



**SRGT-1505**  
**Introduction to Surgical Technology**  
**Fall 2025**

**9:00AM to 1:00PM Monday and 9:00AM to 11:00AM Wednesday.**

**Instructor Information:**

- Lydia Wardell
- [Lwardell@com.edu](mailto:Lwardell@com.edu)
- Office Phone: 409-933-8199

**Office hours and location:**

- Hours- 2:00pm to 5:00pm
- Office location: STEAM 225-42; Building 22
- Classroom location: STEAM Room 235, 2<sup>nd</sup> floor
- Lab location: STEAM Room 220, 2<sup>nd</sup> floor

**Required Textbook/Materials:**

- Fuller, Joanna. (2022) *Surgical Technology Principles and Practice*. Elsevier, 8th Edition.
- Fuller, Joanna. (2022) *Surgical Technology Principles and Practice Workbook*. Elsevier, 8th Edition.
- George, Anbalagan & Charleman, Joseph. (2018). *Surgical Technology Exam Review*. Elsevier, 1<sup>st</sup> Edition.

**Course Description:**

This course is designed to introduce the student to surgical technology. Topics will include the history of surgery and surgical technology, the surgical patient, death and dying, laws and ethics, health care facilities, communication, and teamwork. The knowledge gained during this course will provide the students with the necessary foundations to progress to the next level of courses.

**Course requirements:**

- Attend all classes.
- Complete all exams and assignments.
- Participate in class activities and labs.
- Participate in group activities.
- **Brightspace D2L:**  
We will be using Brightspace D2L for this course, so you will need access to a computer and the Internet. There is also a **mobile-friendly** app and can be used on your phone or tablet through the or a mobile browser!
- **Computers:**  
You will need a computer with audio and video capabilities. Exams may be given online and require a webcam and microphone. Most of the tests will be in person, but there may

be times you are asked to take a proctored exam remotely. You may take your exams on campus, and computers are in the library and tutoring center. See the student handbook for additional requirements. [COM Surgical Technology Handbook 2025](#)

### **Determination of Course Grade/Detailed Grading Formula:**

The Surgical Technology program utilizes this course grading scale:

- 90-100% = A
- 80-89% = B
- 75-79% = C
- 65-74% = D
- 64% or below = F

Note: A minimum passing grade of C or 75% is required for successful completion of the course.

### **Late Work, Make-Up, and Extra-Credit Policy:**

Late assignments are not accepted for any course in the Surgical Technology Program. Students are responsible for completing all assignments and are responsible for any course content missed by absence or tardiness. Extra credit projects will be at the discretion of the instructor and the student will be informed of those assignments that will fall under the extra credit category.

### **Attendance Policy:**

Students must attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult their instructors when it is necessary to miss a class beforehand. COM (College of the Mainland) recognizes no excused absences other than those prescribed by law: religious holy days and military service. Students are expected to attend all didactic and lab classes.

Excessive absences (including arriving late and leaving early) prevents the student from meeting the objectives of the course and the Program. If a student is absent, they must contact the faculty before the start of class and explain the situation. A student who misses more than two (2) class periods will be given a written warning for excessive absences. A student who misses three (3) or more class periods is considered unable to complete the program objectives and can be removed from the class by an instructor-initiated withdrawal.

A student not in class at the given start time will be considered tardy. A student over ten (10) minutes late may be refused entry into the class for that period at the instructor's discretion. Entering class late or leaving early disrupts the class and is disrespectful to faculty and peers. Class activities missed during the absence may not be made up. Excessive tardiness will result in remediation. A student who cannot successfully complete a remediation plan due to excessive tardiness, can be removed from the class by an instructor-initiated withdrawal.

Extenuating Circumstances can be discussed with Program faculty.

**Communicating with your instructor:**

- ALL electronic communication with the instructor must be through your COM (College of the Mainland) email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)
- The best way to reach your instructor is to email me at [lawardell@com.edu](mailto:lawardell@com.edu) will respond to emails within two days of receiving them.
- However, if you need to contact me immediately, please feel free to contact me by calling 409- 933- 8199.

