

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **PROFESSIONAL READINESS**

**SRGT 2130.01**

**MRS. M. RIERSON**

**NOTE: This is a 16-week online course**

#### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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#### **Course Description:**

This 16-week course is an overview of professional readiness for employment, attaining certification, and maintaining certification status. This course will help the Surgical Technology student transition into the professional role of the surgical technologist. It includes professional readiness for employment by explaining essential entry-level soft skills necessary to gain or maintain employment and on the job success.

#### **Prerequisites and/or Corequisites:**

HPRS 1206 Medical Terminology  
BIOL 2401 A&P I  
BIOL 2402 A&P II  
HPRS 2301 Pathophysiology

#### **Co-requisites:**

SRGT 1405 Introduction to Surgical Technology  
SRGT 1409 Fundamentals of Surgical Technology  
SRGT 1260 Introduction – Clinical

#### **Course Notes and Instructor Recommendations:**

Students are expected to complete all weekly assignments. Students are also expected to be prepared for online activities by having completed all reading assignments. Students are responsible for all assignments that are due and are encouraged to review the course outline each week to ensure no assignments are missed.

#### **Instructor Information:**

Instructor Name: Mrs. Marcie Rierson MSHRM, CST  
MCC E-mail: [mrierson@mclennan.edu](mailto:mrierson@mclennan.edu)  
Office Phone Number: (254) 299-8282  
Office Location: HP 112  
Office/Teacher Conference Hours: by appointment via Zoom  
Other Instruction Information: Emails received Monday thru Friday by noon will be returned within 24 hours. Emails that are received Friday evening or over the weekend will be answered within 48 hours. Exceptions to email response time will be holidays and vacation.

#### **Required Text & Materials:**

Title: *Job Readiness for Health Professionals: Soft Skill Strategies for Success*  
Imprint: Saunders  
Edition: 2nd  
Publisher: Elsevier  
ISBN: 978-1-4557-2697-4

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) ([https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)).

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html) (<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L/Brightspace learning management system.

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#### **Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

#### **Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

#### **Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

#### **Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

#### **Methods of Teaching and Learning:**

Methods of teaching include but are not limited to the following:

- Interactive PowerPoints
- Video Case Assignments
- Discussion Boards

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#### **Course Objectives and/or Competencies:**

To provide the introductory knowledge and skills that will enable the student to evaluate new concepts, attain more knowledge, and solve problems within the field of Surgical Technology through:

- Application of the basic background in behavioral theories and social sciences.
- Assess current trends and employment opportunities for the surgical technologist
- Develop a plan of action to secure employment in the healthcare field
- Evaluate personal employability qualities and develop an employment strategy that includes positive characteristics
- Develop a professional resume
- Compare and contrast various types of employment/application correspondence
- Analyze various interview strategies
- Contrast and compare the various roles in the surgical technology profession
- Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist.
- Demonstrate job-seeking skills for the field of surgical technology

#### **Course Outline or Schedule:**

Class will be conducted online. All communication and any changes made to the class schedule will be posted in D2L/BrightSpace.

##### **Week 1 – Orientation Week**

- Students will review Syllabus and complete syllabus quiz.
- Students will complete activities bases on reflection topics.

#### **Student Responsibilities:**

Read the class syllabus

Complete the syllabus quiz in BrightSpace

Complete letters to future self – explanation of assignment found in BrightSpace

Complete attendance question

##### **Week 2 -Chapter 1**

- Students will identify factors that influence their attitude.
- Students will prioritize tasks according to their importance.
- Students will act appropriately when faced with ethical dilemmas.
- Students will establish a plan for embracing changes in the workplace.
- Students will learn how biases are formed and how to combat them.

