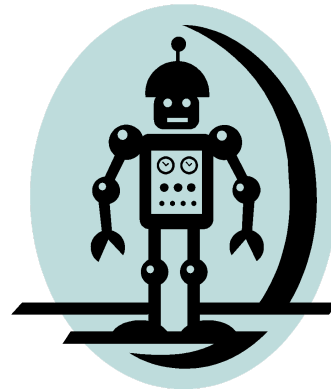
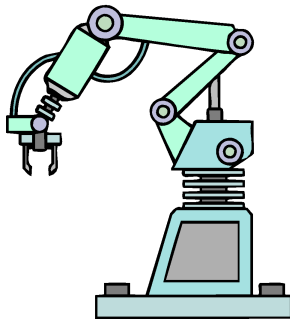


SURGICAL TECHNOLOGY PROGRAM

SRGT 1244



Technological Sciences for the Surgical Technologist

Lecture: Th 12:30pm – 2:30 pm

EVC 8201 Synonym:
Section:

RRC 3109 Synonym:
Section:

Instructors: Pedro Barrera Kim Hernandez
 Kathy Cook Melanie Jecker
 Susan Diamond Samantha Thomas
 Carol Hamilton Jehona Morand
 Jared Kirk

make the names of the instructors for the semester bold
Fall/Spring Year

Announcement for Fall 2024

Course instruction for SRGT 1244 is in person. Assignments and additional material will be available online. Students are encouraged to have a computer, laptop or tablet and reliable internet access. Students have the opportunity to complete this course during the Fall 2024 semester. Adjustments, revisions and other information pertaining to this course will be communicated via email, Blackboard, WebEx or other form of communication that will be available to all students.

For help with internet access here is a link to the ACC website with information about campuses with drive up wifi.

<https://www.austincc.edu/coronavirus/drive-up-wifi>

AUSTIN COMMUNITY COLLEGE
Surgical Technology Program

**Technological Sciences for the Surgical Technologist
SRGT 1244**

DESCRIPTION

In-depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies.

The Austin Community College Surgical Technology Program is committed to equitably serving our diverse student population as well as our community by dedicating ourselves to prepare proud, competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Our dedicated team of instructors provides effective teaching of surgical technology combining both physical skills taught in the laboratory and clinical settings along with didactic classroom instruction to give our students the understanding of relevant pathophysiologies, the surgical procedure to address them and the role of the surgical technologist therein. This information allows our graduates to provide excellent patient care as contributing members of the healthcare team.

- Credit Hours: 2
- Classroom Contact Hours per week: 2 (16 week course)

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

PREREQUISITES

BIOL 2401, BIOL 2402, BIOL 2420, HPRS 1106, HPRS 2300, any MATH except MATH 1333 and admission into the Surgical Technology program.

COREQUISITES

SRGT 1505, SRGT 1509 and SRGT 1160

This course and all surgical technology (SRGT) co-requisites must be taken and passed in the same semester in order to complete the program. Dismissal, withdrawal or failure from this course will also result in dismissal from SRGT 1509, SRGT 1244 and SRGT 1160. Withdrawal deadlines apply.

COURSE RATIONALE

The purpose of this course is to provide an in-depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies.

GRADING SYSTEM

Final grades are determined by the percentage of total points accumulated. Points are awarded as the following:

Assignments X 7 (100 points each)	700 points	
Review Assignment	100 points	
Comprehensive Final Exam	<u>100 points</u>	
	total 900 points	90% of grade

Attendance	XX points	10% of grade
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note: students must have a passing grade before attendance points are added; attendance points will not be used to bring a failing grade up to a passing grade.

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = less than 60%

NOTES:

- Assignments that are turned in late will be subject to a 10% deduction of the total point value of the assignment, per day, including weekends, from the total points allotted. Late assignments will not be accepted more than one week past their due date.

