



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** RESP 2341 Clinical Practice 2

**Section ID:** 81344.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 3

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** CLN - Clinicals

**Catalog Course Description:** Clinical Practice – 2 is a continuation of RESP 1220, Introduction to Clinical Practice. Competency is to be gained in airway management therapies, institution of mechanical ventilation; non-invasive monitoring; arterial blood sampling and analysis along with quality assurance techniques.

**Meeting Details:** MT; 06:00AM - 03:00PM;

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Jennifer Thompson, BS, RRT

**Role:** Director of Clinical Education, Instructor

**Office Location:** WSGC 292

**Office Hours:** Wednesday & Thursday 2:30pm - 4:30pm

**Office Phone:** 423-798-7965

**Email:** Jennifer.Thompson@ws.edu

**Supervisor Name:** Sara Smith

**Supervisor Phone:** 423-798-7964

**Secretary Name:** Dawn Woodley

**Secretary Phone:** 423-798-8187

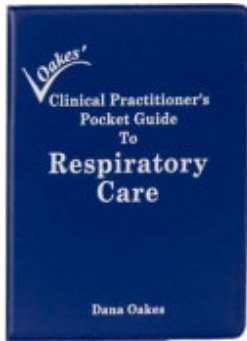
**Name:** Chasity Cooley

**Role:** Adjunct Instructor

**Office Location:** WSGC 292  
**Office Hours:** N/A  
**Office Phone:** N/A  
**Email:** Chasity.Griffin@ws.edu  
**Supervisor Name:** Jennifer Thompson  
**Supervisor Phone:** 423-798-7965

**Name:** Caitlin Seal  
**Role:** Clinical Adjunct Instructor  
**Office Location:** WSGC 292  
**Office Hours:** N/A  
**Office Phone:** N/A  
**Email:** caitlin.fillers@ws.edu  
**Supervisor Name:** Jennifer Thompson  
**Supervisor Phone:** 423-798-7965  
**Secretary Name:** Dawn Woodley  
**Secretary Phone:** 423-798-8187

## Required Textbook(s) and Materials



**Oakes' Clinical Practitioner's Pocket Guide to Respiratory Care**  
**Authors:** Dana F. Oakes  
**Publisher:** Health Educator Publications, Incorporated  
**Publication Date:** 2004-01-01  
**Edition:** 9th or 10th

## Supplemental or Optional Materials

### Volunteer Faculty

Drew Martenson, RRT Director Respiratory Care East Tennessee Children's' Hospital	Tiffany Kinsler, RRT Director Cardiopulmonary Care and Sleep
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865-541-8176	Jefferson Memorial Hospital 865-471-2331
Tiffany Brown, RRT Manager of Pulmonary Services & EKG University of Tennessee Medical Center 865-305-6536	Brittany Weir, RRT Respiratory Supervisor Morristown Hamblen Hospital System 423-492-6755
Jason Crawford, RRT Respiratory Services Manager Holston Valley Medical Center 423-224-6430	Wesley Bledsoe, RRT Cardiopulmonary Manager Greeneville Community Hospital East 423-787-5115
Pattie Polakow, RRT Manager of Respiratory Care Fort Sanders Regional Medical Center 865-331-1420	Jennifer Pinnell, RRT Respiratory Therapy Manager Johnson City Medical Center 423-431-6705
Jenna Ayers-Johnson, RRT Supervisor of Respiratory Care LeConte Medical Center 865-300-7681	Janet Price, RRT Director Respiratory Therapy Newport Medical Center 423-625-2219



## Student Learning Outcomes/Objectives

- Demonstrate competency in all aspects of airway management
- Setup and monitor a patient on mechanical ventilation
- Obtain, analyze and interpret arterial blood gases

## Instructional Approach and Methods

### Evaluation Criteria for Didactic Component of RESP Course

- \* Application of previously learned competencies from prerequisite science courses to content.
- \* Active participation in professional organizations.
- \* Clinical attendance and punctuality.
- \* Informed clinical participation.
- \* Ability to follow directions and adhere to policies and procedures.
- \* Completion of all assignments on time. Assignments are evaluated for content, clarity, neatness and presentation.
- \* Successful completion of courses objectives.

