

<b>Program Director:</b> <b>OFFICE:</b>	Kelly Truitt, BA, REEGT, RNCST S250	<b>E-MAIL:</b> <b>PHONE:</b>	<a href="mailto:ktruitt@alvincollege.edu">ktruitt@alvincollege.edu</a> 281-756-5644
<b>Clinical Coordinator:</b> <b>OFFICE:</b>	Rhonda Neiman REEGT S108F	<b>E-MAIL:</b> <b>PHONE:</b>	<a href="mailto:rneiman@alvincollege.edu">rneiman@alvincollege.edu</a> 281-756-5643 cell:281-415-5307
<b>OFFICE HOURS:</b>	Monday 9-10am, Tuesday 8-9am, Wednesday and Thursday 2-3pm		
<b>WEBSITE:</b>	<a href="http://www.alvincollege.edu">www.alvincollege.edu</a>		

**WELCOME TO:**

**Course Title: Electroencephalopathy Clinical III**

**Course Number: ENDT 2661**

**Credit Hours: 6**

**Lecture Hours: n/a**

**Lab Hours: n/a**

**Total Contact Hours: 384**

**Term and Year: Fall 2017**

**Class Days & Times:** Three days/week at Clinical Assignments, which includes clinical placements, assignments online through Blackboard and on-campus clinical simulations. Class times are dependent on individual clinical assignment requirements.

**Classroom Location:** Students will report to assigned clinical sites unless otherwise instructed by the Instructor and/or Clinical Coordinator.

**A. COMMUNICATING WITH YOUR INSTRUCTOR**

The preferred method for communication with Kelly Truitt is through ACC email.

Rhonda Neiman is clinical coordinator. **All absences or tardies are to be communicated to her.** The preferred method of communication for Rhonda Neiman is through ACC email or phone. Please leave your first and last name, a phone number or an e-mail address with a brief summary of the purpose of the communication. Typical response time is within 24 hours Monday-Thursday and by the next business day on Friday-Sunday.

**B. COURSE DESCRIPTION**

A health related work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by clinical professional.

**C. STUDENT LEARNING OUTCOMES**

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and business industry.

**D. PRE-REQUISITE COURSES: ENDT 1463 and ENDT 2463**

**E. REQUIRED TEXTBOOK AND SUPPLEMENTAL READINGS**

Clinical Manual

For more information about the textbooks, including details about how to order your book online and have it delivered to you, visit the ACC College Store at [www.alvinccstore.com](http://www.alvinccstore.com).

**F. COURSE OUTLINE**

The course provides students with training at various Neurodiagnostic clinical sites in the greater Houston area. Clinical practice include observation, application of electrodes, performance of electroencephalopathy testing and clinical history taking. The outcome for this clinical experience will prepare students to perform as an entry-level Neurodiagnostic Technologist. By the end of this rotation, students will be able to:

- Measure and apply electrodes accurately within **40 minutes**. This will provide increased hands on time to enhance proficiency, efficiency, and confidence with both EEG equipment and application skills.
- Perform routine and bedside recordings.
- Recognize normal and abnormal EEG activity on patients of all ages and levels of consciousness.
- Apply extra electrodes and setup special montages when indicated
- Observe and/or assist Evoked Potential and Nerve Conduction Studies
- Develop professional attitudes for health care delivery

**G. ASSIGNMENTS-** *Schedule of due dates, rubrics, and clear explanation of expectations provided on “Blackboard”*

- A. **CAPSTONE EVALUATION (40%):** The purpose of this evaluation is to engage the student in an experience that summarizes what has been learned as a result of a successful enrollment in the Neurodiagnostic Technology Program. A minimum grade of “75” is required in order to satisfactorily pass ENDT-2661 and progress in the program. A maximum of (2) attempts will be permitted.
- B. **Competency Evaluations (20%):** Each student will be required to be evaluated within each clinical placement. This will be done using the Competency Evaluations provided to you by your clinical instructor and available on Blackboard. *Students will have the opportunity to repeat any competency with a grade less than 75. ALL competency evaluation grades will be averaged at the end of the semester. Students may attempt to be checked off on each competency evaluation a maximum of two (2) times. Each attempt must be on a different date and within an acceptable time frame as designated by the instructor.*
- C. **Final Exam (20%):** A comprehensive final exam will be given. The student must take the comprehensive final exam to complete ENDT- 2661. This exam will be considered the Neurodiagnostic Technology Program competency exam.
- D. **Assignments (10%)-**There will be various assignments throughout the clinical experience. Specific instructions and due dates for each assignment will be provided on Blackboard. Students will be given at least 5-7 days to complete this assignment and therefor **no late work will be accepted.**
- E. **Clinical Paperwork (10%)**
1. Forms- Students must complete patient clinical documentation forms each clinical day as described in the Student Clinical Manual. They are to be turned in weekly. **No late forms will be accepted.**
  2. Behavioral Evaluations- A behavioral evaluation is required to be completed at the end of each clinical rotation. The evaluation must be completed by the clinical coordinator and the preceptor who spent the majority of the clinical time with the student and must be signed by the preceptor. The Behavior Evaluation form is found in your clinical manual.

