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OFFICE HOURS:	Wednesdays 10:30am-3:30pm; Thursdays 4:00pm – 5:00pm; or by Appointment		
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WELCOME TO ACC:

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 2018

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

All electronic communication between ACC faculty and students will be through college email. All correspondence **requires** use of your ACC email address (example@student.alvincollege.edu). Please be sure to check your email on a regular basis so that you do not miss important information.

If you are a new student or a returning student who does not have an email account, please access <http://www.alvincollege.edu/Campus-Technology> to set-up your WebACCess ID and ACC student email account. Additional information, including technical assistance, can be acquired on the Campus Technology website or by phone (281.756.3544) and email (itservices@alvincollege.edu).

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.alvincstore.com.

F. CORE REQUIREMENTS (Only required for CORE courses)

G. 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 **45 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

TENTATIVE ENDT 2661 Clinical III SCHEDULE	
*Clinical Paperwork due the following week by THURSDAY Mondays and Tuesdays report to Clinical Site Thursdays Report to Alvin at 8am.	
Week 1	Due Thursday: Week 1 Paperwork (Activity Log Only)
Week 2	Due Thursday: Week 2 Paper work (Activity Log, History and Preliminary Report AND New Site Orientation Form)
Week 3	MONDAY LABOR DAY HOLIDAY: No Clinicals Due Thursday: Week 3 Paper work (Activity Log, History and Preliminary Report)
Week 4	Due Thursday: Week 4 Paper work (Activity Log, History and Preliminary Report)
Week 5	Due Thursday: Week 5 Paper work (Activity Log, History and Preliminary Report)
Week 6	Due Thursday: Week 6 Paper work (Activity Log, History and Preliminary Report)
Week 7	Due Thursday: Week 7 Paper work (Activity Log, History and Preliminary Report)
Week 8	Performance Competency Due Thursday: Week 8 Paper work (Activity Log, History and Preliminary Report)
Week 9	Due Thursday: Week 9 Paper work (Activity Log, History and Preliminary Report)
Week 10	Due Thursday: Week 10 Paper work (Activity Log, History and Preliminary Report)
Week 11	Due Thursday: Week 11 Paper work (Activity Log, History and Preliminary Report)
Week 12	CAPSTONES

Clinical Rotation 1:

Clinical Rotation 2:

ACC Open Lab:

	Due Thursday: Week 12 Paper work (Activity Log, History and Preliminary Report)	
Week 13	CAPSTONES Due Thursday: Week 13 Paper work (Activity Log, History and Preliminary Report)	
Week 14	No Clinical Thursday. Nothing Due. THANKSGIVING HOLIDAY	
Week 15	CAPSTONES Due Thursday: Week 14 and 15 Paper work (Activity Log, History and Preliminary Report)	
Week 16	Final Exam and Capstone Makeup	

H. EXAMS AND MAJOR ASSIGNMENTS

ASSIGNMENT	DESCRIPTION (Rubric on Blackboard)	DUE DATES
WEEKLY CLINICAL DOCUMENTATION (15%) 1. Daily Clinical Log 2. History Sheet 3. Preliminary Report 4. Blackboard Discussion	-Students must complete clinical documentation forms every week. -Each week will reflect 2 days of clinical (Monday and Tuesday) -If absent from class, the student is still responsible for turning in paperwork by the due date. ***Lowest grade will be dropped from this category***	See Schedule for Due Dates
New Clinical Rotation (2.5%)	To be completed by the student at the beginning of each new rotation	
Clinical Site Evaluation (2.5%)	To be completed by the student at the end of each new rotation	
PERFORMANCE COMPETENCY (10%)	Head measurement, electrode application and components of a Routine EEG is evaluated. <i>Students will have the opportunity to repeat any competency component with a grade of "unsatisfactory". The highest score obtainable for repeat evaluations will be "Satisfactory." Students may attempt to be checked off a maximum of two (2) times as designated by the instructor.</i>	All components of the Competency will be completed by
CASE STUDY (10%)	Students will present a case study of a patient from her clinical site rotation.	Due: Presentation Schedule TBD
CLINICAL EVALUATIONS (10%)	<i>Students are evaluated at the end of every clinical course using the criteria specified on page 14 of the Clinical Manual. Methods of evaluation will include, but not limited to, clinical check-offs, Preceptor Evaluations, and assignments. Evaluation Form is found on page 22 of the Clinical Manual and a more detailed description of the Evaluation process is found on page 11.</i> <i>*Clinical Coordinator will have Evaluations available by the following week after the end of each rotation.</i>	

COURSE CAPSTONE EVALUATION (25%)	<p>Head measurement, electrode application and performance of a Routine EEG is evaluated at the end of this course.</p> <p>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. Any grade below a 75 will be recorded as a zero (0).</p>	Will be scheduled the end of Semester at ACC
FINAL EXAM (15%)	<p>Multiple Choice</p> <p>Topics: Normal and Abnormal EEG activity on patients of all ages and levels of consciousness (including normal variants), artifact recognition and correction, and ACNS Guideline 1 Minimal Technical Requirements for Performing Clinical EEG, Instrumentation</p>	

I. POLICIES ABOUT COURSEWORK AND DEADLINES

No late work will be accepted within NDT Clinical courses.

Attendance is **mandatory**. Refer to the clinical manual policy regarding clinical absences and Perfect Attendance Extra Credit Opportunities.

J. GRADING SUMMARY

	% of final grade
<i>Weekly Clinical Documentation</i>	<i>15%</i>
<i>New Clinical Rotation Forms</i>	<i>2.5%</i>
<i>Clinical Site Evaluation Forms</i>	<i>2.5%</i>
<i>Performance Competency</i>	<i>20%</i>
<i>Case Study</i>	<i>10%</i>
<i>Clinical Evaluation</i>	<i>10%</i>
<i>Final Exam</i>	<i>15%</i>
<i>Course Capstone Evaluation</i>	<i>25%</i>
<i>Total</i>	<i>100%</i>

Grading Scale	Grade
90-100	A
80-89	B
75-79	C
70-74	D
Below 70	F

K. WITHDRAWAL 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.

L. COURSE 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](#) on page 36.

M. 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.

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks will be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

Faculty may issue the grade of FX for non-attendance after the official census date. The FX grade has no grade points assigned per semester hour due to a student's non-attendance.

N. 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. Additional information is located in the [ACC Student Handbook](#).

O. CLASSROOM CONDUCT

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. Instructors are authorized to establish within reason, rules of conduct within the classroom. Instructors may ask a student to temporarily leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Additional information is located in the ACC Student Handbook. Additional information is located in the [ACC Student Handbook](#).

P. 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.

Q. 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 281-756-3531.

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, or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

Educational Technology

Alvin Community College educational technology includes [MY Blackboard](#) for distance delivery and web-enhancement of courses. Technical support can be obtained by completing the [Online Support Form](#).

All students have a [WEBACCESS](#) account to access numerous college services. If you need information or experience problems with WebACCess, your password, computers in a campus lab, or college email, please call the Help Desk at 281-756-3544 or email helpdesk@alvincollege.edu.

R. 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.

S. DISCLAIMER

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