

VIRGINIA WESTERN

Course Syllabus SUR 298 Seminar and Project in Surgical Technology Spring 2025

Instructor: Morgan Boyd, BAS, CST

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Office Hours: Please confirm campus location with instructor prior to appointment!

Monday	1 p.m. – 3 p.m.
Tuesday/Wednesday/Thursday	By appointment only.
Friday	VWCC campus – 11 a.m. – 2 p.m.

Contact Methods and Response Time: The instructor is available by phone, e-mail and through office hours each week to assist you with questions or concerns. Use of office hours is encouraged as we offer immediate attention. For e-mail correspondence, please allow at least 24 hours for a reply. More urgent matters should be handled by phone, text message or in person. If e-mailing on the weekend, you may not get a reply within 24 hours.

Inclement Weather Schedule:

Under a delayed opening, class will meet at 10:45 a.m. – 1:50 p.m. on Friday. A course announcement will be posted on Canvas confirming the time. Please consult the VWCC website for detailed information:

<https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-60/>

Course Info & Title: SUR 298 – Seminar and Project in Surgical Technology

Time, Day & Location: 9 a.m. – 12:50 p.m. on Monday's in Humanities Building # 222

Credit Hours: 4 credit hours

Course Prerequisites: BIO 141, BIO 142, SDV 101, HLT 141, ENG 111, PSY230, SUR 100, SUR 135, SUR 140, SUR 145, HLT 105, SUR 150, SUR 240, SUR 245, SUR 250, SUR 195, SUR 230, SUR 210, SUR 260

Course Co-requisites: PHI 220, SUR 296

Course Description: Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. In this capstone course, the student demonstrates achievement of program outcomes and readiness for entry level practice as a surgical technologist. The student demonstrates knowledge for entry level practice via standardized testing and preparation for the NBSTSA Certified Surgical Technologist (CST) Exam.

Program Competencies

1. Communicate effectively utilizing spoken, written, and technical skills with patients, physicians, and coworkers.
2. Demonstrate behavior that corresponds with an ethical and legal standard of the profession, adhering to their scope of practice, with honesty and moral integrity required to uphold patient care standards.
3. Demonstrate self-direction, accountability, and responsibility for maintaining surgical competency by pursuing personal and professional development.
4. Demonstrates the application of the principles of asepsis and surgical conscience in a knowledgeable manner that provides optimal patient care in the perioperative setting.
5. Integrate knowledge and incorporate learned competencies for the delivery of patient care as an entry-level surgical technologist during basic surgical procedures.
6. Recognizes the importance of professionalism through membership in professional organizations, thereby earning the title of Certified Surgical Technologist (CST) and understands the necessity of life-long learning as a contribution to society.
7. Integrate knowledge of human anatomy, pathophysiology, and surgical procedural steps, to anticipate the surgical team's needs.

Course Learning Objectives

Upon completion of the course, students will be able to:	Meets Competency #
Demonstrates achievement of all program outcomes and readiness for entry level practice as a surgical technologist	#1 through #7
Demonstrates knowledge, skill and preparedness for the NBSTSA CST exam	#1 through #7

COURSE POLICIES

*****The instructor reserves the right to modify based on mitigating circumstances*****

Attendance:

- *The following policy for classroom/lab attendance applies to all surgical technology courses held on campus:* The student is expected to make the Surgical Technology Program a priority over a work schedule or other obligations. Each student is held accountable for all material covered in the classroom, skills lab, and clinical setting. When absence from a classroom, skills lab, or clinical setting becomes necessary, it is the responsibility of the student to discuss this with the appropriate instructor or clinical coordinator prior to the absence. The student is responsible for all work and material missed during an absence. Absence from course, lab and clinical rotations may result in administrative withdrawal of the student from that course.
- The profession of surgical technology is a demanding discipline that requires students to think critically and utilize high-level analytical skills regarding complex issues. The discipline requires such mastery not only in well-articulated written work, but also in thoughtful discussions between and among students and instructors. Participation is not simply a matter of showing up and turning work in on time. Participation requires truly thoughtful, insightful, and well-argued contributions and leadership in class/lab that demonstrate a high level of mastery of the course material.
- Students who cease attendance prior to the withdrawal deadline for a class will be reported to the Admissions Office for withdrawal from the class. After withdrawal deadline, students will receive a grade of "F" if they stop attending class, unless they request and are granted an administrative withdrawal because of mitigating circumstances. Such requests should be submitted to and approved by the Admissions and Records Coordinator in the Admissions Office during the term which the discontinuation of attendance occurs. Students must be making satisfactory progress in the course at the time of withdrawal" for an administrative withdrawal.

