PIERPONT
COMMUNITY & TECHNICAL COLLEGE™

Course Syllabus

Mission Statement

The Mission of Pierpont Community & Technical College is to provide accessible, responsive, comprehensive education that works.

Title IX and American Disabilities Act

Disability services are available to any enrolled student who has a documented disability and a need for services. To receive accommodations, students must register with the Office of Disability Services, provide any necessary documentation to verify a disability or need for accommodations, and give their professors a copy of their academic accommodation letter each semester. Faculty, students, and the Office of Disability Services must cooperate to ensure the most effective provision of accommodations for each class. The Office of Disability Services is located in Room 121 of the Advanced Technology Center. For additional information, please call (304) 534-7878 or email access@pierpont.edu.

Equal Opportunity

Pierpont Community & Technical College is an Equal Opportunity institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable laws and regulations, Pierpont provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Questions, complaints, or requests for additional information may be directed to George Perich, Vice President of Human Resources and Organizational Development, at 200H Advanced Technology Center, (304) 362-9566.

Course and Section Information

Course Prefix and Number	E8150
Course Title	Surgical Technology
CRN	51.0909
Credit Hours	45
Term	☒ Full Term ☐ 5A Term ☐ 5B Term ☐ 5C Term ☐ 10A Term ☐ 10B Term ☐ WI Term ☐ Summer I ☐ Summer II
Course Start and End Dates	August 17th -May 14th Clinical schedule: <u>typically</u>, 6:10 a.m.–2:00 p.m., Tuesdays and Thursdays, or as assigned by clinical partners.
Course Meeting Days and Times	8:30 a.m.–2:30 p.m., Monday–Thursday
Course Schedule Type	☒ Lecture ☒ Lab ☒ Practicum ☒ Internship ☐ Independent Study
Contact Time per Term (hours)	1400
Delivery Format	☒ Face-to-Face (F2F) ☐ Online ☐ Hybrid (25% F2F / 75% Online) ☐ Hybrid (50% F2F / 50% Online) ☐ Hybrid (75% F2F / 25% Online)
Course Location (Room/Building)	117 ATC
Academic School	Pierpont Community and Technical College
Academic Program	A.H.S Surgical Technology
Course Description (*Catalog*)	This program prepares students to become skilled surgical technologists who assist in surgical operations. Emphasizing both theoretical knowledge and hands-on clinical

Course and Section Information

	experience, the curriculum covers anatomy, microbiology, surgical procedures, sterilization techniques, and patient care. Students will learn to prepare operating rooms, handle surgical instruments, and support surgical teams to ensure patient safety and efficient procedure flow. Upon completion, graduates will be equipped to work effectively in hospitals, clinics, and other healthcare settings
Pre-requisites (*Catalog*)	None Required
Co-requisites (*Catalog*)	None Required
Essential Course Functions	1. **Sterile Technique and Infection Control** Understand and apply principles of asepsis to prevent contamination and infection during surgical procedures. 2. **Surgical Instrumentation Management** Identify, handle, and maintain surgical instruments and equipment required for various surgeries. 3. **Patient Preparation and Positioning** Prepare patients physically and emotionally for surgery, including proper positioning to ensure safety and access. 4. **Operating Room Setup** Assemble and organize the operating room environment, including surgical instruments, supplies, and equipment. 5. **Assisting During Surgery** Assist surgeons and other team members by passing instruments, managing supplies, and anticipating procedural needs. 6. **Specimen Handling** Collect, label, and handle surgical specimens for laboratory analysis according to protocol. 7. **Communication and Teamwork** Collaborate effectively with surgeons, nurses, anesthesiologists, and other