- There will be one exam, which will be a comprehensive final. Questions will come from reading assignments and lecture material, so pay attention and TAKE NOTES when topics are presented!

Students must have a passing grade before the attendance points are added; attendance points will not be used to bring a failing grade up to a passing grade.

INSTRUCTIONAL METHODOLOGY

This course is taught in the classroom in a lecture format. The lecture will generally introduce concepts and skills.

Lectures will be delivered using a variety of formats including Powerpoint presentations, videos and various web based learning activities. It is the student's responsibility to access and review these materials prior to taking the test for that section.

Lecture materials may be accessed in Blackboard and may include powerpoints, lecture notes, narrated powerpoints, videos and other activities. It is the student's responsibility to access and review these materials prior to taking the test for that section.

Some assignments and activities may require the use of the Blackboard learning management system. All students must be able to access Blackboard.

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/sts>.

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>.

INSTRUCTORS

Email will be the best avenue to reach the subject instructor for questions relating to their subjects. E-mail is typically answered within 24 hours *during the work week*. A WebEx, Blackboard Collaborate, Google Hangout / Meet or other virtual meeting may be scheduled if requested. To access instructor office hour postings, go to

<https://eapps.austincc.edu/lighthouse/index.php>

INSTRUCTORS

<u>Name</u>	<u>Office</u>	<u>Office Phone</u>	<u>Office Hours</u>
Pedro Barrera pbarrera@austincc.edu	EVC 8203.4	(512) 223.5801	Posted
Kathy Cook kcook1@austincc.edu	EVC 8203.1	(512) 223.5803	Posted
Susan Diamond sdiamond@austincc.edu	EVC 8281	(512) 223.5807	Posted
Carol Hamilton chamilto@austincc.edu	RRC 3117.04	(512) 223.0238	Posted
Kim Hernandez khernan1@austincc.edu	RRC 3117.07	(512) 223.0243	Posted
Melanie Jecker melanie.jecker@austincc.edu	EVC 8203.3	(512) 223.5804	Posted
Jared Kirk jared.kirk@austincc.edu	EVC 8205	(512) 223.5806	Posted
Jehona Morand jehona.morand@austincc.edu	EVC 8203.2	(512) 223.5802	Posted
Samantha Thomas samantha.thomas@austincc.edu	RRC 3117.05	(512)223-0239	Posted

ADIUNCT INSTRUCTORS

Kathy Baumbach
kbaumbac@austincc.edu

Ashley Silva
ashley.silva@austincc.edu

Ashley Deprimio
ashlev.deprimio@austincc.edu

Michele McAdams
michele.mcadams@austincc.edu

Carmen Del Real
carmen.delreal@austincc.edu

Jennifer Delgado
jennifer.delgado@austincc.edu

TESTS / ASSIGNMENTS

Assignments will be submitted online through Blackboard.

Assignments that are turned in late will be subject to a 10% deduction of the total point value of the assignment, per day, including weekends, from the total points allotted. Late assignments will not be accepted more than one week past their due date.

The comprehensive final exam will be taken in class at 8am on the date scheduled, it will be made up of 100% multiple choice questions. Scores are not curved for tests.

Make-up Exams:

In the event that a student is absent on the day of an exam, they must contact their instructor the day they

return to schedule a make-up exam.

The instructor will coordinate with the student the make-up date and time for the missed exam.

Failure to complete the make-up exam will result in a grade of zero (0) for that exam.

Important Notes:

It is the responsibility of the student to arrange for the make-up exam within the specified time frame.

If a student misses an exam, they will be given the opportunity to make up the exam but will not be allowed to

skip or reschedule exams in advance without valid, instructor-approved reasons.

This policy ensures fairness and accountability for all students while maintaining the integrity of the course grading

structure.