Grading Scale and Standards

Percentage	Points	How do I calculate my grade?
A = 93.00 – 100%	A=930 to 1000 points	Total number of points I have in the course right now: 770 Total number of points I can receive in the course: 1000 Calculate: Divide 770 into 1000 ($770/1000$) = 77% C This calculation gives your current % in the course <u>**Grades will not be rounded**</u>
B = 85.00 – 92.99	B = 850 to 929.9 points	
C = 77.00 – 84.99	C = 770 to 849.9 points	
D = 69.00 – 76.99	D = 690 to 769.9 points	
F = below 69%	F = 0 to 698.9 points	

Method of Evaluation	Quantity	Total Points	Grade Percentage
Mock Exams	7 exams 50 points each	350	35 %
Mock Exam Correction Assignments	7 assignments 50 points each	350	35 %
Comprehensive Practice CST Exam	1 exam 200 points	200	20 %
Portfolio Project	1 project 100 points	100	10 %
	Total	1000	100%

Important Dates:

1-19-25	Last day to register/add a class
1-30-25	Last day to drop for a refund
3-24-25	Last day to withdraw without grade penalty

Make-Up/Late-Work Policy:

On-Campus Testing Policies – Missed Exam

If a student cannot take an examination at the scheduled time, the instructor must be contacted prior to the exam time or the student will receive a grade of zero (0). Arrangements to take a missed test or exam must be made promptly with the instructor. In the event a student cannot take a scheduled test or the final exam on the established date/time, prior instructor notification is required for make-up test arrangements. Notification must occur prior to the class start time. A late penalty of five (5) points will be deducted from the test grade each day. Make-up tests may include questions different from the original test administered to the class at large. Make-up tests must be scheduled

with the instructor within five (5) days of the original scheduled test time. Failure to do so will result in a score of zero. **For tests missed without prior instructor arrangement, there will not be a make-up option and a score of zero will be recorded.**

If a student experiences an extenuating circumstance on the day of the scheduled test, no grade penalty will be imposed if the student notifies the instructor prior to the start time of the test. An extenuating circumstance is defined as: Motor vehicle collision, severe illness of the student or immediate family member with a health care provider excuse, or death of an immediate family member with supporting evidence such as an obituary notice.

Students may be scheduled for proctored electronic testing for certain courses. On-campus testing is administered in the Brown Library Testing Center. Information for scheduling tests on campus can be found using this link: <https://www.virginiawestern.edu/library/testing-center/>

Late Work Policy

Late assignments are generally not accepted. The instructor reserves the right to accept late work on an individual basis for extenuating circumstances. The instructor must be contacted, and you must speak to her directly **prior** to the due date/time to discuss any emergency preventing the on-time completion of an assignment. In the event late work is accepted, there will be a total of 5 points subtracted from the grade for each business day after the due date up to 3 days; any work not submitted 3 days past the date will be given a zero "0". Late assignments received without prior permission will receive a grade of zero "0".

Penalties for Academic Honesty Violations:

The **Student Conduct Policy** is accessible on the student website, which can be accessed from the VWCC homepage: [VWCC Student Conduct Policies](#)

- If a student is caught cheating in class, the following will occur:
 - A grade of "0" will be given for the assignment/test. A formal notice of academic dishonesty will be documented and placed in the students' program file, students' academic file, and reported to the Dean of Health Professions and Student Services for further actions. The student will not continue in the class until the proper actions have been taken. If the student is allowed to return to the course, the student is responsible to make up all course work.
 - **Electronic Communication Devices such as cell phones, I-Pads, Apple Watches etc., may not be used during a test.** Any student found to be using an electronic communication device during a test will be assumed to be cheating and will face the same consequences for academic dishonesty. When testing using Respondus Lockdown Browser and Monitor, the student must download Respondus Lockdown and complete the task required to use webcam monitoring during the test.
 - **Honor Pledge:** *I understand that Virginia Western Community College fosters a culture of academic integrity and respect and that this integrity is the foundation of our academic system. As a member of this academic community, I pledge to support this culture. I affirm that I will not give or receive any unauthorized assistance, and that all work will be my own. I further affirm that I understand that if I have knowledge of academic misconduct, I am obligated to notify my instructor.*

Conditional Generate AI Usage

In this course, the use of Generative AI is permissible only under specific circumstances, as outlined in the assignment instructions. When AI tool usage is allowed, exercise caution and ensure that you appropriately cite and attribute any content generated through their use. It is essential to strike a balance between leveraging the advantages of AI resources and preserving your individual creativity and problem-solving abilities. Failure to adhere to the specified Generative AI usage guidelines may result in academic consequences. Pay careful attention to the assignment requirements to determine whether AI tools are permitted and follow the instructions accordingly.