**H. POLICIES ABOUT COURSEWORK AND DEADLINES**

**No late work will be accepted within NDT Clinical courses.** Students with grades less than satisfactory (75%) on Capstone and Competency evaluations will be provided opportunities for reevaluation. Specific guidelines apply (see “Assignments”).

Attendance is **mandatory**. Refer to the clinical manual policy regarding clinical absences.

**I. GRADING SUMMARY**

	<b>% of final grade</b>
<i>Competency Evaluations</i>	20%
<i>Assignments</i>	10%
<i>Clinical Paperwork</i>	10%
<i>Final Exam</i>	20%
<i>Capstone Evaluation</i>	40%
<b>Total</b>	<b>100%</b>

<b>Grading Scale</b>	<b>Grade</b>
90-100	A
80-89	B
75-79	C
Below 75	F

**J. WITHDRAWING FROM CLASS/COLLEGE**

It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

**Six Drop Limit**

The Texas Legislature passed a ruling that limits the number of classes a student can drop during their years as an undergraduate student to six. This policy applies to any student who was a first time college freshmen fall, 2007, or later, who attends a Texas

public institution of higher education. Courses dropped while attending a private or out of state college do not count toward the six drop limit. For further information, refer to the [ACC Catalog](#) or contact Student Services.

#### **K. GRADE APPEAL PROCESS**

Students have one year from the date of the grade assignment to challenge a grade. Refer to the grade appeal process as published in the ACC Catalog at <http://www.alvincollege.edu/Programs-Degrees/Course-Catalogs>.

#### **L. CLASS ATTENDANCE POLICY**

**NDT PROGRAM CLINICAL ABSENCE POLICY:** Attendance is mandatory. Refer to the clinical manual policy regarding attendance and clinical absences. Students must attend clinical regularly to be awarded credit for this course. Any absence or tardiness must be called in to the clinical affiliate **and** clinical coordinator before the start of the scheduled shift.

#### **M. CODE OF ACADEMIC INTEGRITY AND HONESTY**

Alvin Community College students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

#### **N. CLASSROOM PROTOCOL**

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing classroom conduct on campus and online. This information is published in the ACC Student Handbook on page 42.

#### **O. EVALUATION OF INSTRUCTION**

Alvin Community College is dedicated to student success. As part of its ongoing improvement efforts, students will provide input for each course prior to the end of the semester enrolled. Evaluations will be completed in either online or paper format as directed by the Office of Institutional Effectiveness & Research.

#### **P. ACC ACADEMIC SUCCESS AND SUPPORT SERVICES**

The [ACC Tutoring/Learning Lab](#), located upstairs in building A, provides students with a variety of services including tutoring (math, writing, and other disciplines); computers and printers; and tables/carrels. Call 281-756-3566 or visit the **ACC Tutoring/Learning Lab Website** for more information.

The [ACC Library](#) is an excellent source for research and writing help. Quiet rooms are available for studying and doing class work. For more information, visit the **ACC Library Website** or call 281-756-3559.

[ACC Counseling Services](#) assist students with issues that may negatively impact academic success. To contact a counselor, call the office of Advising Services at 281-756-353.

#### **Americans with Disabilities Act**

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the Office of Disability Services, A 136, or call 281-756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

#### **Assessment and Care Team (ACT)**

The Assessment and Care Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: [ACareTeam@alvincollege.edu](mailto:ACareTeam@alvincollege.edu), or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

[MY Blackboard](#) support can be obtained by completing the **Online Support Form**.

**WEBACCESS, Passwords or ACC Computer Lab Information:** If you experience problems with WebACCess, please call the Help Desk at 281-756-3544 or email [helpdesk@alvincollege.edu](mailto:helpdesk@alvincollege.edu).

**Q. MENTAL HEALTH COUNSELING AND SUICIDE PREVENTION SERVICES**

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. Advising services employs two Licensed Professional Counselors who can assist students with issues that negatively impact academic success. Consultation and referrals are confidential. The Counseling Referral form is located at:

<http://www.alvincollege.edu/CounselingServices.aspx>

**Emergencies:**

If you or someone you know at ACC feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide, supportive services are available by requests at the Enrollment Services Center or by calling 281-756-3531, ask for a Counselor. You may also call the National Suicide Prevention Hotline 1-800-273-8255. This is a 24 hour, toll free, confidential suicide prevention hotline available to anyone in suicidal crises or emotional distress. If, however, you or someone you know is in an immediate crisis, go to the nearest Emergency Room, or call 911.

**R. DISCLAIMER**

(The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using email or Blackboard.)