

**Nashville State Community College**  
**Healthcare Professions**  
**Surgical Technology**

**Master Course Syllabus**

**SURG 2302 Clinical Practicum III**

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The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

**Course Information:**

**Course Title:** Clinical Practicum III

**Credits:** 2

**Clinical Hours:** 33

**Course Description:**

A continuation of Clinical Practicum II. Students will continue to affiliate with healthcare facilities to provide clinical work experience in an operating room setting. A grade of "C" or above in all Surgical Technology courses must be earned prior to graduation.

**PREREQUISITES:** Acceptance into the Surgical Technology Program, SURG 1102, SURG 1305, SURG 1410, SURG 2310, SURG 2420, BIOL 1000, SURG 1304. Completion of all required clinical onboarding processes and immunization compliant.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Course Delivery Method**

**Hybrid**

**Required Textbook(s) & Other Materials:**

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Digital Course Materials (DCM):**

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for obtaining the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Course Outcomes:**

Upon successful completion of this course, students should be able to:

- Actively participate in and adequately document at least 500 hours of clinical experience combined across SURG 2103, SURG 2201, and SURG 2302
- Actively participate in and adequately document at least 140 surgical procedures in the first and second scrub roles and distributed across surgical specialties combined across SURG 2103, SURG 2201, and SURG 2302
- Demonstrate adequacy in all psychomotor and affective competencies consistent with the performance of the duties of an entry-level surgical technologist in the scrub role.

**Course Competencies:**

The following are detailed course competencies intended to support the course outcomes:

- The student will comply with all Clinical Participation Requirements as a condition of being present at clinical sites. Failure to comply with the above will result in the immediate removal of the student from the clinical site and may result in removal from the program.
- The student will demonstrate that the patient’s well-being is the highest priority at all times.
- The student will abide by the policies of the hospital to which he or she are assigned.
- The student will accept direction appropriately from surgeons, operating room staff, and instructors in a clinical setting.
- The student will successfully complete the entire eight weeks of clinical practice to receive a grade.
- The student will work as a team member with honesty, integrity, and professionalism in different clinical settings.
- The student will identify, transport, transfer, position, and prepare patient for surgical procedures
- The student will thoroughly prepare operating rooms for surgery. This is to include (but is not limited to):
  - Cleaning and stocking
  - Gathering necessary equipment, instruments, suture, and supplies
  - Opening sterile and unsterile supplies prior to beginning the procedure
- The student will be familiar with safety and emergency procedures in the operating room to which he or she is assigned.
- The student will complete a proper surgical scrub, gown and glove (open and closed technique) in a sterile manner and gown and glove other members of the surgical team in a sterile manner.
- The student will create and maintain sterile fields and sterile instrument set ups throughout a surgical case such that student is prepared to deliver instrumentation and supplies to the surgeon and surgical team before they are needed (i.e. demonstrate anticipation).
- The student will initiate and complete counts at appropriate times with qualified personnel.
- The student will complete and correctly, document supervised clinical experience and Volunteer Hours. Documentation will include Evaluations, Morning Assignment Worksheets, Caseload Verification Forms, Weekly Caseload Workbook, and Volunteer Project Forms.
- In addition to the objectives above, each student will be expected to progress according to the following set of goals:

ALL PSYCHOMOTOR SKILLS AND APPLIED BEHAVIORAL SKILLS MUST BE PERFORMED PROFICIENTLY AFTER THE THIRD WEEK

- BASIC PSYCHOMOTOR ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.
- BASIC STERILE TECHNIQUE ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.

**Topics to Be Covered:**

Orientation, scrubbing with assistance and some second scrubbing
First scrubbing and some scrubbing with assistance
First scrubbing all cases except where assistance is necessary

**Course Assessments:**

- (1) Clinical Documentation & Caseload Management: 50% of final Grade
- (2) Staff & Instructor Evaluations: 50% of final Grade

**Grading Policy:**

Classes must be completed with a C (75%) or higher to count toward the Surgical Technology or the Central Processing Technology Programs.