Course and Section Information

	healthcare professionals to ensure smooth surgical operations. 8. **Emergency Procedures** Respond appropriately to intraoperative emergencies and understand protocols to ensure patient safety. 9. **Ethical and Legal Responsibilities** Adhere to healthcare laws, patient confidentiality, and professional ethical standards. 10. **Clinical Practice** Apply classroom knowledge in real-world surgical settings through supervised clinical rotations.
Course Textbooks	• Surgical Technology Principles and Procedures • Medical Terminology • Anatomy & Physiology for Surgical Technology • Surgical Instrumentation • Surgical Pharmacology • Surgical Procedures Will all be available to you the 1st day of Class.
Required	
Recommended	
% Open Educational Resource (OER)	
Distance Learning Requirements	
Other Materials or Costs	

Instructor Information

Instructor	Ashley Howard

Instructor Information

Email	Ahoward3@pierpont.edu
Office Location	117a
Office Hours	Available M-W-F 2:30-3:30
Phone	760-559-6075
Campus Mailbox	

Course Student Learning Outcomes

Course Student Learning Outcomes	• To prepare the students to function as a Surgical Technologist who provides and participates in the coordination of patient care as a member of the surgical team by demonstrating knowledge of aseptic techniques, surgical procedures, and instrumentation. • To provide learning environments for a student which facilitates the development of knowledge, skills, and values needed for professional development. • To prepare competent entry level surgical technologists for the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. • To provide students with sufficient background to be able to assimilate the policies and procedures of any health care institution consistent with their scope of practice. • To prepare students to communicate effectively via oral, written, and electronic modes. • To prepare students to pass the National Certification Examinations prepared by the

Course Student Learning Outcomes

	National Board of Surgical Technology and Surgical Assisting (NBSTSA). • To foster the concept of continuing education and lifelong learning.
Methods of Assessment of Learning Outcomes	1. **Written Exams and Quizzes** Test knowledge of anatomy, surgical procedures, aseptic techniques, instrumentation, and safety protocols. 2. **Practical Skills Assessments** Hands-on demonstrations where students must correctly prepare instruments, set up the operating room, or simulate surgical assistance. 3. **Objective Structured Clinical Examinations (OSCEs)** Timed stations testing clinical skills, decision-making, and problem-solving in simulated surgical scenarios. 4. **Clinical Performance Evaluations** Assess student competence during real-world clinical rotations through direct observation and feedback from clinical instructors. 5. **Case Study Analysis** Written or oral assignments requiring students to analyze specific surgical cases, identify potential issues, and propose solutions. 6. **Lab Simulations** Use of mannequins, virtual reality, or mock operating rooms to replicate surgical environments for skill practice and assessment. 7. **Research Projects or Presentations** Evaluate students' understanding of current surgical technologies, procedures, or evidence-based practices through reports or presentations. 8. **Professional Behavior and Participation** Assessment of teamwork, communication, punctuality, adherence to safety protocols, and ethical conduct.

Course Student Learning Outcomes

	9. **Self and Peer Assessments** Encourage reflective learning and constructive feedback among students.
Common Assessment for All Course Sections	1. Written Examination Multiple-choice and short-answer questions covering key topics such as anatomy, aseptic technique, surgical procedures, instrumentation, and patient safety. 2. Practical Skills Test Students demonstrate: Proper surgical hand scrubbing and gowning/gloving Correct setup of a sterile field and operating room preparation Identification and handling of surgical instruments Simulated assistance during a surgical procedure 3. Clinical Scenario Simulation (OSCE-style) Stations testing critical thinking and decision-making in surgical scenarios, including: Managing an intraoperative emergency Handling surgical specimens correctly Responding to a breach in sterile technique 4. Professionalism and Communication Evaluation Observed or role-played interactions with surgical team members and patients assessing teamwork, communication, and ethical behavior. 5. Clinical Performance Review Standardized evaluation form for clinical instructors to assess students' performance during rotations,

Course Student Learning Outcomes

	covering technical skills, safety adherence, and professionalism.
Special Projects to Be Included in the Course	Final Exit Exam, Surgical Presentations, Skills Check off See list in student handbook.