**Outcomes and Objectives Mapping**

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Identify the physical environment and safety standards the surgical technologists will encounter in the work environment.	Apply the knowledge and skills to be a clinically competent entry-level surgical technologist.  Students will demonstrate independent critical thinking and problem-solving skills	Quizzes, Final Exams, and Skills Assessments
Define the history, function, characteristics, and work environment of the surgical technologist and the field of surgical technology.	Apply the knowledge and skills to be a clinically competent entry-level surgical technologist.  Students will demonstrate independent critical thinking and problem-solving skills	Quizzes, Final Exams, and Skills Assessments
Define the laws and ethics involved in functioning in a health care facility.	Apply the knowledge and skills to be a clinically competent entry-level surgical technologist.  Students will demonstrate independent critical thinking and problem-solving skills	Quizzes, Final Exams, and Skills Assessments
Describe the standards of conduct required of the surgical technologist.	Apply the knowledge and skills to be a clinically competent entry-level surgical technologist.	Quizzes, Final Exams, and Skills Assessments

	Students will demonstrate independent critical thinking and problem-solving skills	
Describe the relationship between the surgical technologist and the patient, including the patient's needs.	<p>Apply the knowledge and skills to be a clinically competent entry-level surgical technologist.</p> <p>Students will demonstrate independent critical thinking and problem-solving skills</p>	Quizzes, Final Exams, and Skills Assessments
Identify hazard preparation, planning, detection and communication, incident management and support systems.	<p>Apply the knowledge and skills to be a clinically competent entry-level surgical technologist.</p> <p>Students will demonstrate independent critical thinking and problem-solving skills</p>	Quizzes, Final Exams, and Skills Assessments

### Academic Dishonesty:

Any academic policy incident will be dealt with in line with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a ***grade of zero*** on the exam and the student will be referred to the Office of Student Conduct for appropriate discipline action. <http://www.com.edu/student-services/student-handbook.php>

### Plagiarism Statement

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing plagiarized material will receive zero, and the student will be referred to the Office of Student Conduct for appropriate discipline action. Links to resources about avoiding plagiarism:

- [Purdue OWL](#)
- [Excelsior OWL](#)
- [YouTube UMass Dartmouth](#)

### Student Services

- [Counseling](#)  
Counseling Services offers free academic and personal counseling. Workshops and individual sessions are available to assist students in recognizing and resolving academic and personal concerns. Students who may need assistance with goal setting, problem

solving, study skills, motivation, or communicating effectively are encouraged to access services in the Student Success Center located on the first floor of the Doyle Family Administration Building.

- [Tutoring](#)

Tutoring is available for Math, Science, and writing and is available face-to-face, online, or by e-Tutoring sessions.

- [Disability Services](#)

Accommodation is available to COM students with documented disabilities. To request accommodations, contact the Office for Students with Disabilities, located in the Student Success Center on the first floor of the Doyle Family Administration Building.

COM Library staff have created a webpage of resources just for you.

- [COM Library Surgical Technology Page; <https://libguides.com.edu/SurgicalTech>](#)

- [Library](#)

The library hosts a variety of resources for students, including books, journals, and learning material. The library also hosts a computer lab accessible to students.

- [Trio-Student Support Services](#)

TRIO-Student Support Services (TRIO-SSS) is a federally funded grant program through the U.S. Department of Education that provides support for students in meeting their academic, personal, career and other education-related goals.

### **Classroom Conduct Policy statement:**

The goal is that policies and procedures are enforced in a consistent and just manner. High ethical standards help ensure that the rights of students, faculty, and staff are protected. These policies are to be fair, equitable, and consistently applied, with the goal of promoting professionalism.

Please refer to the COM Surgical Technology program handbook for classroom and clinical facility conduct expectations

### **Student Concerns:**

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Rebecca Montz and Dean of Instruction at 409-933-8948 or by [rmontz@com.edu](mailto:rmontz@com.edu).

