



**SRGT-1260**

**Clinical I**

**Fall 2025**

**6:30AM to 3:00PM on Fridays.**

**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:**

- Goldman, Maxine A., (2020). *Pocket Guide to the Operating Room*. F.A, Davis. 4<sup>th</sup> Edition.  
<https://libguides.com.edu/SurgicalTech> (eBook on COM Library)
- Surgical scrubs & lab coat. [Surg Tech Order form Scrubs and Books](#)
- Medical Insurance- upload to <http://mainlandcompliance.com>
- BLS/CPR Training American Heart- upload to <http://mainlandcompliance.com>
- Background check/ Drug Screen- Pay on <http://mainlandcompliance.com> website/ create an account
- Immunizations-upload to <http://mainlandcompliance.com>
- Trajecsyst- Skills and Clinical Tracking- <https://www.trajecsyst.com/programs/login.aspx>  
Create account

**Course Description:**

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

**Course requirements:**

- Attend all classes.
- Perform all assigned independent duties competently and efficiently as allowed by the state and federal laws.
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- Apply critical thinking and problem-solving skills in performing work duties and responsibilities.
- Communicate effectively with patients and members of the healthcare team.
- Demonstrate adaptability to various types of work environments.
- Demonstrate awareness of cultural diversity and show respect and tolerance in business/professional environments.
- Articulate the professional and ethical expectations of a professional.
- Reflect on personal strengths and weaknesses, strategies for time management, process documentation, assessment of readiness for workforce, and personal/attitudinal changes.
- **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.pdf](#)

#### **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.

#### **Make-Up 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.

#### **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.

## Transportation

Students are responsible for transportation to and from the clinical facilities. Students may park only in designated areas, both at the clinical facilities, and are responsible for all parking fees.

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

Upon completion of the course, the student will be able to:	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	Clinical Rotation Assignments and evaluations.

<p align="center"><b>The Student Surgical Technologist must complete a total of 120 surgical cases to meet the graduation requirements of the program</b></p>	
<p><b>Clinical Case Requirements:</b></p> <p>1) The Student Surgical Technologist must complete a total of <b>120</b> cases.</p> <p>a. A student must complete <b>a minimum of 90</b> cases in various surgical specialties, <b>excluding General Surgery</b>. A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.</p> <p>b. <b>A minimum of ten cases in four different specialties</b> must be completed in the FS role (40 cases total). The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.</p>	

Scrub Role Key	Definition
<b>FS= First Scrub Role</b>	<p>To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:</p> <ol style="list-style-type: none"> <li>Verify supplies and equipment.</li> <li>Set up the sterile field (Instruments, Medication, Supplies)</li> <li>Perform required operative counts (AST guidelines, Facility policy)</li> <li>Pass instruments and supplies, (anticipate needs, maintain sterile technique)</li> <li>Recognize sterility breaks.</li> <li>Correct sterility breaks</li> <li>Document as needed.</li> </ol>
<b>SSR= Second scrub role</b>	<p>The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:</p> <ol style="list-style-type: none"> <li>Assistance with diagnostic endoscopy</li> <li>Assistance with vaginal delivery</li> <li>Cutting suture</li> <li>Providing camera assistance</li> <li>Retracting</li> <li>Sponging</li> <li>Suctioning</li> </ol>
<b>OBS= Observation</b>	<p>The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.</p>

**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 Surgical Technology Page; <https://libguides.com.edu/SurgicalTech>](#)  
COM Library staff have created a webpage of resources, just for you.
- [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.

<b>Week 1</b> <b>Date:</b> <b>8/22/2025</b>	<b>On Site Learning Activities:</b> <ul style="list-style-type: none"> <li>• Externship Orientation completed prior to Week One on externship site. To be done upon acceptance into the program.</li> <li>• Course syllabus reviewed and signed by both the student and instructor.</li> <li>• Orientation on Externship Site</li> <li>• Acknowledgement documents from externship site signed.</li> <li>• Complete Daily Case and Competency Document each day.</li> <li>• Complete Daily Case and Competency Document each day.</li> </ul>	<b>Knowledge Assessments:</b>  <b>Reflective Journal #1</b> Write a journal to set the goals and expectations of Externship experience as they relate to the course objectives.  <b>What is your GPA?</b> <ol style="list-style-type: none"> <li>1. Goal</li> <li>2. Plan</li> <li>3. Actions you will take</li> </ol>
<b>Week 2</b> <b>Date:</b> <b>8/29/2025</b>	<b>On Site Learning Activities:</b> <ul style="list-style-type: none"> <li>• Perform duties and responsibilities as assigned by site supervisor.</li> <li>• Perform any other learning as required by the instructor of the course.</li> <li>• Complete Daily Case and Competency Documents each day.</li> </ul> <p><b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b></p>	<b>Knowledge Assessments:</b> Take notice of the differences between sterile, nonsterile, surgically clean, and aseptic techniques.  <b>Reflective Journal # 2</b> Reflect on the first week's experience to assess personal strengths and weaknesses as revealed on the job.