Resources: VWCC Library Resources: <http://infoguides.virginiawestern.edu/c.php?g=690892&p=6179927>

Required Text and Other References

Textbook Title	Author	Edition
Surgical Technology for the Surgical Technologist A Positive Care Approach ISBN: 978-130595641-4	Frey, Kevin B.	5 th
LANGE Q&A Surgical Technology Examination ISBN: 978-125958811-2	Sherman, Carolan, Chmielewski, Mary	8 th
Pearson's Surgical Technology Exam Review ISBN: 978-0-13-521342-1	Rogers, McGuiness Leary	4 th
Surgical Instrumentation, An Interactive Approach	Nemitz, Renee	2 nd

ISBN: 978-1-4557-0719-5		
Surgical Technologist Certifying Exam Study Guide ISBN: 978-0-8036-1226-6	AST	3 rd
Pharmacology for the Surgical Technologist ISBN: 978-0-323-34083-0	Katherine C. Snyder and Chris Keegan	4 th
VWCC Surgical Technology Student Handbook	VWCC AAS in ST	n/a
Surgical Equipment and Supplies ISBN: 978-0803645714	Rutherford, Colleen J.	2 nd

Exams

There are several scheduled exams for all material covered through the weeks preceding the exam. Many of the exam questions will be cumulative in nature and will address previously covered material. All exams will be given via Canvas.

Exam Dispute

Students will have an opportunity to review an exam. Any challenges to test answers must be submitted in writing and supported with evidence from current professional surgical technology literature within five (5) days following the exam. For any grade change to be made, the student must clarify any questions regarding the exam with the instructor.

Test Correction Assignments

Students will be given a window of time to complete the mock exams listed on the topical outline. Once the window closes, students will be able to access their exam to make test corrections for a grade. Students are responsible for printing their own exam and making test corrections with the instructions provided by the instructor. This will serve as an opportunity to review material needing reinforcement as well as additional structure for studying. Detailed instructions will be provided on the first day of class. Students are expected to utilize the Surgical Technology resources to complete the test correction assignments. **Simply providing the correct answer does NOT earn any credit, and an appropriate rationale MUST be included to receive credit.**

Class Participation

This review course is designed to strengthen and review knowledge necessary for preparation of the national exam. Students are expected to participate willingly and engage with classmates and the instructor to enhance the educational experience. Students not actively participating, sleeping, doing other work, playing on their phone, etc. will receive a verbal warning. If the lack of participation continues the student will be docked three (3) points on the upcoming exam in which this occurs.

Comprehensive Practice CST Exam

The comprehensive practice CST exam is web-based and will be taken in the VWCC testing center on the scheduled day during class. The results will be sent to the instructor and will be given to the students individually following completion by the class. This exam will be cumulative in nature and will mimic the national exam.

Student Projects

This course will include a portfolio project. Instructions will be given on the first day of class.

Reading Assignments

Reading assignments will be given from the required textbooks. Reading assignments are generally given the week prior to the applicable class. **Students are expected to have read the assigned material before attending the class for which it has been assigned.** Coming prepared for lecture improves the classroom experience for all students.

Written Assignments

Assignments are intended to enhance the understanding of the skills and knowledge required to successfully complete this course. Students are expected to complete and submit them on the date specified. Students are required to use the latest edition APA (American Psychological Association) style manual in the preparation of all written work unless otherwise specified in the assignment. Assignments will require a minimum of two sources, to be cited and referenced.

Workload Expectations

In this course, you will be expected to spend 3.5 hours per week in independent learning which can include reviewing assigned material, preparing for class discussions, working on assignments, and studying for exams. In addition, 1.5 hours per week will be spent in direct instruction.

Students are expected to study each week in the Lange, AST and Pearson study guides to be prepared for the upcoming lecture meeting.

Dress Code for Class

Students are to dress in a manner that reflects the school's dress code. Students are always to wear their ID badge.

Cell Phone in the Classroom Policy

To maintain an uninterrupted flow of instruction in the classroom/lab, students will refrain from the use of cell phones or mobile devices during class. All devices should be turned to an "off" position or to "vibrate" mode to avoid disrupting learning activities. Students will not answer cell phones nor conduct phone conversations during classroom instruction. Students are expected to leave the classroom if the need to take a call arises.