**Course outline:** Please see the LMS for specific assignments and dates.

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<b>Week 1</b> <b>Date:</b> <b>8/22/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Alexander- Care of the Patient in Surgery</b> <b>Chapter 1- Concepts Basic to Perioperative Nursing</b> <hr/> <b>Read: Fuller- Surgical Technology Principles and Practice. Chapter 1 “Surgical Technology: The Profession and The Professional”</b> <b>Skills Assessment:</b> <ul style="list-style-type: none"> <li>• Effective Communication Skills Internet Research</li> <li>• Therapeutic Communication Development Plan Presentation</li> </ul>	<b>Assignments:</b> <b>Alexander- Care of the Patient in Surgery, Chapter 1, Critical Thinking Questions.</b> <hr/> <b>Fuller- Surgical Technology Principles and Practice, Chapter 1, Review Questions and Case Studies</b>  <b>Fuller- Surgical Technology Principles and Practice, Chapter 1, Workbook.</b>
<b>Week 2</b> <b>Date:</b> <b>8/29/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Alexander- Care of the Patient in Surgery</b> <b>Chapter 1- Concepts Basic to Perioperative Nursing</b> <hr/> <b>Read: Fuller- Surgical Technology Principles and Practice. Chapter 1 “Surgical Technology: The Profession and The Professional”</b> <b>Skills Assessment:</b> <ul style="list-style-type: none"> <li>• Effective Communication Skills Internet Research</li> <li>• Therapeutic Communication Development Plan Presentation</li> </ul>	<b>Assignments:</b> <b>Alexander- Care of the Patient in Surgery, Chapter 1, Critical Thinking Questions.</b> <hr/> <b>Fuller- Surgical Technology Principles and Practice, Chapter 1, Review Questions and Case Studies</b>  <b>Fuller- Surgical Technology Principles and Practice, Chapter 1, Workbook.</b>
<b>Week 3</b> <b>Date:</b> <b>9/5/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Alexander- Care of the Patient in Surgery</b> <b>Chapter 1- Concepts Basic to Perioperative Nursing</b> <hr/> <b>Read:</b> <b>Fuller- Surgical Technology Principles and Practice</b> <b>Chapter 1 “Surgical Technology: The Profession and The Professional”</b> <hr/> <b>Skills Assessment:</b>	<b>Assignments:</b> <b>Alexander- Care of the Patient in Surgery, Chapter 1, Critical Thinking Questions.</b> <hr/> <b>Fuller- Surgical Technology Principles and Practice, Chapter 1, Review Questions and Case Studies</b>  <b>Fuller- Surgical Technology Principles and Practice, Chapter 1, Workbook.</b>

	<ul style="list-style-type: none"> <li>Effective Communication Skills Internet Research</li> <li>Therapeutic Communication Development Plan Presentation</li> </ul>	
<b>Week 4</b> <b>Date:</b> <b>9/12/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Alexander-</b> <i>Care of the Patient in Surgery</i> <b>Chapter 1-</b> Concepts Basic to Perioperative Nursing <hr/> <b>Read:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> <b>Chapter 1</b> “Surgical Technology: The Profession and The Professional” <hr/> <b>Skills Assessment:</b> <ul style="list-style-type: none"> <li>Effective Communication Skills Internet Research</li> <li>Therapeutic Communication Development Plan Presentation</li> </ul>	<b>Assignments:</b> <b>Alexander-</b> <i>Care of the Patient in Surgery</i> , <b>Chapter 1, Critical Thinking Questions.</b> <hr/> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 1, Review Questions and Case Studies</b> <hr/> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 1, Workbook.</b>
<b>Week 5</b> <b>Date:</b> <b>9/19/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice:</i> <b>Chapter 2-</b> Communication and Teamwork <hr/> <b>Skills Assessment:</b> <ul style="list-style-type: none"> <li>Effective Communication Skills Internet Research</li> <li>Therapeutic Communication Development Plan Presentation</li> </ul>	<b>Assignments:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 2, Review Questions and Case Studies.</b> <hr/> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 2, Workbook.</b>
<b>Week 6</b> <b>Date:</b> <b>9/26/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice:</i> <b>Chapter 2-</b> Communication and Teamwork <hr/> <b>Skills Assessment:</b> <ul style="list-style-type: none"> <li>Effective Communication Skills Internet Research</li> <li>Therapeutic Communication Development Plan Presentation</li> </ul>	<b>Assignments:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 2, Review Questions and Case Studies.</b> <hr/> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 2, Workbook</b>

