



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** RESP 2440 Mechanical Ventilation

**Section ID:** 81341.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 4

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** CON - Conventional Methodology

**Catalog Course Description:** Mechanical Ventilation discusses the indications for and techniques of mechanical ventilation including initiation and modification of settings.

**Meeting Details:** W; 09:00AM - 12:00PM; GRNV 247

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

### Instructor Information

**Name:** Jennifer Thompson, BSM, RRT

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

**Office Location:** WSGC 292

**Office Hours:** Wednesday & Thursday 3p - 4p

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

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

**Supervisor Name:** Sara Smith, MHA, RRT

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

**Secretary Name:** Dawn Woodley

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

**Name:** Catherine Everhart, BS, RRT

**Role:** Adjunct Faculty

**Office Location:** Niswonger Room 290

**Office Hours:** N/A

**Office Phone:** 423-798-7941

**Email:** Catherine.Everhart@ws.edu

**Supervisor Name:** Sara Smith, MHA, RRT

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

**Secretary Name:** Dawn Woodley

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

**Name:** Sara Smith, MHA, RRT

**Role:** Program Director, Associate Professor

**Office Location:** WSGC 288

**Office Hours:** Monday & Tuesday 3p-4p

**Office Phone:** 423-798-7964

**Email:** Sara.Smith@ws.edu

**Supervisor Name:** Sheila Williams, Ph.D, APN-BC, RN-BC

**Supervisor Phone:** 423-585-6992

**Secretary Name:** Dawn Woodley

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

**Name:** Olivia Livesay, BS, RRT

**Office Location:** WSGC 290

**Office Hours:** Monday & Tuesday 3p-4p

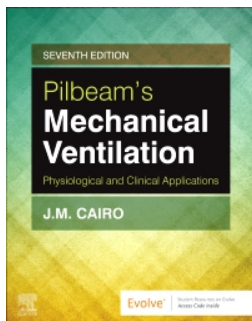
**Office Phone:** 423-798-7941

**Email:** Olivia.Livesay@ws.edu

**Supervisor Name:** Sara Smith

**Supervisor Phone:** 4237987964

## Required Textbook(s) and Materials



**Pilbeam's Mechanical Ventilation**

**ISBN:** 978-0-323-55127-4

**Authors:** J. M. Cairo, Sandra T. Hinski

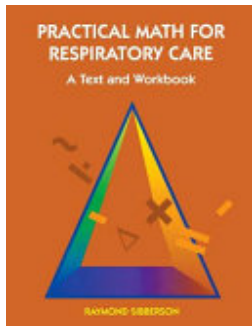
**Publisher:** Elsevier

**Publication Date:** 2019-10-01

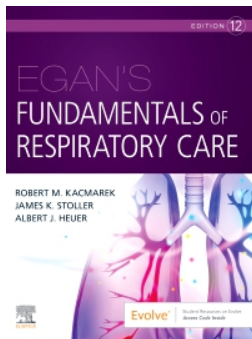
**Edition:** 7th

**Practical Math for Respiratory Care**

**ISBN:** 9780815180012



**Authors:** Raymond Sibberson  
**Publisher:** Mosby Incorporated  
**Publication Date:** 1996-01-01  
**Edition:** 1st



**Egan's Fundamentals of Respiratory Care**  
**ISBN:** 978-0-323-51112-4  
**Authors:** Robert Kacmarek, James Stoller, Albert Heuer  
**Publisher:** Elsevier  
**Edition:** 12th

## Student Learning Outcomes/Objectives

- Describe common indications for mechanical ventilation.
- Describe common indications for presented ventilator modes.
- Describe how changes in lung pathology manifests on a ventilator.

## Instructional Approach and Methods

Lecture, discussion, reading assignments, demonstrations, role play, audiovisuals, computer assisted instruction (CAI) programs, use of appropriate web resources for testing/review, laboratory exercises and individual projects.

Evaluations in the course will be through written examination and laboratory competency measurements. All assignments, CAI programs and laboratory exercises must be completed by **Nov 27, 2023**.

