

Levelland Campus

Course Syllabus

COURSE: RNSG 1413 (4:4:4) Foundation for Nursing Practice
SEMESTER: Fall 2022
CLASS DAYS: See course calendar
CLASS TIMES: See course calendar
FACEBOOK: <https://www.facebook.com/SPCNursing17/>

Name	Phone Number	Email	Office	Hours
Hollan Scrivner, MSN, RNC-MNN Semester I Course Leader	806.716.2491	hscrivner@southplainscollege.edu	AH112H	By appointment
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Amanda Ellison, MSN, RN	806.716.2387	aellison@southplainscollege.edu	AH112I	By appointment

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

* It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus. *

COVID

The following statement should be included in all course syllabi for face-to-face and hybrid instruction options: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

COURSE DESCRIPTION

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Content includes fundamental concepts in normal body systems, basic influences/changes in the body systems, implementation of basic concepts in nursing practice, history of professional nursing, and utilizing the nursing process in a systematic framework for decision-making and critical thinking. Emphasis is on knowledge, judgement, skills and professional values within a legal/ethical framework.

The course is designed to provide the learner with the basic knowledge and skills necessary to function within the four roles of nursing in compliance with the January 2021 Texas BON Differentiated Essential Competencies (DEC) which include member of the profession, provider of patient centered care, patient safety advocate and member of the health care team. Refer to the student handbook for a complete list of the DECS.

RNSG 1413 involves the development of basic nursing principles essential in caring for the individual who is influenced by genetic inheritance, life experiences and cultural background and is part of a larger community. The student will develop observational and communication skills. Emphasis is placed on the unifying concepts of basic human needs, roles of the nurse, and professional nursing practice. The focus is on the client in a state of homeostasis with attention to interruptions, caused by common stressors that prevent need attainment.

Prerequisites: Psychology 2314, Biology 2401 & 2420, and English 1301. Concurrent enrollment of RNSG 1105, RNSG 1144, RNSG 1160, and RNSG 1115. If RNSG 1115 has been successfully completed concurrent enrollment is not required. Failure of RNSG 1413, 1160, 1105, 1144, and/or 1115 will require repeating all Level I Semester I courses.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Identify the purpose of nurse practice acts, standards for nursing practice, and guidelines for professional practice.
2. Develop an understanding of nursing practice with a focus on basic concepts and nursing skills.
3. Identify the role of the nurse in assisting patients in the management of the comfort, physiological, safety, and situational needs.
4. Understand the principles of therapeutic communication.

5. Utilize the nursing process within a structured setting with individual clients from diverse populations experiencing common, well defined, reoccurring alterations in health.
6. Understand guidelines for effective documentation meeting ethical and legal standards.
7. Describe pharmacological and non-pharmacological therapies used in patient care.
8. Utilize information technologies to retrieve information and accurately document patient care.
9. Identify safety and infection control procedures to protect patients and health care personnel.
10. Discuss nursing care of patients with integumentary and genitourinary disorders.
11. Understand the needs of patient's cultural, language, ethnic, or spiritual needs.
12. Understand basic concepts of nutrition and the role it plays in patients overall health.

COURSE OBJECTIVES - SCANs (Secretary's Commission on Attaining Necessary Skills) Competencies foundations skills found within this course are (C1, C3, C4-7, C9, C11-17, F2-9, F11-15, & F17) SPC ADNP Graduate Outcomes: 1-5. DEC's (Differentiated Essential Competencies) are attached at the end of the syllabus and listed in each blackboard module.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

Teaching methods: lecture, scenarios, case studies, focus learning groups and possible Online learning: Zoom, Blackboard Collaborate and/or Microsoft Teams. This course will offer **face-to-face instruction** with online instruction provided to supplement and enhance learning. This course may take on a different format such as:

1. Lecture online with lab components face-to-face

Web Based: online assignment submissions, blackboard, Lippincott's Course Point Plus pre-lecture quizzes, interactive case studies, content mastery, virtual simulations, and any computerized testing, iPads, etc.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or identical expression of material taken from

books, encyclopedias, magazines, and other reference works, or from themes, reports, or other writings of a fellow student, is guilty of plagiarism.