<b>Week 7</b> <b>Date:</b> <b>10/03/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Fuller- Surgical Technology Principles and Practice:</b> <b>Chapter 2- Communication and Teamwork</b> <hr/> <b>Skills Assessment:</b> <ul style="list-style-type: none"> <li>• Effective Communication Skills Internet Research</li> <li>• Therapeutic Communication Development Plan Presentation</li> </ul>	<b>Assignments:</b> <b>Fuller- Surgical Technology Principles and Practice, Chapter 2, Review Questions and Case Studies.</b>  <b>Fuller- Surgical Technology Principles and Practice, Chapter 2, Workbook</b>
<b>Week 8</b> <b>Due Date:</b> <b>10/10/2025</b>	<b>Lesson Overview:</b> <b>Mid-Term Exams Preparation:</b> <b>Fuller- Surgical Technology Principles and Practice.</b> <b>Chapter 1 “Surgical Technology: The Profession and The Professional”</b> <b>Chapter 2- Communication and Teamwork</b> <hr/> <b>Alexander- Care of the Patient in Surgery</b> <b>Chapter 1- Concepts Basic to Perioperative Nursing</b> <hr/>	<b>Assignments:</b> <b>Mid-term Exam:</b> <b>Fuller- Surgical Technology Principles and Practice.</b> <b>Chapter 1 “Surgical Technology: The Profession and The Professional”</b> <b>Chapter 2- Communication and Teamwork</b> <hr/> <b>Alexander- Care of the Patient in Surgery</b> <b>Chapter 1- Concepts Basic to Perioperative Nursing</b> <hr/>
<b>Week 9</b> <b>Date:</b> <b>10/17/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Fuller- Surgical Technology Principles and Practice</b> <b>Chapter 3- Medicolegal Aspects of Surgical Technology</b> <hr/> <b>Skills Assessment:</b> Medicolegal Aspects of Surgical Technology Internet Research	<b>Assignments:</b> <b>Fuller- Surgical Technology Principles and Practice, Chapter 3, Review Questions and Case Studies</b>  <b>Fuller- Surgical Technology Principles and Practice, Chapter 3, Workbook.</b>
<b>Week 10</b> <b>Date:</b> <b>10/24/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Fuller- Surgical Technology Principles and Practice</b> <b>Chapter 3- Medicolegal Aspects of Surgical Technology</b> <hr/> <b>Skills Assessment:</b>	<b>Assignments:</b> <b>Fuller- Surgical Technology Principles and Practice, Chapter 3, Review Questions and Case Studies</b>  <b>Fuller- Surgical Technology Principles and Practice, Chapter 3, Workbook.</b>



	Medicolegal Aspects of Surgical Technology Internet Research	
<b>Week 11</b> <b>Date:</b> <b>10/31/2025</b>	<b>Lesson Overview:</b> <b>Read: Fuller-</b> <i>Surgical Technology Principles and Practice</i> . <b>Chapter 3-</b> Medicolegal Aspects of Surgical Technology <hr/> <b>Skills Assessment:</b> Medicolegal Aspects of Surgical Technology Internet Research	<b>Assignments:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 3, Review Questions and Case Studies</b>  <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 3 Workbook.</b>
<b>Week 12</b> <b>Date:</b> <b>11/07/2025</b>	<b>Lesson Overview:</b> <b>Read: Fuller-</b> <i>Surgical Technology Principles and Practice</i> . <b>Chapter 4-</b> Health Care Facility Structure and Environment <hr/> <b>Skills Assessment:</b> <b>Term Presentation:</b> Operating Room Design	<b>Assignment:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 4, Review Questions and Case Studies</b>  <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 4, Workbook.</b> <hr/> <i>Surgical Technology Exam Review:</i> <b>Chapter 3, Surgical Environment-</b> Review Questions.
<b>Week 13</b> <b>Date:</b> <b>11/14/2025</b>	<b>Lesson Overview:</b> <b>Read: Fuller-</b> <i>Surgical Technology Principles and Practice</i> <b>Chapter 4-</b> Health Care Facility Structure and Environment <hr/> <b>Skills Assessment:</b> <b>Term Presentation:</b> Operating Room Design	<b>Assignment:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 4, Review Questions and Case Studies</b>  <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 4, Workbook.</b> <hr/> <i>Surgical Technology Exam Review:</i> <b>Chapter 3, Surgical Environment-</b> Review Questions.
<b>Week 14</b> <b>Date:</b> <b>11/21/2025</b>	<b>Lesson Overview:</b> <b>Read:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> <b>Chapter 5-</b> Supporting the Psychosocial Needs of the Patient <hr/> <b>Skills Assessment:</b> <b>Maslow's Hierarchy</b> of human needs presentation <b>(Group Activity)</b>	<b>Assignments:</b> <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 5, Review Questions and Case Studies.</b>  <b>Fuller-</b> <i>Surgical Technology Principles and Practice</i> , <b>Chapter 5 Workbook.</b> <hr/> <b>Chapter 6- Surgical Technology Exam Review: Professionalism-</b> Review Questions.