Means of Evaluation and Grading Policies

Course Requirements *(i.e. exams, quizzes, class participation, essays; include corresponding weighted values)*	A minimum average of 80% is required in all didactic and clinical courses. No rounding (e.g., 79.9% is failing). Make-up examinations are administered at faculty discretion upon return. Clinical performance is evaluated daily/weekly with an 80% average minimum required and satisfactory completion of all critical skills.
Late Work Policy	**All late work is subject to a 10% Deduction in grade for every day late**
Statement on Return of Graded Materials	A minimum average of 80% is required in all didactic and clinical courses. No rounding (e.g., 79.9% is failing). Make-up examinations are administered at faculty discretion upon return. Clinical performance is evaluated daily/weekly with an 80% average minimum required and satisfactory completion of all critical skills.

Course Policies

Class Conduct and Professionalism	Students must demonstrate professionalism, integrity, and respect for patients, peers, and staff. Plagiarism, harassment, intimidation, tobacco use on restricted grounds, and breaches

Course Policies

	of confidentiality are prohibited and may result in disciplinary action, up to dismissal.
Class Attendance Policy	Class schedule: 8:30 a.m.–2:30 p.m., Monday–Thursday (subject to change). Clinical schedule: <u>typically</u>, 6:10 a.m.–2:00 p.m., Tuesdays and Thursdays, or as assigned by clinical partners. The program follows the Pierpont academic calendar for holidays; clinical make-up time may be required. - Attendance is required for all scheduled activities. - Max 60 hours of absence per academic year. 3 tardies = 6 hours of absence. - There are no excused absences: absences are strictly counted and subtracted from required program hours. - Absence beyond limits will lead to automatic withdrawal.
Class Arrival and Departure	8:30-2:30
Class Participation	Clinical rotations are mandatory and assigned across affiliated sites; transportation is the student's responsibility. Activities during clinical education are educational only (no paid employment while assigned as a student).
Artificial Intelligence (A.I.) Statement	*Instructional Faculty in collaboration with Coordinator and Dean will determine use.*
Two-Week Attendance Reporting	Faculty must report during the second week of the term student non-attendance in compliance with

Course Policies	
	Department of Education Financial Aid regulations.
	Students who have not attended any class meeting during the first two weeks and who have not withdrawn from the institution will be administratively removed from the respective class(es) in the subsequent week to adjust Title IV funding.

Class Schedule	
Tentative Class Schedule or Outline *(This schedule is a guide for course delivery and subject to change. This schedule should include calendar dates and/or a course schedule by week, and identify test dates/times, assignment due dates, etc.)*	See "Appendix A" of this syllabus.
Midterm Date	
Final Exam Date	May 12-13th 2027
Registrar's Academic Calendar	See Pierpont's website for the Registrar's Academic Calendar.

Additional Institutional Information

Pierpont CTC Board of Governors Policy 18
Pierpont CTC Board of Governors Policy 18 (Section 3.1.3), mandates that a student be given a written copy of a course's academic requirements (a syllabus) during the first scheduled class meeting. The syllabus should include attendance expectations and any penalty imposed for absences, as well as evaluation criteria and other course requirements. Even if the syllabus is only available electronically, faculty and students must still discuss the syllabus on the first day of class.

Copyright Notice
Material presented in this course may be protected by copyright law.

Institutional Policies and Student Responsibilities
Students are expected to be familiar with and adhere to all College policies, procedures, and academic regulations. Official information regarding academic policies, student conduct, grading, attendance, accommodations, academic integrity, and other important administrative policies and procedures can be found in Pierpont Community & Technical College's *Academic Catalog*, the *Student Handbook*, and on the College's official website (www.pierpont.edu). Students are responsible for reviewing and understanding these documents, which are updated regularly to reflect current institutional standards.

Counseling Services
Pierpont's Office of Counseling Services, located in room 121 of the Advanced Technology Center (ATC), provides free, confidential support to all enrolled students, excluding dual enrollment students. Services are fully covered by student tuition and fees, with no additional cost.

