



Walters State Community College Course Syllabus

Course Information

Course Number and Name: HIMT 1401 Diseases Processes

Section ID: 80511.202380

Semester and Year: Fall 2023

Credit Hours: 4

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: WEB - Web Classes

Catalog Course Description: This course is an introduction to disease processes in the human body with emphasis on the etiology, signs, symptoms, diagnostic aids and findings, surgical treatment, medications, and treatments, including surgical procedure. Prerequisite Course(s): HIMT 1300. **F, S**

Meeting Details: TBD

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Gail Winkler, MHIIM, RHIA

Office Location: TECH 118A (Morristown Campus)

Office Hours: By appointment Monday - Thursday

Office Phone: 423-585-6990

Email: Gail.Winkler@ws.edu

Supervisor Name: Sheila Williams, PhD, APN-BC, RN-BC, Interim Dean Health Programs

Supervisor Phone: 423-585-6981

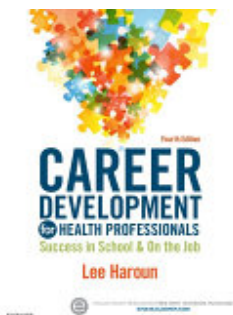
Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

Laboratory Tests and Diagnostic Procedures in Medicine

Authors: John Dircks, M.D.

Publisher: Health Professions Institute



Career Development for Health Professionals

Authors: Lee Haroun

Publisher: Elsevier Health Sciences

Additional Information

This book is used in several courses and you will need it throughout the entire program. Do not sell this book at the end of the semester.

Human Diseases 6th Edition with Cengage MindTap

Authors: Marianne Neighbors; Ruth Tannehill-Jones

Publisher: Cengage Unlimited

Edition: 5th

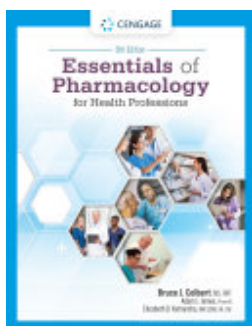
Additional Information

This course will require MindTap from Cengage. You should purchase MindTap access from Cengage.

Purchase a Cengage Unlimited plan for this course, which gives you access to all your Cengage materials for one price. [View this infographic](#) for step-by-step instructions. Visit cengage.com/unlimited to learn more.

Cengage Unlimited:

- 4-month access / 9780357700006; \$124.99
- 12-month access / 9780357700013; \$189.99
- 24-month access / 9780357700020; 249.99



Essentials of Pharmacology for Health Professions

Authors: Bruce Colbert, Adam James, Elizabeth Katrancha

Publisher: Cengage Learning

Edition: 9th Edition

Additional Information

This course will require MindTap from Cengage. You should purchase MindTap access from Cengage.

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Cengage Unlimited:

- 4-month access / 9780357700006; \$124.99
- 12-month access / 9780357700013; \$189.99
- 24-month access / 9780357700020; 249.99

Surgical Technology for the Surgical Technologist: A Positive Care Approach 5th Edition with MindTap Access

Authors: Association of Surgical Technologists

Publisher: Cengage

Edition: 5th

Additional Information

This course will require MindTap from Cengage. You should purchase MindTap access from Cengage.

Purchase a Cengage Unlimited plan for this course, which gives you access to all your Cengage materials for one price. [View this infographic](#) for step-by-step instructions. Visit cengage.com/unlimited to learn more.

Cengage Unlimited:

- 4-month access / 9780357700006; \$124.99
- 12-month access / 9780357700013; \$189.99
- 24-month access / 9780357700020; 249.99

Supplemental or Optional Materials

Supplementary or Optional Materials	Online course management software otherwise known as eLearn (D2L) requires either Internet Explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors. We recommend you use Internet Explorer 9.0. If you have Windows 8 you will not be able to use anything less than Internet Explorer 10.0, therefore we recommend Mozilla Firefox 25.0 or higher or Chrome 30.0 or higher.
Prerequisite knowledge/competencies required	Students must be able to create Microsoft

for course	Word documents and/or save Word files to Rich Text Format (RTF); and use Internet and computer to navigate course content.
Optional: Suggested apps for this course, list the apps and the platform	None
General Education Course Designation	None

Student Learning Outcomes/Objectives

- Course Outcomes

The student will be able to:

1. Demonstrate competency in understanding basic definitions related to disease processes, predisposing factors of disease, pathology and pathogenesis and etiology by body system.
2. Evaluate the interpretation of laboratory test results.
3. Demonstrate a basic knowledge regarding the treatment of various disease processes including alternative types of therapy, holistic medicine, surgical procedures, and the prevention of disease.
4. Explain the different drug forms, routes of drug administration, and the drug cycle.
5. Explain the different types of drugs used for different diseases and body systems.
6. The student will achieve academic success by improving people skills, job search skills, and resume skills.