	<ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs</li> <li>• Protective Eyewear and Face Shields.</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing.</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room) <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> <li>• Maintain fast turnover time.</li> </ul>	
<b>Week 3</b> <b>Date:</b> <b>9/5/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs</li> <li>• Protective Eyewear and Face Shields</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room) <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> <li>• Maintain fast turnover time.</li> </ul>	<b>Knowledge Assessments:</b>  Take note of the various surgical hand scrub agents, their protection, bactericidal effects, toxicity, and additional information. This is an assignment for SRGT 1509-week two (2) term paper.
<b>Week 4</b> <b>Date:</b> <b>9/12/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs</li> <li>• Protective Eyewear and Face Shields</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room) <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> <li>• Maintain fast turnover time.</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Journal #3</b> What did you observe at the externship site that impressed significantly?  What was it that you observed?  Why was it so significant?

<b>Week 5</b> <b>Date:</b> <b>9/19/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs</li> <li>• Protective Eyewear and Face Shields</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room) <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> <li>• Maintain fast turnover time.</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Essay #1:</b> Write an essay of 150-300 words to discuss your attitude toward your chosen career field.  Has the externship experience changed your passion for the field? If so, in what ways?  If not, how do you like your field?
<b>Week 6</b> <b>Date:</b> <b>9/26/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs.</li> <li>• Protective Eyewear and Face Shields.</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing.</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room). <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> <li>• Maintain fast turnover time.</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Journal #4</b> Now that you have been on the externship for almost half of the time. What are some lessons learned?
<b>Week 7</b> <b>Date:</b> <b>10/03/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs.</li> <li>• Protective Eyewear and Face Shields.</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing.</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room). <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> </ul>	<b>Knowledge Assessments:</b> <b>Case Reference Journal</b> Write a detailed case report outlining the preoperative and postoperative care of the operating room.



	<ul style="list-style-type: none"> <li>• Maintain fast turnover time.</li> </ul>	
<b>Week 8</b> <b>Due Date:</b> <b>10/10/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Surgical Attire- don mask, shoe covers, hat, and surgical scrubs.</li> <li>• Protective Eyewear and Face Shields.</li> <li>• Damp-dust lights and other furniture.</li> <li>• Routine Hand Washing.</li> <li>• Organize room by arranging furniture and equipment.</li> <li>• Break down sterile field (after patient is out of room). <i>ONLY</i> if asked.</li> <li>• Remove trash from operating room.</li> <li>• Stock cabinets in the operating room.</li> <li>• Maintain fast turnover time.</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Journal #5</b> How are you doing with time management?  What did you do well?  Where can you make further improvement?
<b>Week 9</b> <b>Date:</b> <b>10/17/2025</b>	<b>Activities: Do the following until you transition to Sterile Processing to complete the semester.</b> <ul style="list-style-type: none"> <li>• Risk and Safety</li> <li>• The Fire Triangle</li> <li>• Compressed Gas Cylinders</li> <li>• Fire Management Strategies</li> <li>• Electrical Hazards</li> <li>• Ionizing Radiation</li> <li>• Magnetic Resonance Imaging</li> <li>• Toxic Chemicals</li> <li>• Smoke Plume</li> <li>• Standard Precautions</li> <li>• Latex Allergy</li> <li>• Musculoskeletal Risks</li> </ul>	<b>Knowledge Assessments:</b> <b>Operating Room Scavenger Hunt:</b> <ol style="list-style-type: none"> <li>Locate the operating room fire extinguishers and list the types.</li> <li>Define R.A.C.E.</li> <li>Define P.A.S.S.</li> <li>How are the Compressed Gas Cylinders stored and protected?</li> <li>What are the safety precautions for the ST when there is Ionizing Radiation being used during a surgical procedure?</li> <li>Locate the surgical smoke evacuator system.</li> <li>Does the hospital have a protocol for Latex allergies?</li> </ol>
<b>Week 10</b> <b>Date:</b> <b>10/24/2025</b>	<b>Activity: Do the following until the end of the semester.</b> <b>SPD Case Study Report- These are due each week you are in sterile processing department</b> <ul style="list-style-type: none"> <li>• Instrument Cleaning and Decontamination.</li> <li>• Sorting and Inspection.</li> <li>• Assemble Instrument Sets.</li> <li>• Packing Systems used in Sterilization.</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Journal #6</b> Did you see anything that was done differently than what you learned in school?  If not, how did your learning in school prepare you for the work you are currently doing?