Professional Standards - Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program School of Nursing Student Handbook. It is the responsibility of the School of Nursing to teach and model professional behaviors, and it is the responsibility of the student to demonstrate professional and academic integrity. The students represent the School of Nursing and are expected to maintain the highest standards.

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated Semester X course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1413 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/> In addition to the South Plains College website; this Facebook page will be used to keep students up to date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS AND FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Taylor, C., Lynn, P., & Bartlett, J. (current ed.). Lippincott Course Point Plus. *Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. ISBN: 978-1975123-90-1

Carpenito, L. (current ed.). *Nursing diagnosis: Application to clinical practice.* (current ed.). Wolters Kluwer. ISBN: 9781-4963-3841-9

Hinkle, J., & Cheever, K. (current ed.). *Brunner & Suddarth's textbook of medical-surgical nursing* (current ed.).

Wolters Kluwer Health: Lippincott Williams & Wilkins.

Houghton, P., & Houghton, T. (2009). *APA: The easy way* (current ed.). XanEdu. ISBN: 9780923568962

Kee, J. (2014). *Laboratory and diagnostic testing with nursing implications* (current ed.). Pearson. Any Nursing Drug Handbook (not Davis)

RECOMMENDED TEXTS

American Psychological Association. (current ed.). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Houghton, P., & Houghton, T. (2009). *APA: The easy way* (current ed.). XanEdu. ISBN: 9780923568962

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared. Power point lecture notes should be printed prior to lecture if desired. Students may be required to use a laptop computer or similar technology for exams and quizzes in the classroom. Students may use pen and paper or a laptop computer/tablet to take notes during lecture.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog.

Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The Instructor/course leader has the prerogative of dropping the student from the course for any absences.

Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor. The student can miss no more than four (4) hours of classroom lecture hours. **A student missing more than four (4) classroom lecture hours will be dropped from RNSG 1413.** The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis. Do not be tardy for lecture, the tardiness is cumulative and will count towards the number of hours that can be missed. Attendance will be taken before every class. **It is the student's responsibility to contact the instructor via email if they are late or absent.** Cellular phones must be turned off during the lecture period or while in the NLRL (nursing learning resource lab).

Dropping a class will be initiated by instructor.

If a student is not successful in one or more of the following courses: RNSG 1413 the instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned. (RNSG 1115, RNSG 1144, RNSG 1160, RNSG 1105)

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office.

They can schedule an appointment with an advisor by visiting

<http://www.southplainscollege.edu/admissionaid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a **Schedule Change Form**.

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

If the student fails one of the following courses: RNSG 1105, RNSG1144, RNSG 1413, RNSG 1160, or RNSG 1513, the instructor will initiate the drop for the courses that have not been completed. The student will receive grades in the course failed and any other courses the student has completed.

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Failure to complete any assignment by due date will result in **a 5-point deduction each day late up to 5 days, at which time the student will receive a zero.** Assignments, quizzes, exams, and skills missed due to an unexcused absence may not be made up. Assignments are due by the assigned dates and by 2300 Central Standard Time (CST) on the course calendar. Students should contact faculty prior to the due date and time if they anticipate material will be late. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date. Student must scan required documents before uploading into Blackboard. Scanners are located in the . Students may also choose an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF.

Student Presentations

Students will work in collaborative groups developing presentations on assigned topics to present to classmates and faculty. Presentations will be graded on a rubric by faculty. Students must upload presentations to the assignment link in Blackboard.

Lippincott's CoursePoint +

Student will complete assignments in Lippincott's CoursePoint +. These assignments link directly back to Taylor's Fundamentals of Nursing text. Reading and comprehending this text will be crucial to your success in this course. Please see course calendar for due dates. These assignments will include pre-lecture quizzes, interactive case studies, tutorials, and virtual simulations. Students must complete the assignment in its entirety,

including any documentation and reflection, which will be uploaded to Blackboard. Students have unlimited attempts to achieve the highest grade desired. These assignments will account for **8%** of the final course grade.