TEXTBOOK

Required:

Electronic Book Access – Cengage Unlimited

The surgical technology program uses an online eBook accessed through Cengage Unlimited. At the start of a student's first semester in the surgical technology program, all students will be required to purchase one-year access to Cengage Unlimited through the ACC bookstore. The cost will be \$229.99. This one-time fee will cover all textbooks required for the duration of the program, no other textbooks will be required. Students will need to have access to a working computer as well as reliable internet to access the eBook.

SRGT 1244 Schedule and Reading Assignments Spring 2024

Week	Day	SRGT 1244	Reading assignment
1 01/15-01/19	M		
	T		
	W		
	U	IT	p.95-101
	F	Open Lab	
2 01/22-01/26	M	Must be in Scrubs Starting Today	
	T		
	W		
	U	Electricity	p.101-108 IT assignment due
	F	Open Lab	
3 01/29-02/02	M		
	T		
	W		
	U	Skills Check: Electricity	Electricity assignment due
	F	Open Lab	
4 02/05-02/09	M		
	T		
	W		
	U	All Hazards Preparation	p.175-188
	F	Open Lab	
5 02/12-02/16	M		
	T		
	W		
	U	Minimally Invasive Applications I	Endoscopy p.112-114,255-259 All Hazards Assignment due

	F	Open Lab/ Clinical Modules Due	
6 02/19-02/23	M		
	T		
	W		
	U	Minimally Invasive Applications I	Endoscopy
	F	Open Lab	
7 02/26-03/01	M		
	T		
	W		
	U	Minimally Invasive Applications I	Endoscopy
	F	Open Lab	
8 03/04-03/08	M		
	T		
	W		
	U	Skills Practice: ESF III & Draping	Endoscopy assignment due
	F	Open Lab	
03/11-03/15	SPRING BREAK NO SCHOOL		
9 03/18-03/22	M		
	T		
	W		
	U	Interventional Radiology Applications	p.120,380-388
	F	Clinical Day	
10 03/25-03/29	M		
	T		
	W		
	U	Minimally Invasive Applications II	Robotics p.114-120 IR assignment due
	F	Clinical Day	
11 04/01-04/05	M		
	T		
	W		
	U	Minimally Invasive Applications III	Navigation p.120 Robotics assignment due
	F	Clinical Day	
12 04/08-04/12	M		
	T		
	W		
	U	Lasers	p.83-84,87 Navigation assignment due
	F	Clinical Day	
13 04/15-04/19	M		
	T		
	W		
	U	Review Due Skills Check: Lasers	Laser assignment due

	F	Clinical Day	
14 04/22-04/26	M		
	T		
	W		
	U	Comprehensive Final	
	F	Clinical Day	
15 04/29-05/03	M		
	T		
	W		
	U	Lab Clean-Up and Preparation for CRE	
	F	Clinical Day	
16 05/06-05/10	M		
	T		
	W		
	U		
	F		

IMPORTANT DATES

Labor Day: _____

Veterans Day: _____

Thanksgiving: _____

Spring Break: _____

Last day to withdraw: _____

COURSE LEVEL OBJECTIVES AND OUTCOMES

1. Information Technology
 - a. Didactic
 - i. Describe the basic components of a computer system
 - ii. Evaluate basic electronic medical records (EMR) systems used
 - iii. Evaluate safe practices for implementing information technology
 - iv. Describe best practices in securing protected health information (PHI).
2. Electricity
 - a. Didactic
 - i. Define terminology.
 - ii. Describe the principles of electrical flow
 - iii. Describe the various components of the electrosurgical unit
 - b. Skill Applications
 - i. Demonstrate electrical safety
 - ii. Demonstrate knowledge of operating the electrosurgical unit