	<ul style="list-style-type: none"> <li>Monitoring the Sterilization Process.</li> <li>Steam Sterilization.</li> </ul>	
<b>Week 11</b> <b>Date:</b> <b>10/31/2025</b>	<b>Activity: Do the following until the end of the semester.</b> <ul style="list-style-type: none"> <li>Instrument Cleaning and Decontamination.</li> <li>Sorting and Inspection.</li> <li>Assemble Instrument Sets</li> <li>Packing Systems used in Sterilization.</li> <li>Monitoring the Sterilization Process.</li> <li>Steam Sterilization.</li> </ul>	<b>Knowledge Assessments:</b> <b>SPD Case Study Report-</b> These are due each week you are in sterile processing department Write a detailed case report outlining the process of the sterile processing department. <ul style="list-style-type: none"> <li>The process of decontamination department.</li> <li>The process of surgical instrument set assembly.</li> <li>The process of surgical case cart preparation.</li> </ul>
<b>Week 12</b> <b>Date:</b> <b>11/07/2025</b>	<b>Activity: Do the following until the end of the semester.</b> <ul style="list-style-type: none"> <li>Assemble Instrument Sets</li> <li>Packing Systems used in Sterilization.</li> <li>Sterilization- Storage of Wrapped Sterile Goods.</li> <li>Monitoring the Sterilization Process.</li> <li>Steam Sterilization.</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Journal #7</b> How do you think you are doing as a contributing member of the team at the workplace? Both in the operating room and the sterile processing department.
<b>Week 13</b> <b>Date:</b> <b>11/14/2025</b>	<b>Activity: Do the following until the end of the semester.</b> <ul style="list-style-type: none"> <li>Assemble Instrument Sets</li> <li>Packing Systems used in Sterilization.</li> <li>Sterilization.</li> <li>Monitoring the Sterilization Process.</li> <li>Steam Sterilization.</li> </ul> <b>Building Surgical Instrument Tray Report-</b> turn in one for each tray you may assemble or help assemble.	<b>Knowledge Assessments:</b> Give examples of what instruments go through the sterilization processes below: <ul style="list-style-type: none"> <li>Vaporized Hydrogen Peroxide Sterilization.</li> <li>Liquid Peracetic Acid Sterilization.</li> <li>Ozone Sterilization.</li> <li>Cobalt-60 Radiation.</li> </ul>
<b>Week 14</b> <b>Date:</b> <b>11/21/2025</b>	<b>Activity: Do the following until the end of the semester.</b> <ul style="list-style-type: none"> <li>Preparing, Packing, and Transporting instruments and supplies to the operating room on case carts.</li> <li>Duties for central supply (How to pull a case cart?).</li> </ul>	<b>Knowledge Assessments:</b> <b>Reflective Journal #8</b> What have you learned about workplace documentation in the sterile processing department?  Is there anything you would do different for compliance?

<b>Week 15</b> <b>Date:</b> <b>11/28/2025</b>	<b>Activity: Do the following until the end of the semester.</b> <ul style="list-style-type: none"> <li>• Wrapping Instrument Sets</li> <li>• Peel Packing Instruments and Supplies.</li> <li>• Rigid Sterilization Container</li> </ul> <b>Answer the questions:</b> <ol style="list-style-type: none"> <li>1. What are the 3-5 most important things you have learned in sterile processing that would impact you as a professional in the field?</li> <li>2. Why are these things important?</li> </ol>	<b>Knowledge Assessments:</b> <b>Reflective Essay #2</b> Write an essay of 150-300 words to summarize your learning experience on the externship site.  *CENTRAL STERILE PROCESSING AREA EVALUATION FORM from clinical coordinator/SPD preceptor
<b>Week 16</b> <b>Due Date:</b> <b>12/05/2025</b>	<b>Assignment for last week of extern rotation:</b> <b>Reflective Journal #10</b> <ul style="list-style-type: none"> <li>• Draft a Thank You letter to the Site Supervisor and/or Preceptor. This is a kind jester to show appreciation. You will be continuing your rotation for the operating room in the next semester.</li> </ul> <b>FINAL EXAM:</b> SPD Introduction to Central Service Quiz	<b>Knowledge Assessments:</b> <b>Reflective Journal #9</b> How well did you adapt to the work environment?  What would you share with the students of the next class?

*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 Surgical Technology Handbook 2025.pdf](#) 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.

I fully understand and acknowledge that this externship is unpaid, i.e., the work I do on the externship site is for my educational purpose; neither the school nor the externship facility has any obligation to compensate me for what I do as a part of the externship.

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

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

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

Externship Start Date: \_\_\_\_\_ Externship Completion Date: \_\_\_\_\_

Externship Site: \_\_\_\_\_