Course Objectives

The student will be able to:

1. Demonstrate knowledge of common symptoms, disease processes, treatments and surgical procedures for each body system at a minimum of 75% accuracy.
2. Describe common surgical procedures at a minimum of 75% accuracy.
3. Identify common abbreviations for symptoms, disease processes, and surgeries by body system at a minimum of 75% accuracy.
4. Spell and pronounce common diseases and surgical procedures at a minimum of 75% accuracy.
5. Demonstrate ability to evaluate documentation to support diagnoses, tests, and treatment modalities by use of case studies at a minimum of 75% accuracy.

6. Differentiate which drugs are used to treat diseases by body system and categorize drugs at a minimum of 75% accuracy.
7. Understand and explain units and standards of physical measures at a minimum of 75% accuracy.
8. Demonstrate knowledge of diagnostic tests for physical measures at a minimum of 75% accuracy.
9. Explain electrodiagnostic tests at a minimum of 75% accuracy.
10. Describe endoscopic tests for different body systems at a minimum of 75% accuracy.
11. Explain and discuss medical imaging procedures to include radiography, CT scans, MRI and nuclear imaging at a minimum of 75% accuracy.
12. Demonstrate respectful behaviors, develop appreciation for diversity in order to improve ability to work with others at minimum of 75% accuracy on Career Development quizzes.
13. Learn tools to use for job search and how to finalize resume at a minimum of 75% accuracy on Career Development quizzes.

Instructional Approach and Methods

Instructional and Evaluation Methods:

1. Quizzes
2. Tests
3. Computerized exercises

Assessment, Evaluation and Testing Procedures

Testing Procedures:

1. Online

Assessment of Points by Type

Type of Assessment	Number	Value	Possible Points

Human Diseases Assignments in MindTap	63	Ave x 5	500
Essentials of Pharmacology Chapter Final Tests	27	Ave x 5	500
Surgical Technology Chapter Certification Exam Style Quizzes	12	Ave x 4	400
Laboratory Tests	3	25	75
Career Development Quizzes	3	20	60
Final Exam	1	100	100
Total Points			1635

Grading Scale

A	1504 - 1635 points
B	1390 - 1503 points
C	1226 - 1389 points
D	1145 - 1225 points
F	1144 points or less

Assignments

Class Schedule

Due Date/ Monday & Thursday	Reading Assignments	Homework/Quizzes/Tests
8/21/23-8/24/23	Orientation Review syllabus/class schedule	Orientation Quiz
8/28/23	Module 1 <u>Human Diseases</u> - Chapter 1 Introduction to Human Disease <u>Essentials of Pharmacology</u> - Chapter 1 Consumer Safety and Drug Regulations <u>Surgical Technology</u>	Human Diseases (MindTap) - Chapter 1 Scenario - Chapter 1 Medical Report Proofing - Chapter 1 Test Essentials of