### Evaluation Criteria for Didactic Component of RESP Course

- \* Application of previously learned competencies from prerequisite science and respiratory courses.
- \* Active participation in professional organizations.
- \* Class attendance and punctuality.
- \* Informed class 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

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

Written Exams (3 @ 120 pts each)	=	360 points
Pre-Test	=	55 points
Quizzes/Lab. & Math Assignments	=	100 points
Affective Grade Criteria	=	50 points
Performance Evaluations	=	300 points
Final Exam	=	135 points
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TOTAL POINTS	=	1000 points

To pass any RESP course a final overall grade of 75% or higher is required. All examinations are comprehensive. Regardless of grades on unit examinations, or the average grade, students must pass the final examination with a 70% or higher. Students will be allowed two opportunities to do so. Any student receiving less than a 70% on the final exam will be required to take a make-up examination. Any student not achieving greater than 70% on that attempt has failed the course. When a student takes two opportunities to complete the final exam, the first final examination grade will be used to calculate the course final grade.

A "C" or better is required to pass the course.

## **Examinations**

There will 3-unit examinations, a pre-test and one final examination during the term. The test items may be in NBRC-like format, fill-in-the-blank, matching, completion or short-answer and will cover material presented in class and any review information pertaining to respiratory care. **All course material is cumulative. Content from prior prerequisite RESP courses may be tested in any subsequent course.**

- The exam schedule is distributed with each course syllabus at the beginning of the semester. The instructor reserves the right to alter the exam schedule depending on the progress toward completion of the course content.
- A student that is **Tardy** for an examination may not enter the testing room. The student must sit for a make-up examination on the next scheduled class day. **\*Tardy: Student not in their seat at the beginning of scheduled class start time, ready for attendance to be taken.**
- No books, papers, cell phones, or other related items are allowed into the testing room. No ball caps or visors may be worn during testing. Students should come prepared with all necessary material (two #2 pencils).
- Student seating will be arranged by the instructor.
- All examinations are timed. Lecture may follow a unit exam.
- During examinations students must sit quietly, keep their papers flat on the desk and their eyes only on their own papers. If student behavior is inappropriate or if a student is suspected of cheating during an examination, the instructor may confiscate the examination papers or may elect to let the student continue with the examination and document the inappropriate behavior or possibility of cheating. In either case, the examination will be invalidated and that examination score will be a 0. The act of cheating is grounds for dismissal from the Respiratory Care Program.
- After the exam is finished, the student should turn in all test materials and leave the room quietly. Students should not congregate in the hallway, as this is distracting to other students who may not have finished.

## **Review of exams:**

- Each exam will be made available for review on the next scheduled class day upon all students completion. The course instructor will review pertinent items from the examination.

- Any student not having yet taken the exam will not be allowed to participate in the exam review session.
- **No note taking or cell phones will be allowed during the exam review.** All test material must be returned to the faculty member before a student leaves the room.
- Students may review their previous exams by appointment only in the presence of a faculty member. **No writing of exam questions or cell phone usage will be permitted. Students will NOT be allowed to review their exams on the day of an examination.**
- Following the return of examinations and/or posting of grades, the student will have one week to challenge the accuracy of the grading and any mathematical computation involved in determining the grade. After one week, the quiz/examination cannot be challenged for these reasons. This does not preclude a grade appeal, which has to be filed within 45 days of the student receiving a final course grade. It is designed to ensure that the entire final grade is built during the semester, and the individual grades are correct.

## Quizzes

Each RESP course has possible weekly quizzes. These will NOT be announced. Students should be prepared for a quiz each class day. The quiz will cover previously discussed material and the reading assignment for that day. The intention of these weekly quizzes is to foster the habit of regular studying and reading the assignment PRIOR to class on that day. They do not comprise a significant portion of the grade, but may serve to provide examples of the type of questions, which will be seen on the unit examinations. If the student is not present at the beginning of quiz, he/she will not be permitted to start the quiz. The lowest quiz grade may be dropped. Makeup's for quizzes are not given. Absences or tardiness may thus compromise your quiz grade.

