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<b>OFFICE HOURS:</b>	Tuesdays 11am-12pm and 1pm-3pm and Thursdays 9am-12pm or by appointment.		
<b>WEBSITE:</b>	<a href="http://www.alvincollege.edu">www.alvincollege.edu</a>		

**WELCOME TO ACC:**

**Course Title: Electroencephalopathy Clinical I**

**Course Number: ENDT 1463**

**Credit Hours: 4**

**Lecture Hours: n/a**

**Lab Hours: n/a**

**Total Contact Hours: 256**

**Term and Year: Spring 2019**

**Class Days & Times:** Two days/week at Clinical Assignments, which includes clinical placements, assignments, 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](mailto: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. Clinical professional provides direct supervision.

### 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 1345; ENDT 1350

**CO-REQUISITES:** ENDT 2320

### E. REQUIRED TEXTBOOK AND SUPPLEMENTAL READINGS

Clinical Manual (available on Blackboard)

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](http://www.alvincstore.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 course, students will be able to:

- Measure and apply electrodes accurately within **50 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 EEG activity on patients of all ages and levels of consciousness.
- Recognize and correct artifact on the EEG.
- Develop professional attitudes for health care delivery

### IMPORTANT DATES

1. **Spring I Rotation:** January 28-March 6

2. **Spring II Rotation:** March 18-April 24

3. **ACC Closed (do not report to clinical):**

- a. Monday, January 21 (MLK JR. Holiday)
- b. Monday, March 11 (Spring Break)
- c. Wednesday, March 13 (Spring Break)
- d. Monday, March 22 (Study Day)

4. **Report to ACC instead of clinical site:**

a. **Performance Competency and Case Study Presentation:** \_\_\_\_\_

*(To be determined- will be either March 4 or March 6)*

b. **Course Capstone:** \_\_\_\_\_

*(To be determined- will be end of semester)*

c. **Final Exam:** Monday, May 6

## G. EXAMS AND MAJOR ASSIGNMENTS

ASSIGNMENT	DESCRIPTION	DUE DATES
Orientation Quiz (1%)	This will be completed on orientation day and aide the student in understanding of her Clinical expectations	Orientation Day- Monday, January 14
WEEKLY CLINICAL DOCUMENTATION (14%) 1. Daily Clinical Log 2. History Sheet 3. Preliminary Report	-Students must complete clinical documentation forms every week. -Each week will reflect 2 days of clinical -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***	Will be turned in at class the following week.  See Schedule for Due Dates
New Clinical Rotation Forms (2.5%)	To be completed at the <b>beginning</b> of each new rotation	Rotation 1 Form- Due 2/5 Rotation 2 – Due 3/26
Clinical Site Evaluation Forms (2.5%)	To be completed at the <b>end</b> of each new rotation	Rotation 1 – Due 3/5 Rotation 2 –Due 4/23
PERFORMANCE COMPETENCY (20%)	Head measurement, electrode application and performance of a Routine EEG is evaluated at the end of the first clinical placement.  <i>Students will have the opportunity to repeat any competency with a grade less than 75. ALL competency evaluation grades will be averaged together. Students may attempt to be checked off a maximum of two (2) times within an acceptable time frame as designated by the instructor. It is the students' responsibility to facilitate arrangements for retest.</i>	Week of March 4-8 at ACC. Schedule TBD. Rubric of expectations will be provided.
CASE STUDY (10%)	Students will present a case study of a patient from his/her clinical site rotation. Presentations will be the week of March 4-8 at ACC. Schedule TBD	
CLINICAL EVALUATIONS (10%)	Students are evaluated at the end of every clinical rotation 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. *Clinical Coordinator will have Evaluations available by the following week after the end of each rotation.	
COURSE CAPSTONE EVALUATION (25%)	Head measurement, electrode application and performance of a Routine EEG is evaluated at the end of this course.  A minimum grade of “75” is required in order to satisfactorily pass ENDT-1463 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).	Will be scheduled the end of second rotation at ACC
FINAL EXAM (15%)	Multiple Choice Topics: Normal EEG activity on patients of all ages and levels of consciousness, artifact recognition and correction, and ACNS Guideline 1 Minimal Technical Requirements for Performing Clinical EEG.	Monday, May 6

## 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 Performance Competencies will be provided one-time opportunities for reevaluation. Specific guidelines apply \*It is the responsibility of the student to schedule reevaluations with the appropriate instructor.

## I. GRADING SUMMARY

	<b>% of final grade</b>
<i>Orientation Quiz</i>	<i>1%</i>
<i>Weekly Clinical Documentation</i>	<i>14%</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 Evaluations</i>	<i>10%</i>
<i>Final Exam</i>	<i>15%</i>
<i>Course Capstone Evaluation</i>	<i>25%</i>
<b><i>Total</i></b>	<b><i>100%</i></b>

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

## J. CLINICAL ATTENDANCE POLICY

Attendance is **mandatory** to obtain the skills needed to perform as an entry- level ND Technologist. Refer to the clinical manual policy regarding clinical absences.

## K. STUDENT 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.

## L. 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.

## **M. 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.

## **N. 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.

## **O. 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](#).

## **P. STUDENTS RIGHTS AND RESPONSIBILITIES**

Know your student rights and responsibilities by reviewing the ACC Student Handbook available in the POD under Student Support Services.

The College encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent. Students interested in learning more about the complaint process, may go to the ACC website at <http://www.alvincollege.edu/Campus-Information/Student-Complaints> for additional information.

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

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.

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.

### **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](mailto:helpdesk@alvincollege.edu).

#### **Financial Literacy Resources**

Various financial literacy resources can be found at <http://www.alvincollege.edu/Financial-Literacy> . These resources are designed to help improve students' understanding of financial concepts and services.

#### **Food and Toiletry Assistance**

Students in need of assistance with food or toiletry items should contact: [food@alvincollege.edu](mailto:food@alvincollege.edu) or [toiletries@alvincollege.edu](mailto:toiletries@alvincollege.edu) .

#### **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 without approved documentation from the Office of Disabilities.

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

ACT is committed to providing ACC staff, employees and students with supportive resources through practical, collaborative and thoughtful approach to the prevention, identification, assessment, intervention and holistic management of situations that may be disruptive in a student's academic progress or to the well-being of campus employees. To educate and empower all members of the College community, resources and procedures are available to prevent, deter, and respond to concerns.

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).

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

Students 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 academic performance and/or reduce the ability to participate in daily activities. ACC Counseling Service assist students with issues that may negatively impact academic success. To contact a counselor, call the office of Advising Services at 281-756-3534. 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 calling 281-756-3531 and asking to speak with 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**

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