b>EXAM 2</b> then Chapter 6	<b>EXAM 2 (Chapters 32-35, Pediatrics Chapter 36)</b> Chapter 6 Nursing Care of Patients with Fluid, Electrolyte, and Acid-Base Imbalances. <b>(REVIEW ONLY)</b>	<b>Read chapters</b>	Major: 3 Gen Ed.: 1-3
Wednesday 7/15/20	Chapter 36  Chapter 37	Chapter 36 Urinary System Function, Assessment, and Therapeutic Measures  Chapter 37 Nursing Care of Patients with Disorders of the Urinary System	<b>Read chapters</b> <b><u>ATI Assignments Due before Exam 3:</u></b> ATI Learning System PN 3.0: (minimal score 90) 1. Renal and urinary Skills Modules 2.0: (minimal score 90) 1. Urinary catheter care Real Life PN Medical Surgical 2.0: (satisfactory) 1. Kidney Disease	Major: 3 Gen Ed.: 1-2



<b>Date/Day</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Exams Due Dates</b>	<b>Competency Area</b>
Thursday 7/16/20	Pediatric Chapter 37	Chapter 37 Pediatric- The Child with a Genitourinary Condition  <b>Group Presentations of System Disorders</b>	<b>Read chapters</b>	
Tuesday 7/21/20	<b>EXAM 3</b>	<b>EXAM 3 (Chapters 6, 36-37, Pediatrics Chapter 37)</b>		Major: 3 Gen Ed.: 1-3
Wednesday 7/22/20	<b>FINAL EXAM</b>	<b>Medical/Surgical Nursing II Final exam</b>		Major: 1-3 Gen Ed.: 1-3

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

1. Nursing Care Associated with the Endocrine System
2. Nursing Care Associated with the Gastrointestinal System
3. Nursing Care Associated with the Urinary System

**GENERAL CORE EDUCATIONAL COMPETENCIES:**

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.

**Disclaimer Statements**