## Grading Scale

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

# Assignments

## Math/Assignments/Classroom Exercises

Turn in your papers **showing ALL work when completing each problem**. All assignments must be completed on time. The completion date for each exercise will be given in class. Exercises will be due the morning of assigned date, with ½ off point value for each day late. It is the student's responsibility to ensure that the assignment is downloaded into eLearn by the due date and time. If the student is absent the day the assignment is due, the grade will be lowered as stated above. The interpretation of this guideline is that assignments are due regardless of a student's absence. 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. All assignments are due before the beginning of class on the assigned day. Assignments are evaluated for content, clarity, neatness and presentation. There is to be no "group" completion of the any project unless directed by the instructor.

## PERFORMANCE EVALUATIONS

During the semester, you will be required to perform certain skills demonstrating your competency in a particular therapeutic area. The skill's theoretical background will be presented and tested during the lecture portion of the course. You will then receive a demonstration by the faculty where you will see the skill expectations for each skill. Skill check-off deadlines will be announced after the demonstration in class and a sign-up list will be posted by the course instructor. You should then practice the skill numerous times in order to be sure that each step is performed properly. You will then have a peer monitor you completing the entire skill. They will then complete the peer check-off portion of the skill sheet and in the process give you feedback regarding your performance. If you have completed the skill satisfactorily, you may then approach faculty to check you off in the laboratory. In no instance will a faculty member check you off without a complete peer check-off prior to the faculty check-off. The faculty member will video tape your performance, review the tape and present your grade to you when review is complete. Failure to complete the skill satisfactorily will require remediation and re-evaluation by the other course instructor with the initial grade used in final grade computation. Failure to complete the check-off within the time limit assigned will result in a point value of zero for that check-off regardless of the actual skill performance.

**PASSING CRITERIA:** Obtain 80% or better on each procedure. Critical steps are those that could result in patient harm and will receive a score of "0". Two or more critical errors will necessitate repetition of the PE. Procedure must be performed within designated time or the performance receives a failing grade

The following are the skill-check-offs that will be completed this semester:

- Spontaneous Ventilation Parameters
- Initiation of Continuous Mechanical Ventilation
- Monitoring of Continuous Mechanical Ventilation

### **Respiratory Care Skill Performance Evaluation Guidelines**

- The student will have ample time to practice skills with and/or without assistance from the program faculty before the skills evaluation date(s). The student can attend any open lab sessions.
- The student will have a designated time slot from the schedule which will be posted for each evaluation. The student will sign up for only one day and one time.
- The student will perform the skills and meet the competency criteria listed on the skills performance check-off.
- Critical steps are marked with an asterisk on the skill check-off form. They are defined by:
  - It is absolutely necessary for safe performance of the skill.
  - Its absence makes the performance unsafe or ineffective.
- All necessary equipment for the performance of the skill will be gathered by the student prior to starting the actual skill check off.
- A mistake or error in performance of the skill may be corrected if:
  - The student recognizes and describes the error without prompting or cues.
  - The subsequent action is appropriate.
- During the skills testing, the faculty will videotape the skill performance. The faculty member and student will discuss and acknowledge the following rules:
  - The student will ensure that the evaluator sees and hears all points that are being demonstrated or verbalized.
  - The faculty member will not interrupt or prompt the student at any time during the performance of the skill.
  - When the skill is completed, the evaluator may ask if the student wishes to add or delete any steps of the procedure demonstrated.
  - The student must demonstrate that he/she has performed the selected skill satisfactorily.
- The student will straighten the area, clean, and return all equipment to its original place leaving the area ready for the next student.



- The student will be informed after the grading period of the grade received. The student will also be informed of the deficient areas in the performance of the skill. The performance evaluation is a testing situation and is not an appropriate time or place to discuss the grade. If the student wishes to discuss the grade, the student must make an appointment with the faculty member for a later date.
- If a failing grade is given for the first performance, the student will sign up for a second attempt to pass the skills evaluation. During the second attempt, the student will repeat the skill that was performed at the first testing. A different faculty member will evaluate the skill during the second attempt. The second attempt will also be videotaped. A passing grade must be attained on the second attempt in order to pass the skills evaluation however the grade on the first attempt will be used for total grade calculation.
- If the second attempt is unsuccessful, the student may not continue in the RESP courses.
- **A student can only repeat two (2) check-offs during a semester and pass the course. Failure to complete a check-off satisfactorily may result in the student being dismissed from the program. Since many of the skills build on previous knowledge, failure to complete a check-off satisfactorily within the time limit may result in dismissal from the program.**

## Course and Class Policies/Procedures

**The affective grade is determined by evaluating the student's performance in the following areas:**

Attendance and punctuality (see below)

- Includes beginning of class period, return from breaks and staying until class completion.
- A student that is tardy for class may not enter the classroom until break time.