	<ul style="list-style-type: none"> - Chapter 13 Diagnostic Procedures <u>Laboratory Tests</u> (Read, Study, complete "Fill in Blank" and "Multiple Choice Exercises" at end of Chapter, check answers with answer key in back of book - Do Not Turn in) - Chapter 1 General Introduction 	Pharmacology (MindTap) - Chapter 1 Test Surgical Tech (MindTap) - Chapter 13 Certification Style Exam Quiz
8/31/23	Module 2 <u>Human Diseases</u> <ul style="list-style-type: none"> - Chapter 2 Mechanisms of Disease <u>Essentials of Pharmacology</u> <ul style="list-style-type: none"> - Chapter 2 Drug Names and References <u>Surgical Technology</u> <ul style="list-style-type: none"> - Chapter 14 General Surgery 	Human Diseases (MindTap) - Chapter 2 Scenario - Chapter 2 Medical Report Proofing - Chapter 2 Test Essentials of Pharmacology (MindTap) - Chapter 2 Test Surgical Tech (MindTap) - Chapter 14 Multiple Choice & T/F Quiz
9/04/23	Labor Day - no class	
9/07/23	Module 3 <u>Human Diseases</u> <ul style="list-style-type: none"> - Chapter 3 Neoplasms <u>Essentials of Pharmacology</u> <ul style="list-style-type: none"> - Chapter 26 Antineoplastic Drugs <u>Surgical Technology</u> <ul style="list-style-type: none"> - Chapter 14 General Surgery "Continued"	Human Diseases (MindTap) - Chapter 3 Scenario - Chapter 3 Medical Report Proofing - Chapter 3 Test Essentials of Pharmacology (MindTap) - Chapter 26 Test
9/11/23	Module 4 <u>Human Diseases</u> <ul style="list-style-type: none"> - Chapter 4 Inflammation and Infection <u>Essentials of Pharmacology</u> <ul style="list-style-type: none"> - Chapter 25 Anti-Infective Drugs <u>Laboratory Tests</u> <ul style="list-style-type: none"> - Chapter 2 Anthropometry, 	Human Diseases (MindTap) - Chapter 4 Scenario - Chapter 4 Medical Report Proofing - Chapter 4 Test Essentials of

	Musculoskeletal Measurements, and Clinical Pelvimetry	Pharmacology (MindTap) - Chapter 25 Test
9/14/23	Module 5 <u>Human Diseases</u> - Chapter 5 Immune System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 3 Sources of Bodily Effects of Drugs <u>Laboratory Tests</u> - Chapter 3 Measurement of Vision and Hearing <u>Career Development</u> - Chapter 9	Human Diseases (MindTap) - Chapter 5 Scenario - Chapter 5 Medical Report Proofing - Chapter 5 Test Essentials of Pharmacology (MindTap) - Chapter 3 Test Career Development (elearn) - Career Development Chapter 9 Quiz
9/18/23	Module 6 <u>Human Diseases</u> - Chapter 6 Musculoskeletal System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 21 Musculoskeletal and Anti-Inflammatory Drugs <u>Surgical Technology</u> - Chapter 21 Orthopedic Surgery <u>Laboratory Tests</u> - Chapter 4 Measurement of Temperature, Rates, Pressures, and Volumes	Human Diseases (MindTap) - Chapter 6 Scenario - Chapter 6 Medical Report Proofing - Chapter 6 Test Essentials of Pharmacology (MindTap) - Chapter 21 Test Surgical Technology (MindTap) - Chapter 21 Multiple Choice & T/F Quiz
9/21/23	Module 7 <u>Human Diseases</u> - Chapter 7 Blood and Blood-Forming Organs Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 4 Medication Preparations and Supplies <u>Laboratory Tests</u>	Human Diseases (MindTap) - Chapter 7 Scenario - Chapter 7 Medical Report Proofing - Chapter 7 Test Essentials of

	<ul style="list-style-type: none"> - Chapter 5 Electroencephalography, Electromyography and Related Tests 	Pharmacology (MindTap) - Chapter 4 Test
9/25/23	Module 8 <u>Human Diseases</u> - Chapter 8 Cardiovascular System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 14 Cardiovascular Drugs <u>Surgical Technology</u> - Chapter 22 Cardiothoracic Surgery <u>Laboratory Tests</u> - Chapter 6 Electrocardiography	Human Diseases (MindTap) - Chapter 8 Scenario - Chapter 8 Medical Report Proofing - Chapter 8 Test Essentials of Pharmacology (MindTap) -Chapter 14 Test Surgical Technology (MindTap) - Chapter 22 Multiple Choice & T/F Quiz
9/28/23	Module 9 <u>Human Diseases</u> - Chapter 9 Respiratory System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 17 Respiratory System Drugs and Antihistamines <u>Surgical Technology</u> - Chapter 17 Otorhinolaryngologic Surgery <u>Laboratory Tests</u> - Chapter 7 Visual Examinations of the Eyes, Ears, Nose, and Respiratory Tract	Human Diseases (MindTap) - Chapter 9 Scenario - Chapter 9 Medical Report Proofing - Chapter 9 Test Essentials of Pharmacology (MindTap) - Chapter 17 Test Surgical Technology (MindTap) - Chapter 17 Certification Style Exam Quiz
10/02/23	Module 10 <u>Human Diseases</u> - Chapter 10 Lymphatic System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 5 Abbreviations and Systems of Measurement <u>Surgical Technology</u>	Human Diseases (MindTap) - Chapter 10 Scenario - Chapter 10 Medical Report Proofing - Chapter 10 Test Essentials of