## METHOD OF EVALUATION:

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### *Clinical Documentation & Caseload Management (50% of final grade):*

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**\*\*REMEMBER, IF IT IS NOT DOCUMENTED PROPERLY, IT DID NOT HAPPEN\*\***

**\*\*ALL FORMS MUST BE COMPLETED IN PLATINUM PLANNER**

- EVERY DAY YOUR CASES MUST BE VERIFIED AND YOU MUST BE EVALUATED BY EACH PRECEPTOR ON A CLINICAL VERIFICATION & EVALUATION & PRECEPTOR EVALUATION OF STUDENT

- Complete one Clinical Verification & Evaluation & Preceptor Evaluation of Student per preceptor
- YOU do this:
  - List all required information on each procedure
  - List your name, week number, clinical site, and date
- Your PRECEPTOR does this:
  - Indicate your role
  - Sign your Caseload Verification and Evaluation Form.

#### Preceptor Evaluation of Student

- Preceptor evaluation of student based on caseload for the day.
- All Clinical Verification & Evaluation sheets must be signed by you, staff at the hospital completing the form, and the Clinical Coordinator. Evaluations lacking any signature will not be accepted.
- PROCEDURES ON UNSIGNED VERIFICATION FORMS WILL NOT COUNT TOWARD YOUR CLINICAL EXPERIENCE REQUIREMENTS (BELOW)
- Each daily Caseload Verification & Evaluation & Preceptor Evaluation of Student must be submitted by midnight of the following day. Example: Mondays Clinical Verification sheet is due by midnight Tuesday. Tuesday is due Wednesday.

#### PLATINUM PLANNER REQUIREMENTS

- CASES WILL BE RECORDED IN THE "CASES" TAB ON PLATINUM PLANNER. EACH DAY YOU WILL LOG YOUR CASES COMPLETED FOR THE DAY.
  - FORMS TO BE COMPLETED DAILY
    - CASE PREPARATION WORKSHEET
    - CLINICAL VERIFICATION & EVALUATION FORM
    - STUDENT EVALUATION OF PRECEPTOR
    - SURGICAL TECH PRECEPTOR SIGN OFF BY CASE

#### CLINICAL EXPERIENCE REQUIREMENTS:

All Clinical Experience must be documented in Platinum Planner.

- All Caseload Verification and Evaluation Forms must be signed by your Preceptor, yourself, and your Clinical Coordinator to be considered valid
- Experience documented on unsigned forms will not count toward Clinical Experience Requirements
- Clinical experience must be documented in three areas:
  - Caseload
  - Participation
  - Clinical (clock) Hours
- Requirements in each area are outlined below:

#### **TOTAL CASE REQUIREMENT:**

- 140 TOTAL CASES MUST BE PERFORMED IN THE FIRST SCRUB, AND SECOND SCRUB ROLES
  - 90 FIRST SCRUB MINIMUM
  - 40 SECOND SCRUB MAXIMUM
  - 10 ELECTIVE CASES
  - THE TOTAL CASELOAD (140) MUST BE DISTRIBUTED AS OUTLINED BELOW:

#### **GENERAL SURGERY REQUIREMENT: (30 CASES)**

- 30 CASES MUST BE PERFORMED IN **GENERAL SURGERY** AS OUTLINED:
  - 20 FIRST SCRUB MINIMUM
  - 10 SECOND SCRUB MAXIMUM

### **SPECIALTY SURGERY REQUIREMENTS: (90 CASES)**

- 18 CASES MUST BE PERFORMED IN **FIVE** OF THE FOLLOWING **SPECIALTY SERVICES**
  - SPECIALTY OF A PROCEDURE IS DETERMINED BY THE TYPE OF SURGEON PERFORMING THE CASE
    - 12 FIRST SCRUB MINIMUM IN **FIVE** OF THE FOLLOWING SPECIALTIES
    - 6 SECOND SCRUB MAXIMUM IN **FIVE** OF THE FOLLOWING SPECIALTIES
- |              |                     |
|--------------|---------------------|
| GYN          | CARDIOTHORACIC      |
| ENT          | OB/GYN/C-SECTION    |
| UROLOGY (GU) | PERIPHERAL VASCULAR |
| ORTHOPEDICS  | PLASTICS            |
| NEUROSURGERY |                     |