## Assessment, Evaluation and Testing Procedures

### Trajecsyst Policy

Students will clock in and out of the clinical site with their phone or other device from where they park. Cell phones are not permitted to be taken into the clinical facilities. Students should arrive to the clinical facility with enough time to clock in and arrive at the RT department prior to their clinical day start time. For example, if you are to begin your shift at your assigned clinical facility at 6 am you should clock in at 0545 or earlier to allow time to arrive in the RT department before 6 am. Please note: Trajecsyst errors such as but not limited to **(forgetting to clock in/out, wrong site, time exceptions, incorrect data documented...etc.) in Trajecsyst may result in point reductions and may include disciplinary/corrective action.**

*This policy will be strictly enforced.*

## Grading Scale

A	920 - 1000 points
B	830 - 919 points
C	750 - 829 points
D	690 - 749 points
F	689 points or below

## Assignments

**The course grade will be determined as follows:**

Behavioral Rating = 500 points

Journals/Case Studies = 350 points

Performance Evaluations = 50 points

Clinical Final = 100 points

Total Points = 1000 points

- **Journals** are designed to assist you in more effectively using communication skills in the medical environment. The completion date for journals will be given in class. Journals must be submitted via **eLearn** dropbox by 11:59 pm eastern time the evening of the assignment date. Journals received beyond the drop time will not receive any points. It is the student's responsibility to insure that the assignment is submitted by the due date and time. Assignments are due regardless of a student's absence or illness. A student should make all reasonable efforts to ensure the assignment is turned in at the proper time. There is no penalty for turning an assignment in early. Assignments are evaluated for content, clarity, neatness and presentation.
- **Clinical Final** - The student will sit for a comprehensive, clinical examination, which will examine their knowledge in all areas of respiratory care practice **on Thursday November 30, 2023**. Time will be determined later. The examination will be multiple-choice and short-answer.

- A student must receive a satisfactory rating in all the behavioral rating scales (**student handbook, Appendix H**) to receive any points for the clinical practice course. Failure to achieve satisfactory ratings will result in a grade of "F" in the course and dismissal from the program. In addition, failure in the course will result if the student does not achieve a total of 450 points for evaluations. The student will be judged to have failed to achieve competency if any of the above conditions exist.
- **Case studies** will be assigned using program forms to assist you in using critical thinking skills when faced with written medical records and hands on patient situations. The completion date for case studies will be given in class. Case studies must be submitted via **eLearn** by 11:59 pm the evening of the assignment date, case studies received beyond the drop time will not receive any points. Hard copies with notes, (omitting all PHI) of the SOAP must be received by 9:00am the first class day after the dropbox date. Copies received after this time will be reduced 25%. It is the student's responsibility to insure that the assignment is submitted by the due date and time. Assignments are due regardless of a student's absence or illness. A student should make all reasonable efforts to ensure the assignment is turned in at the proper time. There is no penalty for turning an assignment in early. Assignments are evaluated for content, clarity, neatness and presentation.

## Course and Class Policies/Procedures

**DISCLAIMER:** The schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, and/or ensure better student learning.

## Online/Web-Enhanced Course Supplementary Information

It is the student's responsibility to check the course Web site on eLearn: <http://elearn@ws.edu>  
All course information will be posted and updated here. The web site **MUST** be checked regularly. Information posted on the web site that is not noticed by the student is not the fault of the instructor; this is solely the responsibility of the student. Passwords for individual student computer accounts are NOT to be shared with other students or provided to unauthorized persons outside of the school environment.

# Additional Course Requirements/Details/Information

## HOSPITAL ORIENTATION

Although hospital orientations will not be conducted until Spring 2023, the content below has been added so you may become familiar with the expectations and requirements for the program.

During the Spring semester, the enrolled students will complete a variety of required orientations for the various clinical sites used by the program. These orientations will introduce the student to the policies and procedures of each institution. These orientations will include the expectations of the assigned clinical instructor as well as the clinical facilities. This orientation will include infection control, hazardous materials, fire safety, clinical agency guidelines and department of respiratory care policies. To accommodate schedules of our host facilities, it may be necessary for students to attend a clinical orientation outside their assigned clinical schedule. Orientation material may also be assigned to be completed on the student's personal scheduled time. Students must complete the entire orientation program; if attendance is required, late arrival or early departure will result in an absence as defined in the attendance policy below.