3. Minimally Invasive Applications I: Endoscopy
 - a. Didactic
 - i. Discuss the applications of each type of MIS system.
 - ii. Discuss the advantages of each type of MIS system
 - iii. Discuss the risks associated with the use of each type of MIS system
 - iv. Discuss the components of MIS systems
4. Minimally Invasive Applications II: Robotics
 - a. Didactic
 - i. Discuss the applications of each type of MIS system.
 - ii. Discuss the advantages of each type of MIS system
 - iii. Discuss the risks associated with the use of each type of MIS system
 - iv. Discuss the components of MIS systems
5. Minimally Invasive Applications III: Navigation
 - a. Didactic
 - i. Discuss the applications of each type of MIS system.
 - ii. Discuss the advantages of each type of MIS system
 - iii. Discuss the risks associated with the use of each type of MIS system
 - iv. Discuss the components of MIS systems
6. Interventional Radiology Applications
 - a. Didactic
 - i. Describe the purpose of interventional radiology (IR)
 - ii. Discuss the considerations for the use of IR
 - iii. Describe imaging modalities
7. Lasers
 - a. Didactic
 - i. Describe the biophysics of lasers
 - ii. Discuss the advantages of using lasers
 - iii. Describe the types of lasers
 - iv. Describe the specific applications of each type of laser
 - b. Skill Applications
 - i. Demonstrate proper care and handling of surgical lasers
 - ii. Demonstrate patient and healthcare provider safety in relationship to lasers in a surgical setting
8. All-Hazards Preparation
 - a. Didactic
 - i. Describe the types of disasters or public health emergencies
 - ii. Discuss the effects of emerging infectious diseases.
 - iii. Describe the effect disasters can have on the environment.
 - iv. Describe how healthcare facilities can manage waste
 - v. Describe the purpose and coordination of the all-hazards systems, including the hospital incident command system, national incident management systems, and national response framework

- vi. Describe the components of a healthcare facility emergency operations plan
- vii. Explain the personal and professional responsibilities of healthcare workers when participating in the management of a disaster or hazard.
- viii. Describe how to mitigate casualties according to specific types of hazards
- ix. Describe the four responses that apply to every type of disaster
- x. Describe the triage procedures
- xi. Describe the role of the surgical technologist during triage
- xii. Describe the processes used to control contamination
- xiii. Describe the support roles of the surgical technologist
- xiv. Discuss the moral and ethical issues relevant to hazards

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon successful completion of the program, students will be able to:

Apply theoretical concepts and exhibit practical proficiency in surgical aseptic technique, surgical procedures and patient care. Students will be able to:

- Apply a basic understanding of human physiology and surgical anatomy to the perioperative role of a surgical technologist.
- Demonstrate a basic understanding of the concepts of pharmacology.
- Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care.
- Relate diagnosis with surgical procedure.
- Integrate learning from one surgical procedure into subsequent surgical procedures.

Analyze the relationship between pathophysiology, anatomy and surgical procedures. Students will be able to:

- Utilize appropriate medical terminology.
- Relate anatomy with surgical procedure.

Analyze patient care situations and know how to act ethically and in compliance with appropriate standards of patient care protocols. Students will be able to:

- Identify and assume appropriate responsibility for patient care.

SCANS

In 1994, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

- A. Resources: Identifies, organizes, plans, and allocates resources
- B. Interpersonal: Acquires and uses information
- C. Information: Acquires and uses information
- D. Systems: Understands complex interrelationships
- E. Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

This course, Technological Sciences for the Surgical Technologist, incorporates the SCANS competencies in the following ways:

COMPETENCE	EXAMPLE OF LEVEL
Resources	Identifies equipment needed for a given procedure. Allocates time for studying.
Interpersonal	Shares experiences and knowledge with classmates, works as a member of a team for any assigned activities.
Information	Identifies equipment needed based on surgical procedure scheduled.
Systems	Understands the systems of the organization and the organizations ultimate goal (i.e., excellent patient care)

Technology	Discusses special surgical equipment, its functions and troubleshooting techniques. Discusses endoscopic equipment, robotics, radiologic, laser and other surgical modalities. Prepares and submits an assignment through computer technology.
Basic Skills	Reads assigned pages.
Thinking Skills	Identifies and prepares equipment needed for a given procedure based on individual patient status
Personal Qualities	Works as a team member for any assigned activities. Asserts self and networks with classmates and guest speakers to obtain information on current topics.