### **ELECTIVE CASES: (20 CASES)**

- 20 ELECTIVE CASES MAY BE PERFORMED IN A SPECIALTY OTHER THAN THOSE LISTED ABOVE
  - THE CASES MAY BE PERFORMED IN THE FIRST SCRUB, OR SECOND SCRUB ROLE
  - THE CASES MAY BE PERFORMED AT ANY LEVEL
  - THE CASES ALONG WITH THE GENERAL AND SPECIALTY REQUIREMENTS OUTLINED ABOVE MUST CONTRIBUTE TOWARD THE TOTAL CASE REQUIREMENT ABOVE

### **SUBSTITUTION OPTION:**

- SUBSTITUTIONS FOR SOME CASELOAD REQUIREMENTS MAY BE SUBMITTED FOR CONSIDERATION
  - 5 VAGINAL DELIVERIES MAY BE SUBMITTED FOR GYN (SECOND SCRUB ONLY)
  - 10 ENDOSCOPY CASES MAY BE SUBMITTED FOR GENERAL (SECOND SCRUB ONLY)
  - A SPECIALTY SURGERY SUBSTITUTION MAY BE SUBMITTED FOR ONE OF THE ABOVE SPECIALTIES (EXAMPLE BELOW).
- SPECIALTY SURGERY SUBSTITUTION OPTION **EXAMPLE:**
  - STUDENT LOGS ENOUGH PLASTIC SURGERY TO MEET ABOVE SPECIALTY REQUIREMENT BUT NOT ENOUGH IN ENT
  - STUDENT SUBMITS REQUEST TO SUBSTITUTE W/SUPPORTING DOCUMENTATION (ENTIRE SPECIALTY MUST BE SUBSTITUTED).
  - SUBSTITUTION MUST BE APPROVED BY SUPERVISING INSTRUCTOR, PROGRAM COORDINATOR, AND CLINICAL COORDINATOR

### **PARTICIPATION:**

- PRECEPTOR MUST DOCUMENT STUDENT ROLE ON CASELOAD VERIFICATION FORM
  - FIRST SCRUB—STUDENT PERFORMS THE FOLLOWING DUTIES WITH PROFICIENCY
    - VERIFY SUPPLIES AND EQUIPMENT NEEDED FOR THE PROCEDURE
    - SET UP THE STERILE FIELD W/INSTRUMENTS, SUPPLIES, EQUIPMENT, MEDICATIONS/SOLUTIONS
    - PERFORM COUNTS WITH THE CIRCULATOR (INITIAL AND CLOSING)
    - PASS INSTRUMENTS AND SUPPLIES
    - MAINTAIN STERILE TECHNIQUE: RECOGNIZE AND CORRECT BREAKS
  - SECOND SCRUB—STUDENT SCRUBS IN BUT DOES NOT MEET CRITERIA FOR EITHER FIRST SCRUB. DUTIES INCLUDE:
    - SPONGING
    - SUCTIONING
    - CUTTING SUTURE
    - HOLDING RETRACTORS
    - 'HOLDING' SCOPE FOR ENDOSCOPIC CASE

### **CLINICAL HOURS:**

500 clinical hours (for ENTIRE SEMESTER) including:

- Hospital orientation
- Scrubbed time
  - Includes time from surgical hand scrub until breakdown of case
  - May include time performing other duties of scrub nurse

- Non-scrubbed time
  - Non-scrubbed time should not account for more than 40% of total clinical hours

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- *Staff & Instructor Evaluations (50% of final grade):*

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Your instructors and the hospital staff will evaluate you every two weeks throughout your rotations.

- Students will be evaluated based on preparation, clinical skills and professionalism.
  - Instructor's evaluations and Manager/Staff evaluations will make up 50% of your grade.
- Daily Verification Forms are graded based on completion only when your Notebook is submitted.
- All evaluations must be signed by you, staff at the hospital completing the form, and your supervising instructor. Evaluations lacking any signature will not be accepted.
- Evaluations scores of 2 or below may require remediation. Repeated evaluation scores of 2 or below may require withdrawing from clinical and retaking core classes.

