



RESP 220 Respiratory Seminar I section name section credit hours Credits Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course introduces the student on the preparation for the certification and written registry examinations by utilizing the guidelines of the National Board for Respiratory Care (NBRC).

Prerequisites: Take RESP-120, RESP-122, RESP-124, RESP-126, and RESP-128.
Minimum grade required: "C". Take RESP-222, RESP-226 and RESP-228

Terms offered: Fall Only

Section-specific Course Description:

Course Level Objectives

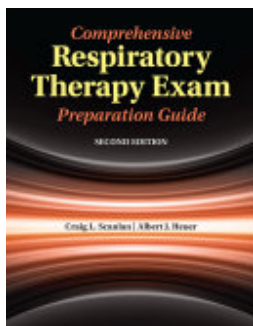
GENERAL LEARNING OBJECTIVES

1. Develop a time plan with goals to prepare for the board exams.
2. Recognize and define the three-level of questions asked on the exam.
3. Identify the three categories of questions on the exam, and state the number of questions from each category, for all three levels of exam (CRT, written RRT, clinical simulations).
4. Complete the NBRC application form for the CRT and RRT exams
- . 5. Successfully pass the certification and written registry self-assessment and practice examinations.

SPECIFIC LEARNING OBJECTIVES

1. Discuss stress reduction strategies that can be used during a test.
2. Discuss helpful hints for the night before the exam.
3. Take a self-assessment Certified Respiratory Therapist (CRT) exam, and identify weaknesses.
4. Review the appropriate text and subjects to strengthen weaknesses.
5. Successfully pass a CRT-level practice exam.
6. Take a self-assessment written Registered Respiratory Therapist (RRT) exam and identify weaknesses.
7. Review the appropriate text and subjects to strengthen weaknesses.
8. Successfully pass an RRT-level practice exam.

Required Texts and/or Materials



Comprehensive Respiratory Therapy Exam Preparation Guide

9781284051056

Craig L. Scanlan, Al Heuer

Jones & Bartlett Learning

2013-09-09

Classmate LR: Course Tech: Classmate Kettering Learning Resource,

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools

Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Each student is personally accountable for all respiratory therapy program student responsibilities outlined in the SJC Respiratory Therapy Student Handbook, the SJC Student Handbook, the SJC Respiratory Therapy Student Clinical Practicum Guide, as well as those outlined in the individual course guidelines.

Because each course builds on your foundation for future employment as a respiratory care practitioner we expect professional behavior and attendance during all classroom sessions. The health care field has serious responsibilities and the need for the highest level of competency, integrity, professionalism, compassion, empathy, and respect in a healthcare provider. For the student to be successful in this course please review the following guidelines.

For the WEEKLY Homework Assignment please review the following details:

1. Review Chapters and complete the weekly assignment BEFORE you come to class. It is the student's responsibility to be prepared for each and every class session. Turn in the weekly homework assignment as directed in this online forum. In order to receive credit for completing your homework assignment, you must turn them in. You are responsible for turning in assignments on time.
2. Read the assigned chapters and any supplemental reading material provided. Each assignment is crucial to the student's performance and comprehension of course materials.
3. You may be quizzed at the start of each class meeting on the assigned reading, PowerPoint, or informational resources provided in the week's module.
4. PLEASE bring the required textbooks to class every day.
5. Please come to class prepared and ready to learn. Readiness to learn means that you will come to class with questions and insights and be prepared to discuss the relevance and application of course materials. This includes being actively engaged in group discussions and group activities.
6. ALL homework assignments must be completed to pass this course. This is not a course where you can skip an assignment because you are busy or don't feel like doing the assignment. Therefore if you miss a deadline you will earn a "0" for the assignment AND you will still be required to submit the assignment. If you have any assignments that are incomplete at the end of the semester you will receive an "F" in the course.
7. If the student misses more than one homework assignment the homework grade will be reduced by 1% for each missed or late assignment.