Counseling staff are licensed clinical professionals who assist students with a wide range of personal and emotional concerns. Common reasons for seeking support include adjusting to college, academic or life transitions, stress, anxiety, depression, family challenges, substance use, identity-related issues (such as gender, sexuality, race, religion, or disability), and trauma or sexual assault recovery. Benefits of counseling include greater self-awareness, improved coping skills, and a more meaningful and successful college experience.

To schedule an appointment, email access@pierpont.edu, call (304) 534-7878, or visit the Counseling Services Office. Additional information, including registration steps, FAQs, and resources, are available on the Counseling Services webpage located on Pierpont's official website (www.pierpont.edu).

Disability Services
Pierpont's Office of Disability Services, located in room 121 of the Advanced Technology Center (ATC), works with full-time, part-time, and dual-enrollment students to determine reasonable accommodations that support academic success. Students who had an IEP or 504 Plan in high school often qualify, as do others with documented disabilities, even if they did not previously receive specialized services.

It is the student's responsibility to contact the Office of Disability Services to initiate the process and provide appropriate documentation. Accommodations are determined on a case-by-case basis. After completing an intake meeting, eligible students will receive an accommodation letter outlining the necessary accommodations. Students must provide this letter to their instructors each semester and discuss how accommodations will be implemented in each course. Instructors are not obligated to provide accommodations unless they receive this official documentation.

To schedule an appointment, email access@pierpont.edu, call (304) 534-7878, or visit the Disability Services Office. Additional information, including registration steps, FAQs,

and resources, are available on the Disability Services webpage located on Pierpont's official website (www.pierpont.edu).

Tutorial Services
Pierpont offers free in-person and online tutoring to all enrolled students. Support is available each semester for English, math, and a variety of other subjects. In-person tutoring is offered at the Tutorial Services Center located at the Advanced Technology Center (Room 117) and at the Gaston Caperton Center (Room 101 – Teaching and Learning Commons). Online tutoring is available through Microsoft Teams.

Additionally, students have access to Tutor.com, a 24/7 online tutoring service that offers live help across a wide range of subjects. To access Tutor.com, log in to Blackboard, open any course, and scroll to the last two folders in the course menu.

For more information, contact Memori Dobbs, Director of Student Success, at (304) 367-4854 or mdobbs1@pierpont.edu.

IT Help Desk
To assist the campus community, Pierpont's IT Help Desk offers telephone, walk-in, and live chat support during regular business hours (8 a.m. to 4 p.m.). The Help Desk also offers some evening and weekend hours. To obtain assistance, call (304) 333-3731 or submit a help ticket by emailing help@pierpont.edu.

Campus Participation of Individuals with Felony and/or Sexual Offense Records
If a student is assigned an activity or assessment that cannot be completed due to a criminal record, the student should inform the instructor. When possible, an alternative will be provided unless the assignment assesses an essential function for which no substitution is available.

Certain programs at Pierpont Community and Technical College require criminal background checks for admission, during the course of study, or for specific activities. Details pertaining to individual program requirements can be found in Pierpont's *Academic Catalog*. The results of a background check may affect a student's ability to complete specific courses or meet employment eligibility following graduation.

Withdrawal from a Course
Students may withdraw from courses through their Pierpont ROAR account but are strongly encouraged to consult their academic advisor and the Financial Aid Office beforehand. Withdrawal deadlines are published in the Registrar's Academic Calendar. After the course withdrawal deadline and before the final week of classes, students may withdraw from the institution, receiving grades of "W." Failure to follow the official withdrawal process may result in grades of "F" for courses not completed. It is the student's responsibility to print and retain copies of all withdrawal transactions for documentation.

Additional Student Services and Support

In addition to the services outlined in this syllabus, Pierpont Community & Technical College offers a wide range of resources to support student success—academically, personally, and professionally. Students are encouraged to explore the full range of available services, including academic advising, career services, financial aid support, student life activities, and more. Comprehensive information on these services can be found on Pierpont's official website (www.pierpont.edu), in the *Academic Catalog*, and in the *Student Handbook*.

Appendix A
Tentative Course Schedule
(Insert)