It is extremely important that each student complete/attend and actively participate in each orientation program. The completion times, dates, and details for each orientation will be available shortly after the semester begins. **Completion is mandatory.** A student who fails to complete or who does not attend the entire program will receive a grade of I (incomplete) until that orientation session is made up. It is up to each student to have their orientation materials printed and submitted to the DCE or the designated assignee by the deadline.

## Clinical Ground Rules

### CLINICAL PLACEMENT

- In order to prepare students to practice in the current health care system, students will be offered a variety of clinical experiences. The students' clinical experiences will comprise a major portion of the RC curriculum. The students will be working in a Respiratory Care Department under the supervision of a RC faculty member, clinical facility respiratory therapist or the RC program Medical Director. The student will be graded on the basis of one evaluation at the end of the semester by the Director of Clinical Education. Students will also sit for a written clinical final.
- The Director of Clinical Education will assign the students to the clinics. Every attempt will be made to give the students the name of their assigned rotation 2 weeks prior to the starting date. Students will be provided with directions to the facility, name of the clinical instructor and other pertinent information about the facility prior to their affiliation date.

- Factors influencing the assignments of clinical sites are: Students will be exposed to a variety of patients and clinics before graduation depending upon the availability of patients. Every effort will be made to place students where there are sufficient and meaningful patient care activities. Student's assignment may be modified if insufficient workload is present at their site or a meaningful experience is occurring at another site that day.
- Students are advised that they are in the clinical affiliates to learn and practice the skills needed to achieve competency. They are not there as personnel resources to accomplish a workload for a department. The accreditation body strictly forbids students to be used as "unpaid workers." If problems arise in this area, the Director of Clinical Education should be notified.
- Students who are working in a particular respiratory care department are cautioned not to attempt counting time towards fulfillment of the required clinical hours by using hours in which they are paid by the hospital. Violation of this precept may result in dismissal from the program.
- When students are in clinicals, the person appointed as their supervisor is their instructor and the students are expected to follow the policies and procedures of that particular clinical site.  
***All students must have malpractice insurance, ALL immunizations (i.e., Heptavax, Influenza etc.), and health insurance before going to clinics.***
- Students are expected to provide their own transportation to clinical facilities. Although car-pooling is encouraged, it is not possible to arrange student clinical schedules to accommodate established car pool arrangements.
- Clinical agencies are not liable for injuries a student may sustain, or for the diagnosis or treatment of any illness a student may contract while in the agency for clinical experiences. Neither WSCC nor the clinical agencies are liable for injuries sustained by students or loss of student property. Students are required to carry health insurance. Students should leave valuables at home and bring only the amount of cash needed.
- Criminal Background checks are a requirement and must be "green" in order for clinical placement. Additionally, a criminal background may preclude licensure or employment. As a student, you will be responsible for the cost of any required background checks.
- Drug Screening is also a requirement that each student will incur prior to clinical placement.

### **CLINICAL ATTENDANCE**

- Attendance and punctuality in the clinical setting is required. Attendance and punctuality are taken at the beginning and end of each clinical day.
- **ALL** clinical absences or tardiness must be reported to the hospital respiratory care department where that day's clinical is planned. The student must call at least 30 minutes prior to the start of the scheduled clinical time and email the Director of Clinical Education at the ws.edu website. The student should identify themselves as a Walters State RC student and state the reason for the absence. You should note the time and the person you contact in the



department. Do not call the program faculty at home to report an absence. More than two absences/tardies during a semester could result in dismissal from the program. Failure to properly report an absence/tardy could result in dismissal from the program. Tardy periods are assessed for:

- a. late arrivals
  - b. leaving the clinical site before the designated time
  - c. arriving unprepared, inappropriate dress, lack of proper paperwork
- All clinical absences/tardiness must be made up promptly. All absences/tardiness will be made up on a 1:1 ratio at the site where the absence/tardy occurred. All make-up assignments must be approved in advance by the Director of Clinical Education. All make-up time must be completed within two weeks in order to complete the course. Make-up time is not scheduled to interfere with scheduled classes or clinic days. Each clinical absence/tardy will effect the student's clinical grade. If a student is absent/tardy more than two times, it may be impossible to receive a passing clinical grade. Written verification of health status permitting the student to return to clinical may be required. Behavioral rating grade will be lowered by one point on Attendance for the remaining time in that semester. If additional absences occur grade is lowered 1 point for each occurrence.
  - The snow policy for RC classes and clinicals will normally follow the Walters State policy. The cancellation of classes will be announced on radio and television. The RC Department may determine cancellation of clinicals due to hazardous weather conditions. At all times students are encouraged to use judgment and not travel when they feel conditions are hazardous. However, students must follow the absence policy as outlined.

