

SAN JUAN COLLEGE

SURG 233 The Art of Teamwork in Surgery Section Name Section Credit Hours Credits
Syllabus

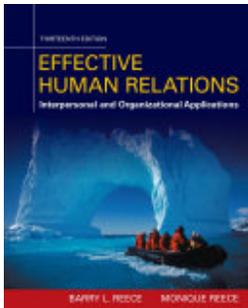
Section-specific Course Description:

Course Level Objectives

Students will be introduced to principles of Human Factors science as applied to the system of care, teaching them about the skills needed to function effectively and safely in teams in a modern surgical environment. in the profession of Surgical Assisting. According to the Core Curriculum, "the learner will:

1. Discuss the nature, purpose, and importance of human relations.
2. Identify developments in the workplace related to human relations.
3. Discuss the nature, purpose, and importance of human relations.
4. Identify developments in the workplace related to human relations.
5. Explain coping forces that influence work/life balance.
6. Demonstrate listening and communication skills.
7. Apply interpersonal skills at the workplace.
8. Identify methods of stress management.

Required Texts and/or Materials



Effective Human Relations: Interpersonal And Organizational Applications

9781305576162

Barry Reece, Monique Reece

Cengage Learning

2016-01-09

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

1. Have required textbooks and workbooks, packets, lab supplies listed under required textbooks.
2. Complete and submit written assignments by announced due dates.
3. Take all examinations and quizzes on the dates administered. Make up exams will be given only under certain circumstances with a reduction in the grade by 10%.
4. Practice procedures and perform demonstrations satisfactorily.
5. Participate in class and lab discussions and activities.
6. Maintain proper appearance and professional dress.
7. Maintain professional behavior
8. Meet specific objectives for each laboratory experience consistently.
9. Follow safety procedures and guidelines.

Read and verify understanding of San Juan College, Surgical First Assist Student Handbook.

Other Classroom Policies and Expectations

Students are expected to conduct themselves in an ethical and professional manner at all times. All academic assignments, including papers, tests, or other assignments, are to be the work of the individual student. The following are examples of unethical or unprofessional behavior:

- Plagiarism
- Unprofessional behavior in communication with faculty and staff
- Completing an assignment for another student in part or in whole

Consequences

Any student who acts in an unethical manner will receive a failing grade. Any second academic incident or unprofessional communication with staff or faculty can result in administrative termination from the Institute. Students who were withdrawn due to poor student conduct may not be reconsidered to re-enroll.

Grading

Final grades are calculated based on the following...

Here is a sample of one formatting option:

What does it mean to weight a grade? When grades are weighted, some assignments (e.g. Final Exam) or categories of assignments (e.g. Quizzes) count more than others.

Why not just assign more points to the things that are harder? In a perfect world this would work. However, there is far more flexibility in weighting grades. If an instructor decides that quizzes should make up 25% of the total points in a course, it doesn't matter whether there is 1 quiz, 5 quizzes or, heaven forbid, 50 quizzes. The total points earned for the quizzes still makes up 25% of the final grade. If an instructor decides to increase or decrease the workload based on the particular needs of any group of students, weighted grades make that easy. In a scenario where grades are weighted by category and the number of assignments in a category changes, no changes to the course points or course guide would be necessary. If, on the other hand, the point system was used, and a change to the course assignments is needed, the total points for the class would change and the course guide would need to be updated.

How are the points for a weighted item calculated? Multiply each score over the total points possible by the weight. For example, the midterm is worth 100 points. If you earned 90/100 the calculation would be $.25(90/100) = .225$. Expressed as a percent, you earned 22.5%

Grading Scale:

A = 90% or higher

B = 80–89

C = 70–79

D = 60–69

F = 59 or below.

Course Time Commitment

Students should expect to spend 18-24 hours or more per week for course work of class to be successful in this program.

Canvas Participation and Expectations

Because assignments and notifications are posted in Canvas, you should check into Canvas daily Monday-Sunday. Majority of communications will be through Canvas email unless otherwise specified.

Participation and Attendance Policy

1. Attendance to didactic and lab is an integral part of student learning. When a student misses more than three days of didactic and lab then this interferes with the student's ability to understand the material. Attendance will be documented thoroughly and if a student has an unexcused absence then this could adversely affect the grade for the course.
 2. Tardy attendance is disruptive not only to the instructor, but to peers. Please be ready to begin class at the designated time
- 1 Unexcused Absence-----Counseling
 - 2 Unexcused Absences-----Verbal Warning
 - 3 Unexcused Absences-----Written Warning
- After 3 Unexcused Absences Student Will Be Dropped from Course

Instructor Response Times & Regular Interaction Expectations

1. The preferred method of contact for notifying instructor of absence or late arrival is phone call.
2. The preferred method of contact for all other reasons is email. You will receive a response within 72 hours, sometimes sooner.
3. If you need immediate assistance, we may not be available due to clinical schedules or other issues. You may attempt to reach us by phone or text, however, we advise you to plan ahead. Again, the maximum response time is 72 hours.
4. In addition, please be aware that if you send an email from CANVAS, the response may return to your SJC Student email address. Therefore, it is advised that you email us from an address that you will check. Please allow a minimum of 72 hours for a response.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

See Canvas Weekly Schedule

Program Handbook

Provided upon acceptance into program.

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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and](#)

[Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet

via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.