<p><b>Week 15</b> <b>Date:</b> <b>11/28/2025</b></p>	<p><b>Lesson Overview:</b> <b>Read:</b> <b>Fuller- <i>Surgical Technology Principles and Practice</i></b> <b>Chapter 14-</b> Death and dying <b>Chapter 36-</b> Disaster Preparedness and Response</p> <hr/> <p><b>Skills Assessment:</b></p> <ul style="list-style-type: none"> <li>• Death and Dying Internet Research for cultural deaths presentation. <b>(Group Presentation)</b></li> <li>• Defining The End of Life</li> <li>• Cause of Death</li> <li>• Models of Death and Dying</li> <li>• Support and Comfort for the Dying and Bereaved Patient</li> <li>• Family Ethical Considerations in Death and Dying</li> <li>• Cultural Response to Death and Dying</li> <li>• Death in the Clinical Setting</li> </ul> <p><b>Skills Assessment:</b></p> <ul style="list-style-type: none"> <li>• Disaster/All-Hazards Preparedness and Response and Terminology</li> <li>• Presentation of the local disaster plans for natural disaster and a mass casualty event.</li> </ul>	<p><b>Assignments:</b> <b>Fuller- <i>Surgical Technology Principles and Practice</i>, Chapter 14, Review Questions and Case Studies.</b></p> <p><b>Fuller- <i>Surgical Technology Principles and Practice</i>, Chapter 14, Workbook.</b></p> <hr/> <p><b>Fuller- <i>Surgical Technology Principles and Practice</i>, Chapter 36, Review Questions and Case Studies</b></p> <p><b>Fuller- <i>Surgical Technology Principles and Practice</i>, Chapter 36, Workbook.</b></p>
<p><b>Week 16</b> <b>Due Date:</b> <b>12/05/2025</b></p>	<p><b>Review for Final Exam</b> <b>Fuller- <i>Surgical Technology Principles and Practice</i></b> <b>Chapter 3-</b> Medicolegal Aspects of Surgical Technology <b>Chapter 4-</b> Health Care Facility Structure and Environment <b>Chapter 5-</b> Supporting the Psychosocial Needs of the Patient <b>Chapter 14-</b> Death and dying <b>Chapter 36-</b> Disaster Preparedness and Response</p>	<p><b>Final Exam:</b> <b>Fuller- <i>Surgical Technology Principles and Practice</i></b> <b>Chapter 3-</b> Medicolegal Aspects of Surgical Technology <b>Chapter 4-</b> Health Care Facility Structure and Environment <b>Chapter 5-</b> Supporting the Psychosocial Needs of the Patient <b>Chapter 14-</b> Death and dying <b>Chapter 36-</b> Disaster Preparedness and Response</p>

*The course outline is a general plan for the course; deviations may be necessary and will be announced.*

### **Concerns/Questions Statement**

Please contact the instructor regarding any issues or concerns about the course.

College of the Mainland is committed to providing an educational climate that is conducive to the personal and professional development of everyone. To ensure our commitment, the College has developed procedures for students to address their concerns within the college community. A student who has an unresolved disagreement with a faculty or staff member, another student, a student group, or dissatisfaction with the service received may initiate a complaint without prejudicing his or her status with the College. Please review the Surgical Technology Student Handbook and the [COM Student Handbook](#) for the process.

### **Disclaimers / Additional Policies**

Course policies are subject to change. It is the student's responsibility to check Brightspace/D2L for corrections or updates to the syllabus. Any changes will be posted in Brightspace/D2L.

The Surgical Technology Program courses build upon each other. The ARRT board exam covers ALL content taught in the program. In each course, there will be test questions from prior modules and prior classes.

Please refer to the Surgical Technology Student Handbook for more information on specific program policies and additional clinical requirements.

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## **Institutional Policies and Guidelines**

**Grade Appeal Process:** *Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** *College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.*

**ADA Statement:** *Any student with a documented disability needing academic accommodations is requested to contact:*  
*Kimberly Lachney, Student Accessibility Services Coordinator*

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** *A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.*

**Withdrawal Policy:** *Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.*

**FN Grading:** *The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.*

**Early Alert Program:** *The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.*

**Resources to Help with Stress:**

*If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).*

**Nondiscrimination Statement:**

*The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.*

**Acknowledgements**

I acknowledge that a copy of this syllabus has been given to me and a signed copy will be placed in my student file. I further acknowledge that the syllabus has been reviewed with me and that I understand all the course objectives, policy statements and expectations, and the learning activities of the course as written in this syllabus.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_