COURSE POLICIES

Attendance/Class Participation

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may dismiss students from the class.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the

department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

Health and Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.
- Campuses are open to faculty, staff, and students- The college and its departments and offices may invite internal *and* external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college's [Appian Health Screening App](#) remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you, click this link](#).
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's Covid website at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and guidance.

Electronic Media

All personal electronic media used in class must be used in a manner that does not compromise or interfere with the learning of others. Electronic devices issued by ACC may be used at the instructor's discretion. The use of cameras, video recording or audio recording devices is also prohibited during class time unless instructor approval has been granted. Any pictures or video made available to the students by the instructor is property of the Surgical Technology program and is not to be posted online by students. If there is a violation of this policy, an instructor may confiscate the electronic device and return it to the student after the end of the class session. Any violation of this policy will result in the use of corrective action/disciplinary measures.

Students may choose to have a mini iPad issued to them for use while enrolled in the ACC Surgical Technology program. Students will obtain a device from the Academic Technology Department. If a student currently has an Apple ID for their own personal use, **they must create a separate Apple ID, using their ACC email, for school use ONLY.**

Students may use the ACC device at a clinical site for clinical purposes only. Students are permitted to use the device to log their cases, make notes and research surgical procedures. All other portable electronic devices are prohibited from use in the operating suite. To avoid any possible HIPAA violations, pictures of any kind may not be taken at the clinical site including, but not limited to, instrumentation, back table or Mayo set ups, documents (including preference cards, requisitions), etc.

Students are prohibited from having any photos on any device that were taken at a clinical site. Photos taken by others, for example a hospital staff person, and sent to any student device in any format, must be deleted by the student as soon as possible after its receipt.

Any violation of this policy will result in the use of corrective action/disciplinary measures up to, and including, dismissal.

COLLEGE POLICIES

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations.

Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at

<https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Student Rights and Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state and federal laws. www.austincc.edu/srr

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct>

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentially, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/counseling>.

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Grades will be posted in Blackboard.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. In addition, **concealed weapons are not allowed on ACC-sponsored field trips** where the school owns or has chartered or leased vehicles for transportation.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:
<https://drive.google.com/file/d/1o55xINAWNvTYgI-fs-JbDyuaMFDNvAjz/view>

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: <http://www.austincc.edu/help/accmail/questions-and-answers>

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC.

For additional information on using the Testing Center, please go to:

<http://www.austincc.edu/students/testing-services/instructional-testing>

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>.

A comprehensive array of student support services is available online at:

<https://www.austincc.edu/coronavirus/remote-student-support>

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled "Faculty Notification Letter" (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include face-to-face and online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here:

<https://de.austincc.edu/bbsupport/online-tutoring-request/>

Additional tutoring information can be found here:

austincc.edu/onlinetutoring

Library Services

ACC Library Services will be offering both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change this fall, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free workshops explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly newsletter full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the [Parent & Family Engagement website](#) for more information.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same

interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.
A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: <https://www.austincc.edu/coronavirus/cares-act-student-aid>.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling> .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357) or 9-8-8**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
 - Substance Abuse and Mental Health Services Administration (SAMHSA)
National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Illness

If you test positive for COVID, please report it to your instructor.

**CHECK THIS PAGE CAN BE REMOVED & TURNED IN,
THEN DELETE THIS SENTENCE**

SRGT 1244

Statement of Understanding

Please initial each statement to indicate that you have read and understand the SRGT 1244 course syllabus which covers:

1. _____ Course Description
2. _____ Course Rationale
3. _____ Grading Criteria
4. _____ Attendance Policy
5. _____ Program Objectives
6. _____ Course Outcomes and Objectives
7. _____ ACC Course Policies

Printed Name _____ Date _____

Signature _____ Date _____