#### **Student Responsibilities:**

Read Textbook assignments

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Complete PowerPoint activity  
Complete Discussion Board – chapter 1  
Complete attendance question

#### **Week 3- Chapter 2**

- Students will learn about the importance of taking notes, reading, and doing research to learn.
- Students will learn how to prepare effectively for tests and how to control test anxiety.
- Students will learn specific test-taking techniques.
- Students will learn about taking professional exams in health care and how to prepare for performing well on them.
- Students will learn about externships and how to handle difficult situations that they might encounter during their externships.

#### **Student Responsibilities:**

Read Textbook assignments  
Complete Chapter 2 PowerPoint activity  
Complete Discussion Board - Chapter 2  
Complete attendance question

#### **Week 4 -Chapter 3**

- Students will learn about the importance of the resume as a tool for introducing themselves to prospective employers and for presenting themselves in ways that persuade employers to interview them.
- Students will learn that they can improve their interviewing skills by knowing what to expect, learning about potential employers, preparing in advance, and practicing.
- Students will learn that interviews are two-way conversations: not only are they opportunities for employers to get to know them, but they are also opportunities for them to learn about employers and jobs.
- Students will learn about the important follow-up activities that should be pursued after interviews are done. These include evaluating their performances at interviews and sending thank-you notes to employers/interviewers.
- Students will have about using decision skills to determine whether to accept job offers, understanding various employment benefits, following proper procedures when accepting or declining offers, and dealing with not being selected for jobs they were hoping to get.

#### **Student Responsibilities:**

Read Textbook assignment chapter 3  
Complete a resume  
Complete video case assignment -Interview Skills  
Complete attendance question

#### **Week 5 - Chapter 4**

- Students will learn about the importance of establishing a positive reputation in the workplace.

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- Students will learn how to dress professionally and appropriately.
- Students will understand and demonstrate proper grooming techniques and work attire.

#### **Student Responsibilities:**

Read Textbook assignment  
Complete PowerPoint activity  
Complete video assignment – Presenting yourself to the workplace  
Complete attendance question

#### **Week 6 -Chapter 5**

- Students will learn energy-boosting strategies.
- Students will learn about the warning signs of an impaired co-worker or a co-worker who is diverting drugs and the resources available to address and prevent this.
- Students will learn about stress-management techniques.

#### **Student Responsibilities:**

Read Textbook assignments  
Complete PowerPoint activity  
Complete discussion board – Chapter 5  
Complete attendance question

#### **Week 7 - Chapter 6**

- Students will have learn how to build trust in the workplace to foster better working relationships.
- Students will identify qualities that make them trustworthy and practice those qualities to gain the trust of their co-workers.
- Students will to learn how to use empathy in the workplace

#### **Student Responsibilities:**

Read Textbook assignments  
Complete PowerPoint activity  
Complete video case assignment – Empathy: The foundation of Caring  
Complete attendance question

#### **Week 8 -Chapter 7**

- Students will identify sources of conflict and feel comfortable using the conflict management styles to diffuse conflict.
- Students will learn about the importance of recognizing the range of difficult behaviors and identifying general tactics for addressing those behaviors.
- Students will learn the value of developing multicultural competence

#### **Student Responsibilities:**

Read Textbook assignments

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Complete PowerPoint activity  
Complete Video case Assignment – Dealing with Conflict  
Complete attendance question

### **Week 9 - Chapter 8**

- Students will learn how to speak in a professional manner and communicate effectively through writing.
- Students will learn the importance of using their writing skills to help their profession.
- Students will learn professional phone techniques for a range of situations.

### **Student Responsibilities:**

Read Textbook assignments  
Complete PowerPoint activity  
Discussion Board – Chapter 8  
Complete attendance question

### **Week 10 - Chapter 9**

- Students will have the opportunity to learn how to have successful interactions with other people.
- Students will have the opportunity to learn about communication challenges related to people with disabilities or language barriers and possible solutions.
- Students will have the opportunity to learn the importance of using communication to respond to diversity in the workplace.
- Students will have the opportunity to learn about the power of body language.