### **CLINICAL GUIDELINES**

- Students are **not allowed to use tobacco of any form or vaping products while at clinics.** Failure to abide by this rule will result in the student being sent home and being given an absence for that day. The clinical site may recommend that the student not be allowed to continue the rotation. In that case, it would be impossible for the student to complete the clinical rotation and thus would not be able to receive a passing grade for the clinical practice course. **No smoking or Vaping materials** of any type are to be on a students' person during their clinical assignments. If tobacco/vape products of any nature, (matches, lighters, vape cartridges etc.) are found in the students' possession during clinicals, the student will be sent home and an absence will be charged for the day. If a student smells of smoke during the clinical day, the appearance grade on the clinical behavioral rating will be reduced. In addition, the patient rapport and consideration grade will be reduced because of the lack of consideration a student demonstrates when entering a room smelling of smoke in which they

are caring for a patient who cannot smoke due to the non-smoking policy. This will serve as a formal notice that following graduation there are sites that prohibit employees from smoking and do screen for the presence of nicotine prior to making a final hiring decision.

- Students must be prepared to show evidence of current CPR certification, liability insurance coverage, health insurance, flu shots, and general health status to any clinical faculty upon request.
- Each student is required to be in assigned department at the appropriate time in full uniform with advanced preparation completed. To be defined as: In proper location, ready for attendance to be taken, with clean/pressed lab coat on, all personal items placed in designated area, and with proper paperwork to start the day.
- One instructor will be assigned to each student group. All papers, assignments, etc. will be handed in to this instructor. All written assignments will be submitted by the scheduled date.
- Students must demonstrate safe technique in performing technical skills before being permitted to function with minimal supervision in the hospital setting.

#### **CLINICAL CONFIDENTIALTY**

- During clinical rotations, students will be working with medical records and confidential information for patients at various healthcare facilities. When patient information must be discussed with other health care practitioners, discretion must be used that such conversations cannot be overheard by others who are not involved in the patient's care.
- Students must treat confidential all information relating to the personal, financial, and business affairs of the healthcare facility and its employees.
- Students must not discuss the contents of any patient's medical record or any confidential information. Students must abide by the Health Insurance Portability and Accountability Act (HIPAA) guidelines in effect at the individual healthcare facility.
- Violation of confidentiality may be grounds for dismissal from the Respiratory Care Program and violation of the regulation of the Health Insurance Portability and Accountability Act of 1996 as effective April 14, 2003.
- During clinical rotations, students will be performing patient assessments and writing case studies on these patients. All patient information must be DE-IDENTIFIED. Health information will be considered not being individually identifiable in the following circumstances:
- A person with appropriate knowledge and experience with generally acceptable statistical and scientific principles and methods determines that the risk is very small that the information could be used, alone or with other reasonably available information, to identify the individual who is the subject of the information.

- The following identifiers of the individual (and relatives, employers or household members) are removed: names; information relating to the individual's geographic subdivision if it contains fewer than 20,000 people; and all ages and elements of dates that indicate age for individuals over 89, unless aggregated into a single category of age 90 and older; telephone numbers; fax numbers; email addresses; social security numbers; medical record numbers; health plan beneficiary numbers; account number; certificate or license numbers; vehicle identifiers and serial numbers, including license plate numbers; device identifiers and serial numbers; Web Universal Resource Locators (URLs); Internet Protocol (IP) address numbers; biometric identifiers; full face photographic images; and any other unique identifying number, characteristic or code.

## **PROFESSIONAL DRESS REQUIREMENTS**

A professional image must be conveyed through appropriate dress and behavior. Students must wear the appropriate attire and follow department guidelines when in the clinical area. Additional guidelines will be dependent on specific clinical areas. Any time that a student is inappropriately dressed, she/he will be asked by the faculty to leave the clinical area. This will result in an absence.