#### HOSPITAL POLICIES:

- YOU ARE REQUIRED TO LEARN AND OBEY THE POLICIES OF THE HOSPITALS TO WHICH YOU ARE ASSIGNED.
- Examples include, but are not limited to the following:
  - You may only wear *program* scrubs or street clothes to and from your clinical site.
  - Your lab jacket is also to be worn to and from your site.
  - You may wear hospital-issued scrubs only while participating in clinical practica at the site that issued you the scrubs; YOU ARE NOT TO LEAVE ANY SITE WITH HOSPITAL-ISSUED SCRUBS
  - Appropriate PHOTO IDENTIFICATION must be worn any time you are on the grounds of your clinical site
  - NO CELL PHONES will be allowed in patient care areas of clinical sites. As many hospitals have policies against this as well, so taking your phone in to these areas may result in dismissal.
- Please refer to the *Clinical Participation Requirements for Surgical Technology* and *Dress Code* you signed as part of your New Student Orientation Manual for further details.
- VIOLATION OF HOSPITAL POLICY MAY RESULT IN YOUR IMMEDIATE REMOVAL FROM THE CLINICAL SITE AND YOUR REMOVAL FROM THE SURGICAL TECHNOLOGY PROGRAM WITH A GRADE OF F.

#### ESSENTIAL SAFETY PROTOCOLS:

- FAILURE TO OBSERVE ESSENTIAL SAFETY PROTOCOLS (E.G. PROPERLY WEARING P.P.E., LABELING MEDICATIONS PROPERLY, KEEPING STERILE SETUP UNTIL PATIENT HAS LEFT ROOM, REMOVING SHARPS FROM FIELD BEFORE CASE IS BROKEN DOWN, SAFE HANDLING OF SHARPS, ETC.) MAY RESULT IN LOWERING YOUR GRADE ONE LETTER FOR THE FIRST OCCURRENCE.
- REPEATED FAILURE WILL RESULT IN A FAILING GRADE FOR YOUR CLINICAL PRACTICUM
- FAILING ONE PRACTICUM DISQUALIFIES YOU FROM PLACEMENT IN ANOTHER PRACTICUM.

#### PROFESSIONALISM:

- PROFESSIONALISM IN THE CLINICAL SETTING IS ESSENTIAL TO GOOD PATIENT CARE.
- Guidelines for professional conduct are outlined in the Program's *Code of Conduct* and *Code of Ethics*.
- INTERACTION WITH HOSPITAL STAFF IN ANY UNPROFESSIONAL MANNER MAY RESULT IN LOWERING YOUR GRADE ONE LETTER PER OCCURRENCE.
- REPEATED FAILURE TO DEMONSTRATE PROFESSIONAL BEHAVIOR WILL BE CONSIDERED DISRUPTIVE BEHAVIOR AND RESULT IN A FAILING GRADE FOR YOUR CLINICAL PRACTICUM.
- FAILING ONE PRACTICUM DISQUALIFIES YOU FROM PLACEMENT IN ANOTHER PRACTICUM.

What is expected of you at your clinical site?