	<ul style="list-style-type: none"> - Chapter 23 Peripheral Vascular Surgery <u>Laboratory Tests</u> <ul style="list-style-type: none"> - Chapter 8 Examination of the Digestive Tract and Genitourinary System 	Pharmacology (MindTap) <ul style="list-style-type: none"> - Chapter 5 Test Surgical Technology (MindTap) <ul style="list-style-type: none"> - Chapter 23 Multiple Choice & T/F Quiz
10/05/23	Module 11 <u>Human Diseases</u> <ul style="list-style-type: none"> - Chapter 11 Digestive System Diseases and Disorders <u>Essentials of Pharmacology</u> <ul style="list-style-type: none"> - Chapter 16 Gastrointestinal Drugs <u>Surgical Technology</u> <ul style="list-style-type: none"> - Chapter 18 Oral and Maxillofacial Surgery 	Human Diseases (MindTap) <ul style="list-style-type: none"> - Chapter 11 Scenario - Chapter 11 Medical Report Proofing - Chapter 11 Test Essentials of Pharmacology (MindTap) <ul style="list-style-type: none"> - Chapter 16 Test Surgical Technology (MindTap) <ul style="list-style-type: none"> - Chapter 18 Multiple Choice & T/F Quiz Laboratory Tests (elearn) <ul style="list-style-type: none"> - Laboratory Test 1
10/09/23	Fall Break - No Class	
10/12/23	Module 12 <u>Human Diseases</u> <ul style="list-style-type: none"> - Chapter 12 Liver, Gallbladder, and Pancreatic Diseases and Disorders <u>Essentials of Pharmacology</u> <ul style="list-style-type: none"> - Chapter 6 Safe Dosage Calculations <u>Laboratory Tests</u> <ul style="list-style-type: none"> - Chapter 9 Endoscopic Examinations Requiring Incisions <u>Career Development</u> <ul style="list-style-type: none"> - Chapter 10 	Human Diseases (MindTap) <ul style="list-style-type: none"> - Chapter 12 Scenario - Chapter 12 Medical Report Proofing - Chapter 12 Test Essentials of Pharmacology (MindTap) <ul style="list-style-type: none"> - Chapter 6 Test Career Development (elearn)

		- Career Development Chapter 10 Quiz
10/16/23	Module 13 <u>Human Diseases</u> - Chapter 13 Urinary System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 15 Urinary System Drugs <u>Surgical Technology</u> - Chapter 20 Genitourinary Surgery <u>Laboratory Tests</u> - Chapter 10 Plain Radiography	Human Diseases (MindTap) - Chapter 13 Scenario - Chapter 13 Medical Report Proofing - Chapter 13 Test Essentials of Pharmacology (MindTap) - Chapter 15 Test Surgical Technology (MindTap) - Chapter 20 Certification Style Exam Quiz
10/19/23	Module 14 <u>Human Diseases</u> - Chapter 14 Endocrine System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 23 Endocrine System Drugs <u>Laboratory Tests</u> - Chapter 11 Radiography	Human Diseases (MindTap) - Chapter 14 Scenario - Chapter 14 Medical Report Proofing - Chapter 14 Test Essentials of Pharmacology (MindTap) - Chapter 23 Test
10/23/23	Module 15 <u>Human Diseases</u> - Chapter 15 Nervous System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 13 Autonomic Nervous System - Chapter 22 Anticonvulsants, Antiparkinsonian Drugs, and Agents for Alzheimer's Disease <u>Surgical Technology</u> - Chapter 24 Neurosurgery	Human Diseases (MindTap) - Chapter 15 Scenario - Chapter 15 Medical Report Proofing - Chapter 15 Test Essentials of Pharmacology (MindTap) - Chapter 13 Test - Chapter 22 Test Surgical Technology