- **Hygiene**
  - Good hygiene is essential.
  - No perfumes/colognes are allowed.
  - Nails must be short and clean with neutral (no chips) or no nail polish. No artificial nails are allowed. Artificial nails are defined as substances or devices applied to the natural nail to augment or enhance the nails. They include, but are not limited to bonding, tips, wrapping and tapes.
  - Hair must be neat, clean, worn off the collar, styled to convey a professional image and of natural colors. Long hair must be secured back so that it does not interfere with procedures and patient/student safety.
  - Sideburns, beards, and mustaches must be clean and short-trimmed.
  - Make-up should be neat and not excessive.
  - Elaborate jewelry may harbor microorganisms and be a safety hazard. Therefore, jewelry worn with the uniform should be limited to a wedding band (IF married) and one pair of inconspicuous stud earrings.
  - ALL tattoos MUST be covered no matter the location.
  - Piercings are limited to the ear lobes, ALL others must be removed or covered.

- **Uniform**

- The student uniform is worn only while functioning in the role of WSCC RC student.
- Uniforms must be neat, clean, well pressed and of appropriate fit.
- Royal blue scrubs (V-neck top) should be worn with a white, long-sleeved with collar and fingertip length, lab coat. Students are to wear the WSCC patch on the left shoulder and nametag at all times. (Student may wear solid white tee-shirt or turtleneck under scrub top)
- Clean and polished solid white professional nurse's shoes or leather athletic shoes. No tennis or running-type shoes or open toed or open heel shoes are allowed. Only **WHITE** socks mid-calf or stockings will be worn....NO ankle, short sports socks, or fuzzy sleeper socks.
- The WSCC identification pin must always be visible on scrub top or on the lab coat in upper left chest area. The name pin is a plain blue pin with white lettering approximately 3/4 to 1" wide by 2 and 1/2" long and has "WSCC Respiratory Student" under the student's name. Pins may be ordered directly from the WSCC Bookstore and must be paid for when ordered by the student. If identification pins are lost or if there is a name change, it is the student's responsibility to obtain a new pin as soon as possible.
- The WSCC insignia patch must always be visible on the scrub top or lab coat centered on the left sleeve (3" down from the top shoulder on lab coat). Patches are only available from the bookstore.

- **Equipment**

- Watch with second hand or seconds indicator (**NO SMART WATCHES**)
- Black ballpoint pen (2) NOT of the erasable type, must be permanent ink
- Small note pad
- Bandage scissors
- Stethoscope
- Goggles
- Clinical log form
- Dana Oakes pocket guide
- Permanent black sharpie
- Mechanical pencil
- Behavioral rating form
- Performance Evaluation forms as assigned

## **CONDUCT**

With the cooperation of our affiliate hospitals, students have the opportunity to learn in institutions concerned with healing the sick. Students are guest of these hospitals during their clinical rotation their appearance, attitude and conduct reflect not only on the student, but also on other individuals of the Respiratory Care Departments and WSCC. Professional behavior is mandatory. While in a rotation, the student will be under the direction of the department medical director and responsible to the clinical instructor and/or their designate.

Misconduct during clinical rotation may result in:

- removal from the rotation
- disciplinary action outlined by the WSCC handbook
- removal from the program

The WSCC program faculty and administration will make judgement of misconduct and disciplinary action. The following are examples of misconduct:

- Abuse or inconsiderate treatment of patients.
- Insubordination, refusing to accept a job assignment, refusing to, or failing to obey the orders of a superior.
- Theft
- Intoxication on the premises or appearing on the premises or a job assignment with alcohol on the breath or under the influence of an alcoholic beverage or other controlled substances.
- Conviction of a felony.
- Fighting during clinical hours.
- Unauthorized departure from the hospital while on duty.
- Unlawful possession of an illegal weapon on the premises or during a job assignment.
- Gross neglect of duty in the opinion of the clinical instructor.
- Willful neglect of duties.
- Use of controlled substances without proper medical authorization.
- Dishonesty in any form, including violation of the student honor code.
- Inappropriate emotional behavior.
- Inappropriate touching of a faculty, staff or patients.