NOTE: While in attendance in any SUR labs and/or lectures, the use of cell phones, laptops and any tablet devices will not be permitted and will be required to be turned to an "off" position to avoid disrupting learning activities.

Syllabus Changes

The instructor reserves the right to make changes to the syllabus and/or the course calendar. Any changes will be communicated to students in writing by way of an announcement on the course in Canvas ASAP.

Title IX Statement

- [Title IX Syllabus Statement 2025](#)

ADA Statement

- [ADA Syllabus Statement 2025](#)

TOPICAL OUTLINE

Week of	Content	Assignments/Due Dates
January 13 th	Week 1: Syllabus, course expectations, CST exam overview, review of test taking strategies, Mock Exam # 1 in class	Portfolio Project Assigned
Monday, January 20th NO LECTURE - College Closed – Martin Luther King Jr. Day		
January 27 th	Week 2: Medical terminology, A&P basics, Class Review Activity Complete Self Evaluation and turn in by end of class	Mock Exam # 1 Corrections due in class on 1/27 @ 9 a.m. Mock Exam # 2 on CANVAS Availability: Must be completed between 1/27 through 2/2 by 11:59 p.m.
February 3 rd	Week 3: sterilization, microbiology, Surgical Asepsis Class Review Activity	*Review questions in accompanying chapters in Pearson review book*
February 10 th	Week 4: Review Instrumentation, Equipment and Case Prep, Surgical Environment, Biomedical terminology, The Surgical Patient, Wound Management, Professional Aspects of the OR Class Review Activity	Mock Exam # 2 Corrections due in class on 2/10 @ 9 a.m. Mock Exam # 3 on CANVAS Availability: Must be completed between 2/10 through 2/16 by 11:59 p.m.
February 10 th	Week 5: Basics of CST resume, Effective Brain Dump Class Review Activity	*Review questions in accompanying chapters in Pearson & Lange review*

February 17 th	Week 6: Review General Surgery, Obstetrics & Gynecological Surgery, Plastic & Reconstructive Surgery, Head & Neck Surgery Review activity in class	Mock Exam # 3 Corrections due in class on 2/17 @ 9 a.m. Mock Exam # 4 on CANVAS Availability: Must be completed between 2/17 through 2/23 by 11:59 p.m.
February 24 th	Week 7: Review Neurosurgery, Ophthalmic Surgery Review Activity in Class	*Review questions in accompanying chapters in Pearson & Lange review*
March 3 rd	Week 8: Review Orthopedic Surgery, Genitourinary Surgery Review Activity in Class	Mock Exam # 4 Corrections due in class on 3/3 @ 9 a.m. Mock Exam # 5 on CANVAS Availability: Must be completed between 3/3 through 3/16 by 11:59 p.m.
Spring Break – March 10th – 14th		
March 17 th	Week 9: Review Thoracic, Cardiac, & Vascular Surgery Review Activity in Class	*Review questions in accompanying chapters in Pearson & Lange review* Portfolio Project Due on Canvas by 11:59 p.m. on Sunday, March 23rd
March 24 th	Week 10: Comprehensive Practice CST Exam in Class Location TBA Individual Result Analysis	Mock Exam # 5 Corrections due in class on 3/24 @ 9 a.m. Mock Exam # 6 on CANVAS Availability: Must be completed between 3/24 through 3/30 by 11:59 p.m.
March 31 st	Week 11: Cumulative Review, review any material needing additional reinforcement Class Review Activity	*Review questions in accompanying chapters in Pearson & Lange review*
April 7 th	Week 12: Cumulative Review, review any material needing additional reinforcement Class review activity	Mock Exam # 6 Corrections due in Class on 4/7 @ 9 a.m. Mock Exam # 7 on CANVAS Availability: Must be completed between 4/7 through 4/13 by 11:59 p.m.
April 14 th	Week 13: Cumulative Review, review any material needing additional reinforcement Class Review Activity	*Review questions in accompanying chapters in Pearson review book*
April 21 st	Week 14: Cumulative Review, review any material needing additional reinforcement Class review activity	*Review questions in accompanying chapters in Pearson review book* Mock Exam # 7 Corrections due in Class on 4/21 @ 9 a.m.
April 28 th	Week 15: Cumulative Review, review any material needing additional reinforcement Class review activity	*Review questions in accompanying chapters in Pearson review book*
Scheduled CST Exam on VWCC Campus: Tuesday, May 6th @ 9 a.m.		