	<u>Laboratory Tests</u> - Chapter 12 Computer Tomography	(MindTap) - Chapter 24 Multiple Choice & T/F Quiz
10/26/23	Module 16 <u>Human Diseases</u> - Chapter 16 Eye and Ear Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 18 Eye and Ear Medications <u>Surgical Technology</u> - Chapter 16 Ophthalmic Surgery <u>Laboratory Tests</u> - Chapter 13 Ultrasonography	Human Diseases (MindTap) - Chapter 16 Scenario - Chapter 16 Medical Report Proofing - Chapter 16 Test Essentials of Pharmacology (MindTap) - Chapter 18 Test Surgical Technology (MindTap) - Chapter 16 Certification Style Exam Quiz
10/30/23	Module 17 <u>Human Diseases</u> - Chapter 17 Reproductive System Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 24 Reproductive System Drugs <u>Surgical Technology</u> - Chapter 15 Obstetric and Gynecologic Surgery <u>Laboratory Tests</u> - Chapter 14 Magnetic Resonance Imaging	Human Diseases (MindTap) - Chapter 17 Scenario - Chapter 17 Medical Report Proofing - Chapter 17 Test Essentials of Pharmacology (MindTap) - Chapter 24 Test Surgical Technology (MindTap) - Chapter 15 Certification Style Exam Quiz
11/02/23	Module 18 <u>Human Diseases</u> - Chapter 18 Integumentary System Diseases <u>Essentials of Pharmacology</u> - Chapter 12 Integumentary System Medications	Human Diseases (MindTap) - Chapter 18 Scenario - Chapter 18 Medical Report Proofing - Chapter 18 Test

	<u>Laboratory Tests</u> - Chapter 15 Nuclear Imaging	Essentials of Pharmacology (MindTap) - Chapter 12 Test
11/06/23	Module 19 <u>Human Diseases</u> - Chapter 19 Genetic and Developmental Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 7 Responsibilities and Principles of Drug Administration <u>Laboratory Tests</u> - Chapter 15 Nuclear Imaging	Human Diseases (MindTap) - Chapter 19 Scenario - Chapter 19 Medical Report Proofing - Chapter 19 Test Essentials of Pharmacology (MindTap) - Chapter 7 Test
11/09/23	Module 20 <u>Human Diseases</u> - Chapter 20 Childhood Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 10 Poison Control <u>Laboratory Tests</u> - Chapter 17 Procedures and Practices in Anatomic Pathology	Human Diseases (MindTap) - Chapter 20 Scenario - Chapter 20 Medical Report Proofing - Chapter 20 Test Essentials of Pharmacology (MindTap) - Chapter 10 Test Laboratory Tests (elearn) - Laboratory Test 2
11/13/23	Module 21 <u>Human Diseases</u> - Chapter 21 Mental Health Diseases and Disorders <u>Essentials of Pharmacology</u> - Chapter 20 Psychotropic Medications, Alcohol, Drug Abuse, and Withdrawal Treatment <u>Laboratory Tests</u> - Chapter 18 Pathologic Change and Pathologic Diagnosis	Human Diseases (MindTap) - Chapter 21 Scenario - Chapter 21 Medical Report Proofing - Chapter 21 Test Essentials of Pharmacology (MindTap) - Chapter 20 Test
11/16/23	Module 22 <u>Essentials of Pharmacology</u> - Chapter 8 Administration by the	Essentials of Pharmacology (MindTap) - Chapter 8 Test