### Cell Phones

**No cell phones** are allowed in the clinical facilities, unless previously approved by the Director of Clinical Education for purposes of family emergencies etc. **(This includes smart watches with text, internet, or phone capability)**

### CLINICAL EVALUATIONS

Students will be evaluated on reasoning ability, work performance, interpersonal skills, and personal characteristics as outlined in the behavioral rating scale. Students will be assigned a clinical supervisor who will be a RC faculty member, Medical Director or volunteer staff member at the clinical site.

Each supervisor is an individual with definite ideas on how the clinic session should proceed. The student will see and experience a variance on how procedures are accomplished. The student should remain cognizant that while there exists minimum safety requirements for each procedure, each procedure can be done in many different ways, with all of them being correct. The Program faculty expects students to perform the procedure according to the procedure checklist they have been given. If there are conflicts between departmental policy and procedures and the procedure checklist, the Director of Clinical Education should be notified.

Students will be given a workload each clinical day that can be accomplished in a manner that the student will not only learn from those experiences but will become more efficient and productive each day. Students will be working with many respiratory therapists. Each one of these can serve as a valuable learning resource in terms of their experience, educational background and professional behavior.

- The instructor will notify a student in danger of a clinically unsatisfactory evaluation so that performance can be improved to a satisfactory level by the end of the semester. A blatant demonstration of unsafe/unprofessional behavior toward a patient or staff will result in removal of the student from the clinical facility and the RC program.
- Students must demonstrate competency in technical skills in the clinical area. If there are deficiencies, which can be corrected in the skills lab, the student will be required to do remedial lab work.
- Director of Clinical Education will schedule a clinical evaluation conference at the end of a rotation or when otherwise indicated. Students have the option to request an evaluation conference at any time during the semester. A student must sign his/her clinical evaluation form.

- A grade of Incomplete will be given only in extenuating circumstances after consultation with and consent of the faculty and/or the Program Director.

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Students are reminded that dismissal from the program can result from failure to demonstrate any previous clinical skill satisfactorily at any time. Dismissal can also result if the Program faculty judge that a student's progress is unsatisfactory, and remediation is not changing clinical behaviors satisfactorily.

Students will receive informal evaluations from the volunteer faculty and regular program faculty. The Program faculty will review the informal ratings and their own observations of the student's clinical skills. From these observations the student's evaluation which counts towards their grade will be determined.

In each behavioral rating assessment there are twenty (20) areas that will be assessed on a 4-point scale. All ratings are then worth a total of 600 points. The level "2" rating is deemed the cut score or the competency level for each behavior. If you do not achieve at least a "2" you will receive no points for that entire rating. This will result in a grade of "F" in the course and dismissal from the program.

The Program Director will be given a copy of Student Counseling Report indicating unsatisfactory clinical performance.

Clinical performance must be rated as satisfactory according to the clinical evaluation tool in order to pass the course regardless of the grades in other courses.

## Academic Program Standards/Policies/Accreditation Information

### Prerequisites/ Corequisites

Prerequisite: RESP 1420, 1121, 1220, 1310

Corequisites: RESP 2440, 2442

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
    - a. Utilizing old tests, projects, notes or written papers.
    - b. Providing unauthorized information to a fellow student about exam content.
    - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
    - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
    - e. Consulting with a classmate or others when taking a computerized test.
    - f. Disregarding other specific policies and procedures outlined for a particular class.
    - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
    - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
  3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

## Student Resources



## TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.waltersstate.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.waltersstate.edu/academics/mathematics/learning-lab)

## TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://www.waltersstate.edu/helpdesk)  
[helpdesk.ws.edu](https://www.waltersstate.edu/helpdesk)

## STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)  
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

## SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate

help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

## College Policies

### **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://catalog.ws.edu/)  
[catalog.ws.edu/](https://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](https://ws.edu/admissions/registration/)  
[ws.edu/admissions/registration/](https://ws.edu/admissions/registration/)

### **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

### **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

[ws.edu/home/](http://ws.edu/home/)

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](http://ws.edu/set/)  
[ws.edu/set/](http://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)

## **Program Specific Policies**

The students should refer to the Respiratory Care Student Handbook for further policies.