Informed class participation. Criteria includes:

- 1 or 2 relevant involvements per class
- Evidence of prior preparation
- Active listening to other class members
- The accuracy of statements made
- The logic of arguments or discussion
- The cognitive level of questions or discussion

Willingness to listen to opinions and views that differ from one's own.

Willingness to change views or consider other views when one's own have been found faulty.

Unambiguous and goal-directed verbal and written communication skills, using appropriate medical terminology.

Honesty, professional ethics and integrity.

Interpersonal skills including respect for others, personal rapport, courtesy, cooperativeness, feedback for improvement, initiative and motivation.

In the event that a student receives any disciplinary action, which includes but is not limited to the class room disruption form, all affective points will be deducted from final grade.

## **Academic Integrity**

To assure academic integrity, students may be tested using lockdown browser, Respondus monitor, zoom, or in person proctoring.

Consistent with the Policies and Procedures of Conduct of Walters State Community College, unacceptable behavior includes but is not necessarily limited to the following:

- Failure to comply with directions of respiratory faculty or other college officials acting in the performance of their duties.
- Disorderly, lewd, indecent, obscene conduct or expressions, or any other disruptive conduct.
- Cheating on an examination.
- Writing notes or recording in any manner during examination review sessions.
- Retaining a test or any test-related materials (including previous class examination reference sheets) or copying examination questions.
- Sharing or discussing examination questions with anyone other than with the involved instructor or those who took the same test.
- Taking notes into the testing room or any test area. Plagiarizing – to use words or ideas of another without crediting the source whether these are purchased, borrowed or otherwise obtained. This includes copying from a book, journal or another student.
- Submitting work previously presented in another course.
- Willingly collaborating with another student in any of the above actions which results in work being submitted that is not the author's own and original work.

Violation of accepted standards of integrity may lead to sanction up to and including suspension or dismissal from the College.

## **Attendance**

- Students should attend the first day of class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. **Attendance is taken at the beginning and end of the class period.** Attendance and punctuality include the beginning of the period, return from breaks and staying until class completion. Attendance grading is reflected in the Affective Grade Criteria (see above).
- A student that is **Tardy\*** for class may not enter the classroom until break time. **\*Tardy: The student is not in their seat at the beginning of the scheduled class start time, ready for attendance to be taken.**
- Students are required to be present at each class, laboratory and clinical meeting. The student will be held responsible for making up missed work due to absences. **Any missed laboratory session must be made up.**
- The student has the responsibility to inform the course instructor of an absence on an examination day at least 30 minutes prior to the beginning of the examination. Failure to inform the instructor will result in the following: the make-up examination may be of any type determined by the instructor; the final course grade will be lowered by 2%.
- A student that is **Tardy\*** for an examination may not enter the testing room. The student must sit for a make-up examination on the next scheduled class day.
- The program reserves the right to schedule classes outside of the regular college schedule with sufficient notification.

## **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

**Minimum Technology Requirements:** Computer with a webcam for email, assignments, virtual classroom instruction if needed and proctoring exam.

**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.

## Academic Program Standards/Policies/Accreditation Information

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. The Catalog/Student Handbook and the Timetable of Classes are online at: <http://ws.edu>

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.

## 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 \(opens in new window\)](#)

[ws.edu/academics/humanities/writing-lab](https://www.walters.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://helpdesk.ws.edu)

## **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 \(opens in new window\)](#)  
[catalog.ws.edu/](http://catalog.ws.edu/)

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

[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 to assure knowledge of the program's further policies and procedures.

[https://ws.edu/\\_media/pdf/academics/health-programs/respiratory/2022/StudentHandbook-2022.pdf](https://ws.edu/_media/pdf/academics/health-programs/respiratory/2022/StudentHandbook-2022.pdf)