	Gastrointestinal Route <u>Surgical Technology</u> - Chapter 19 Plastic and Reconstructive Surgery <u>Laboratory Tests</u> - Chapter 19 Hematology, Coagulation, and Blood Typing	Surgical Technology (MindTap) - Chapter 19 Multiple Choice & T/F Quiz
11/20/23	Module 23 <u>Essentials of Pharmacology</u> - Chapter 9 Administration by the Parenteral Route <u>Laboratory Tests</u> - Chapter 20 Blood Chemistry <u>Career Development</u> - Chapter 14	Essentials of Pharmacology (MindTap) - Chapter 9 Test Career Development (elearn) - Career Development Chapter 14 Quiz
11/23/23	Happy Thanksgiving - No class	
11/27/23	Module 24 <u>Essentials of Pharmacology</u> - Chapter 19 Central Nervous System Drugs: Analgesics, Sedatives, and Hypnotics <u>Laboratory Tests</u> - Chapter 21 Microbiology - Chapter 22 Immunology	Essentials of Pharmacology (MindTap) - Chapter 19 Test
11/30/23	Module 25 <u>Essentials of Pharmacology</u> - Chapter 11 Nutritional Concepts of Pharmacology - Chapter 27 Drugs and Older Adults <u>Laboratory Tests</u> - Chapter 23 Molecular Biology - Chapter 24 Examination of Urine, Stool, and Other Fluids and Materials	(Module opens 12 am 4/20/23 and ends 11:59 pm 4/28/23) Essentials of Pharmacology (MindTap) - Chapter 11 Test - Chapter 27 Test Laboratory Tests (elearn) - Laboratory Test 3
12/04/23 - 12/05/23	Final Exam - Congratulations!	Final Exam

Class Participation

Class Participation:

Students will complete the assignments in sequence according to the class schedule. This is a Monday and Thursday online class.

- Quizzes/Tests/Homework are due on the due date.
- Due dates for quiz/test/homework is listed on class schedule.
- Assignments, reading and study activities must be completed to prepare you to take quizzes and tests.
- Remember to click “save” for each question when taking a quiz or test
- Tests/quizzes will not be reset for you because you forgot to save answers
- Career Development quizzes are to be completed after studying the assigned chapter.
- Quizzes and exams marked as practice do not count toward final grade but are available to unlimited number of attempts to help you study.
- Orientation Quiz does not count toward grade.

Punctuality

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences will hurt your grade just as an absence for physical class will hurt your grade.

- Quizzes/Tests – students have 7 calendar days from the due date to complete a quiz or test if not completed on the due date. (If quiz or test is not completed within that time period, student will receive a score of zero (0) for that quiz or test.)

Course and Class Policies/Procedures

Program Specific Policies

Please note: Some quizzes/tests are stated in the course as being worth a certain number of points. Quizzes/tests may create the opportunity to earn additional points on the exam and be worth more than the stated amount of points.

Cheating is construed as attempting to deceive or mislead which includes, but is not limited to:

1. Utilizing old tests, lab reports, or projects, notes or written papers, etc.

2. Copying and pasting someone else's homework into your file and putting your name on their work
3. Providing information to a fellow student during an exam
4. Procuring information in an unacceptable manner during an exam (crib-sheet, verbal exchange, looking at another person's paper, utilizing headphone, using your textbook when the quiz/test is not an open book quiz/test, etc.)
5. Consulting with a classmate or anyone else when taking a computerized test
6. Disregarding other specific policies and procedures outlined for a particular class

Syllabus Changes

Students will be notified of any necessary changes to the course syllabus or class schedule by email in elearn for the course. Students are responsible for reading emails in a timely manner.

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	Available for appointments throughout the day Monday-Thursday. I will respond to emails within 48 hours. I will not respond to emails during the weekends and holidays. If availability changes during the week students will be notified in elearn. Assignments requiring manual grading will be graded within two weeks of ending availability of assignment.
Library Information	Students can access the library online at Walters State Library(opens in new window) . Online databases, e-books, reference librarian, card catalog, periodicals, and e-resources can all be accessed through the web site as well as in person.
Technical Support	If you are having problems using the course software contact your instructor by phone or email. If you are having technical problems with your Walters State account or elearn email the Helpdesk at helpdesk@ws.edu or call 423-318-2742.
Web Addresses/Resources	THIMA https://www.thima.org/ AHIMA https://ahima.org/

Guidelines for Communication: Email,
Discussion Posts, Chat

Emails should always include a subject line.
Use correct grammar and punctuation and
spelling in emails just as you would in a letter
or memo. Use standard fonts that are easy to
read. These rules apply to the discussion
function as well.

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.walters.edu/academics/humanities/writing-lab)
[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.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.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://helpdesk.walters.edu)
helpdesk.walters.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 \(opens in new window\)](https://www.waltersstate.edu/catalog/)
[catalog.ws.edu/](https://www.waltersstate.edu/catalog/)

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

[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/

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