8. If NO assignment is turned in by the assignment deadline you will receive a ZERO.
9. NO LATE HOMEWORK ASSIGNMENTS will be accepted for credit unless you have made PRIOR arrangements with your instructor.
10. If you are absent from class you will receive a ZERO for the assignments that are due and any exams and/or quizzes assigned on the day of your absence; unless you have made PRIOR arrangements with your instructor.
11. The student is responsible for making arrangements for any make-up work, quizzes, and/or tests. In the case of an emergency the student is required to return to the next class with an official note to explain the incident.
12. Be aware that any student whose actions interfere with normal classroom activities or clinical could be subject to suspension or expulsion from the program. In addition, any sign of rejecting, rude, disrespectful, derogatory, judgmental behaviors towards clients, classmates, agency, staff, and/or faculty is not tolerated and will be subject to suspension or expulsion.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

As is stated in the Respiratory Therapy Student Handbook-- The individual instructors may require more stringent attendance requirements. Please read the following which outlines the Attendance requirements for this course.

1. Punctual attendance at all scheduled classes and/or events is expected.
2. Because of the course content, lab, and clinical experience, attendance is mandatory. All class/lab/clinical hours must be completed as scheduled.
3. It is the responsibility of the student to notify the instructor regarding class/lab/clinical absence prior to the scheduled class/lab/clinical.
4. Absences: In the event of an absence, the student must communicate with the instructor before the scheduled class time.
5. Two or more absences and/or three tardy/late arrivals will result in counseling with the instructor, the program director, the dean of health sciences and may result in suspension and/or possible dismissal from the program.
6. In addition, more than 2 absences are defined as excessive and will result in a minimum of a 10% deduction in the final grade.
7. In regards to tardiness (>10 min late) the final grade will be reduced 1% after the second tardiness and for each subsequent tardy.
8. Leaving more than 15 minutes early without prior approval by the instructor will result in tardiness.
9. Any absences over six may result in dismissal from the class.
10. Three NO CALL/NO SHOW absences may result in immediate dismissal from the class.
11. Individual instructors may require more stringent attendance requirements. Please read the appropriate course guideline

Other Classroom Policies and Expectations

Cell Phones

All cell phones are to remain OFF or on the vibrate mode during class times, AND PUT AWAY. If you are expecting a phone call during class time you will need to inform the

instructor before the class starts. This is a disruption to the class period and to your fellow students. Cell phones are NEVER to be answered in the classroom during class time and absolutely no texting during class time. If it is determined that a student has been using his/her cell phone during instruction the student will receive a zero for assignments/quizzes/competencies which are completed/due during that class period.

Use of electronic recording devices during classroom time: You must receive permission from the instructor to use electronic recording devices, the use of tape recorders and other recording devices will be at the instructor's discretion.

Social Media Websites

Any information gleaned from class content is not to be posted on any social media website or other internet sources. Class information is intended for use by respiratory therapy students only.

Canvas Participation and Expectations

Students need to log into Canvas on a regular basis. Please set up your Canvas student account to receive emails or class messages on your personal email account or through your cell phone.

Instructor Response Time

The instructor will respond to your emails and phone calls within a 24 hour period during the week and a 48 hour period over the weekend. Grades are typically entered for weekly assignments during the week the assignment is due. Grades are entered for written papers or special assignments within a 7-14 day period. Typically exams are corrected as each one is completed in Canvas. If an exam has essay style questions on it the questions will be graded within a 24-48 hour period following the completion of the exam.

Course Time Commitment

Students should expect to commit a minimum of 6-9 hours outside of class to successfully complete course requirements.

Grading

Final grades are calculated based on the following...

To determine final grades use the calculations above along with the table below

Catagory	Weight
Assignments	25
TMC Examination	35
CSE Examination	40
Total	100

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

<https://www.sanjuancollege.edu/academiccalendar>

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as

posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not

limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade

will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook

<https://sanjuancollege.edu/studenthandbook/>