CoursePoint +	Type of Assignment	Due Date
Ch. 6 Values, Ethics, and Advocacy	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 7 Legal Dimensions of Nursing Practice	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 8 Communication	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 13 Blended Competencies, Clinical Reasoning, and Process of Persons	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 14 Assessing	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 15 Diagnosing	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 16 Outcome Identification and Planning	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 17 Implementing	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 18 Evaluating	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 27 Safety, Security, and Emergency Preparedness	Pre-Lecture Quiz (PLQ)	See Course Calendar
Ch. 28 Complementary and Integrative Health	Pre-Lecture Quiz (PLQ)	See Course Calendar

Pharmacology Preparation

Students will prepare to review medications as assigned in the course, see course schedule. Students will complete handwritten medication cards for the medications on the assigned list and upload in Blackboard under the assignment link. Students must use medication card template provided. Copy and pasting will not be tolerated and may result in failure of the program. Students must bring completed medication cards to all clinical/simulation experiences.

Additional Practice

At any time, a faculty member can require a student to complete additional practice in the simulation lab or assignments to ensure student and client safety in clinical.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. An I-Pad will be checked out for student use.

All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password. ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME, PASSWORD, AND SPC STUDENT ID.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

EXAMS

If students make less than a 77% on any exam, the student must make an appointment with an instructor to remediate. However, we encourage any student who makes an 80% or below to make an appointment to receive remediation. Test Remediation with instructor includes student individually reviewing the test with instructor. After failing 2 tests with less than 77% you will be sent to a retention specialist or at the designated time (2 weeks or 4 weeks, 8 weeks, or 12 weeks) the student will be given a Letter of Success, filled out by instructor. Unit exams will consist of **60%** of the final course grade. Comprehensive final will consist of **30%** of the final grade. Cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time during testing, unless specified by instructor. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time.

Exam scores will not be rounded.

EXAM REMEDIATION

Remediation is one essential component to ensure student success. Therefore, any student scoring below 77% on any exam is required to make an appointment with an instructor prior to the next exam; no longer than 2 weeks after the exam.

The instructor may recommend a referred to the retention/remediation counselor. The student will be required to follow up with the retention/remediation counselor indicated. **However, we encourage any student who makes an 80% or below to make an appointment to receive remediation**

EXAMSOFT BENCHMARK STANDARDIZED EXAMS

In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take 1 practice/mock exam, 1 open check benchmark exam and 2 benchmark proctored exams. The Open Check exam will be a non-proctored exam and maybe taken remotely. Benchmark I and Benchmark II will be proctored in house by instructors. The average of Examsoft Benchmark I and Benchmark II will be 2% of your overall grade. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade according to the syllabus policy in each course. These two benchmarks give the student analytics which compares them on a national level to their peers.

The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule if they are not already present. Benchmark 1 will be given at about 70 to 75% of content delivered and then each student will be given an individualized remediation plan including CJsims and concepts maps. Then about 2 to 3 weeks later after

remediation the student will take Benchmark 2. This will allow them to reflect on their strengths and opportunities for improvement.

Please refer to your course calendar for dates.

GRADING POLICY

The grade for this course will be determined upon completion of the following components:

Unit Exams (4)	60%
Comprehensive Final	30%
CoursePoint + Assignments	8%
Examsoft Benchmark Exams - Benchmark I - Benchmark II	2%
*Medication Cards	Pass/Fail
*Student Presentations	Pass/Fail

Course grades are based on the following scale:

A= 90-100%

B= 80-89.99%

C= 77-79.99%

D= 60-76.99%

F= below 60%

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email/Blackboard email on a regular basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

4.1.1.5 Campus Concealed Carry Statement

Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). **All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2).**

Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy. Individuals may not carry a concealed handgun in restricted locations.

For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at:

<http://www.southplainscollege.edu/campuscarry.php>

[Concealed Carry \(Also Known as Campus Carry\)](#)

FAQs. What is Senate Bill 11, sometimes known as Campus Carry?

Texas Senate Bill 11 allows for the carrying of concealed handguns on

Texas public institution campuses by individuals holding a valid Texas

License to Carry (LTC) or Concealed Handgun License (CHL).

www.southplainscollege.edu

Report violations to the College Police Department at 806-716-2396 or 9-1-1.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order to better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Level I, Semester I Course Leader. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same as found in the student handbook.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

ACCOMMODATIONS

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or [email dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

4.1.1.5 OPTIONAL STATEMENT - Campus [Concealed Carry](#) Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South

Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues. F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason F-7

Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty F-13

Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings. F-16

Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information C-5

Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works with Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests. C-14

Works with Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