- Show Everyone At Your Site That You Want to Learn

- Ask questions when appropriate
- Take advantage of opportunities to do new things
- Offer to help with anything and everything
- Be Prepared For Your Case Before You Arrive
  - Know the basics about your first case of the day:
    - Where will the incision be made?
    - How will you be draping?
    - What kinds of instruments will you need?
    - What anatomic structures will you be working on?
- Exhibit Proper Attire
  - You must wear program scrubs or street clothes to and from your clinical sites
  - You must wear your lab jacket to and from your clinical sites
  - You must wear photo identification any time you are on the grounds of your site
- Get To Your Clinical Site Early
  - Even if it is only 5 minutes early, that can make the difference between a day that goes smoothly and a really bad day for everyone
  - Always allow extra time to account for the unexpected (traffic, forgot something, etc.)
- Be The First Person To Get To Your Assigned Room
  - Don't wait to find your assigned preceptor before you check out your room
  - Even if it is not the first case of the day, get there as soon as possible
  - You will need extra time to find out all you can about your case
- Check To See That Everything Is Ready
  - Do you have all of the suture on the preference card?
  - Did your case cart have all the instruments you need?
  - Is there a back table, mayo stand, ring stand, etc. in your room?
- Don't Run Your Mouth!!
  - You will be nervous; there is a tendency to talk when you're nervous
  - You may not think you are talking a lot, but YOU ARE
  - Ask and answer only questions that pertain to doing your case
  - Keep casual conversation to a minimum
- Help Your Team Get Started
  - Open supplies onto your table
  - Help pull together equipment for the case
  - Help to immediate use steam sterilize (flash) instruments
  - Don't be caught standing around with your arms crossed
  - Don't be caught in the lounge while your team is doing your work for you
- Offer to Scrub in Early
  - You will need the extra time
  - Your preceptor has done this for a while; he or she might be able to wait until the last minute, You Cannot!
  - If you offer to scrub in early you are less likely to annoy your preceptor by making them wait on you
- Treat the Hospital Staff with Respect
  - Even if the staff on your case just started to work, they still have much more experience than you do
  - If the staff on your case has a couple of bad habits, don't pick up the bad habit but look for other things you can learn from them
  - Don't join in gossip or criticism of other staff; you are a visiting student, not an employee
- Accept Suggestions from Your Preceptor
  - Remember, you are there to learn
  - You can show that you want to learn by listening to what your preceptor has to say and then using it
  - If you fail to acknowledge your preceptors' suggestions, don't expect their support and understanding later
- Focus on the Wound
  - Focusing on the wound lets the surgeon and your team know you are paying attention

- One of the most important things you are to learn is how to anticipate
- What is happening up there determines what you need to be ready for.
- Recognize Patterns and Sequences
  - You will find that similar patterns and sequences are used in several surgeries
  - The sooner you recognize them the more quickly you can move on
- Have Closing Suture Loaded Ahead of Time
  - Identify closing suture at the beginning of the case
  - Remember, you will need to count while you are closing. GET READY
- Stay Sterile Until the Patient is Out of the Room
  - Keep basic instruments sterile on a Mayo or table in case there are postoperative complications
  - You can break down some of your setup, but keep a knife, a few clamps, retractors, and forceps sterile
  - If you break down what you can and remain organized, this will not delay room turnover
- Help Clean Up
  - If everyone pitches in, you'll be finished much more quickly; then everyone can take a break
- Don't Disappear
  - Report to your preceptor AND the board runner when you take a break
  - If you are reassigned, share that with the room you are leaving (so they know where you went)
  - Someone must know where you are at all time
  - Few things are more frustrating than 'disappearing students'
- Come Back On Time from Lunch and from Breaks
  - There will be a major problem if you fail to do this
  - Report to the board, your preceptor, or your circulator when you return
  - Come back on time even if your preceptor does not
- Stay Busy All the Time
  - There is ALWAYS something to do in the O.R.
  - If your case cancels or if it is a slow day or if you run out of things to do, go to the board runner and ask what you can do to help
  - Once one of you becomes known as a 'Lounge Lizard' your classmates will earn the same reputation

### **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

Clinical due dates are reflected on the course web shell. For each day clinical documentation is late, a deduction of 10% from the total grade will be deducted each day. For example, a three-day late submission cannot receive a grade higher than a 70%.

### **Attendance Policy**

#### **ATTENDANCE:**

- Attendance will be tracked up the check in feature on the Platinum Planner App. If you do not check in at the time you are to be at your clinical site, you will be counted as tardy or absent.
- Unless otherwise specified, each student is expected to arrive at his or her clinical site at least 20 minutes before you are to report to the O.R. board.
- Students will be expected to be dressed according to hospital dress code and to report to the OR board by no later than 06:45 (or fifteen minutes prior to beginning of hospital's first shift, whichever is earlier).

IF YOU WILL BE ABSENT OR LATE, the following procedure must be followed.

- FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN PROBATION FOR THE FIRST INCIDENT AND MAY RESULT IN A FAILING GRADE FOR THE SECOND.
- THE O.R. DESK MUST BE NOTIFIED AT LEAST NINETY MINUTES (1½ HOURS) BEFORE STUDENT IS DUE TO REPORT.
  - Identify yourself.
  - Explain that you will be late or absent and why.
  - Get the name of the person with whom you speak.
- YOUR CLINICAL INSTRUCTOR MUST BE NOTIFIED AT LEAST NINETY MINUTES (1½ HOURS) BEFORE STUDENT IS DUE TO REPORT TO THE CLINICAL SITE.
  - If you are unable to contact the instructor directly, you must leave a voice mail message for that instructor.
  - The message must include your name, the date, time, and reason for the absence or tardiness.

- The message must also include the time you called the hospital and the name of the person at the hospital with whom you spoke.
- DOCUMENTATION IS REQUIRED TO EXCUSE AN ABSENCE.
  - Documenting an absence excuses the absence
    - Excusing an absence does NOT mean that the absence does not 'count'.
    - All absences 'count' (you are allowed five for the entire semester).
  - Only excused absences are eligible to be made up
    - Unexcused absences are NOT ELIGIBLE for make-up time. Documentation must include the date, time, reason, and may require third party verification.

#### TARDINESS:

- THREE LATES AT THE SAME CLINICAL SITE WILL BE CONSIDERED A VIOLATION OF THE ATTENDANCE POLICY AND RESULT IN A FAILING GRADE FOR THE PRACTICUM.
- FAILING ONE PRACTICUM DISQUALIFIES YOU FROM PLACEMENT IN ANOTHER PRACTICUM.
  - Removal from a clinical site for tardiness will disqualify the student from placement at another clinical site.
  - Tardiness at the clinical site includes, but is not limited to:
    - Arriving dressed out at the board after designated time (06:55 at most hospitals)
    - Arriving late to your assigned room (at any time during the day)
    - Leaving the clinical site before your regular dismissal time without prior approval of board runner, clinical educator, and instructor
  - Each tardy will count 1/3 (.3) of an absence.

Five absences will be permitted FOR THE ENTIRE SEMESTER.

- Excused absences will be made up during or at the end of each rotation.
- Unexcused absences will not be eligible for make-up time.
- Unexcused absences in excess of two may result in dismissal from the Program with a grade of 'F'.
- ABSENCES IN EXCESS OF FIVE WILL RESULT IN A FAILING GRADE FOR YOUR CLINICAL PRACTICUM
- FAILING ONE PRACTICUM DISQUALIFIES YOU FROM PLACEMENT IN ANOTHER PRACTICUM.

Students who have been exposed to COVID-19 or who have tested positive must email [virusinfo@nsc.edu](mailto:virusinfo@nsc.edu).

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is: *(add attendance policy)*.



## Grading Scale:

Letter Grade	Percentage Range	Minimum Caseload Requirements: The following cases must be documented properly for each letter grade below.
A	93-100%	Complete 140 cases outlined below (See *). Of the 140 cases submitted, they must meet the following: six Advanced General Cases, ten Intermediate General cases. + ten advanced Specialty cases and fifteen intermediate specialty cases
B	84-92%	Complete 140 cases outlined below (See *). Of the 140 cases submitted, they must meet the following: (3) Advanced General Cases, (5) Intermediate General cases. + six advanced Specialty cases and 10 intermediate specialty cases
C	75-83%	*30 General+90 Specialty +20 Elective cases. No case complexity required
D	66-74%	30 General Cases+90 cases in various surgical specialties, excluding General Surgery. Minimum of 60 cases (first scrub role) distributed among four specialties.
F	65% and below	Less than 30 General Cases and 90 Specialty cases.

## FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

## FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

## Late Work Policy & Make-up Procedures for Missed Assignments and Work:

See above for clarification and standards.

## Attendance Policy

See above for clarification and standards.

## General Policy

- Absences in a course may affect your final grade.
- Tardiness may also affect your final grade.
- You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.
- If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.
  - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.
- If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.
  - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.

## Instructor's Policy

The attendance policy for this course is: See above for clarification and standards.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance

- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

## Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

## Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

## D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

## ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

## Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please

review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

## Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade.

## Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app \(https://www.getrave.com/login/nsc\)](https://www.getrave.com/login/nsc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

## Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

## Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.