### **Student Responsibilities:**

Read Textbook assignments  
Complete PowerPoint activity  
Complete video case assignment – Communicating effectively on the job  
Complete attendance question

### **Week 11- Chapter 10**

- Students will learn about the importance of setting goals and achieving those goals.
- Students will learn about the importance of workplace rules.
- Students will learn about their responsibilities under HIPAA.

### **Student Responsibilities:**

Read Textbook assignments  
Complete PowerPoint activity  
Complete Discussion board – Chapter 10  
Complete attendance question

### **Week 12 – Practical Testing Week**



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- Students will be given information regarding this day closer to testing week

#### **Student Responsibilities:**

Complete attendance question

### **Week 13 - Chapter 11**

- Students will learn how to develop critical thinking skills.
- Students will learn about maintaining positive relationships with their managers.
- Students will learn about the importance of taking accountability for their actions.
- Students will learn the importance of being team players in their chosen profession.
- Students will learn about the benefits of joining a professional organization.

#### **Student Responsibilities:**

Read Textbook assignments

Complete PowerPoint activity

Complete video case assignment – Solving problems and making decisions

Complete attendance question

### **Week 14- Chapter 12**

- Students will evaluate their self-esteem and create plans to help improve and maintain their self-esteem.
- Students will understand anxiety and know how to fight anxiety.
- Students will understand the importance of patience in relation to long-term results.
- Students will learn how to strengthen their resilience.

#### **Student Responsibilities:**

Read Textbook assignments

Complete PowerPoint activity

Complete video assignment – Active listening: connecting with others

Complete attendance question

### **Week 15 –Chapter 13**

- Students will learn the importance of realizing when personal problems are affecting behavior at work, including recognizing the triggers that spread problems and what they can mean for employment.
- Students will learn how to be aware of their strong emotions, including anger, and learn to manage these feelings at work.
- Students will learn the advantages of optimism and the disadvantages of pessimism.

#### **Student Responsibilities:**

Read Textbook assignments

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Complete PowerPoint activity  
Complete Discussion Board – Chapter 13  
Complete attendance question

#### **Week 16 – Chapter 14**

- Students will learn why they should expect acceptance for themselves and offer acceptance to all others.
- Students will learn why they should plan for success and be confident, even when they're nervous.

#### **Student Responsibilities:**

Read Textbook assignments  
Complete video case assignment – Enhancing your Promotability  
Complete attendance question

#### **Course Grading Information:**

Evaluation of Students

1. Assignments and Quizzes
2. Professionalism and Teamwork
3. Attendance

#### **Grading Rubric:**

A – 100-89.5	
B – 89.4-79.5	40% PowerPoint Activities and Assignments
C – 79.4-74.5	50% Discussion Boards & Video Case Assignments
D – 74.4-69.5	<u>10% Attendance</u>
F – 69.4-0	100% Total *

\* To be eligible to take the Clinical Practical Exam students must maintain a 74.5 or better in SRGT 2130 prior to testing time. If a student is not eligible due to course grade, the student will forfeit their first attempt to take the Clinical Practical.

#### **Late Work, Attendance, and Make Up Work Policies:**

All students are required to turn in graded assignments on the date due. No late assignments will be accepted. Considerations for an exception will be viewed on a case-by-case basis.

Attendance will be taken by completing a weekly short answer question. This question is graded based on completion, however one-word answers will not be accepted. We are working towards becoming a professional and this work starts – now!

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### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain a regular classroom decorum that includes respect for other students and the instructor, regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Inappropriate behavior such as cussing or belittling will not be tolerated. We all do not have to agree on everything, however we will be respectful and kind to one another.

Students will be notified in a reasonable amount of time of any changes to the syllabus.

### **\* [Click Here for the MCC Academic Integrity Statement](#)**

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

### **\* [Click Here for the MCC Attendance/Absences Policy](#)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

### **Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **\* [Click Here for more information about Title IX](#)**

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*