



Horry-Georgetown  
Technical College

## **COURSE INSTRUCTIONAL PACKAGE**

PNR 120

Medical/Surgical Nursing I

Effective Term

Fall 2026/Spring 2027/Summer 2027

## Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: PNR 120

COURSE TITLE: Medical/Surgical Nursing I

CONTACT HOURS: 9.0

CREDIT HOURS: 5.0.

### **RATIONALE FOR THE COURSE:**

This course is an introduction to care of adult patients. Basic nursing principles previously taught will be incorporated. The focus of study will be to examine factors affecting and/or producing disease and illness and common problems of ill adults. The course integrates the nursing process to meet physiologic, psychosocial, and safety needs of the patient. Major content areas are: The adult life cycle in health and illness, assisting with spiritual care, activity and comfort measures, meeting nutritional needs, medication administration, the digestive system, gastro-intestinal disorders, the urinary system, wound healing, care of the surgical patient, vision, and hearing.

### **COURSE DESCRIPTION:**

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

### **PREREQUISITES/CO-REQUISITES:**

(Credit level [BIO 210](#) Minimum Grade of C or Credit level [BIO 210](#) Minimum Grade of TC) and (Credit level [MAT 155](#) Minimum Grade of C or Credit level [MAT 155](#) Minimum Grade of TC or Credit level [MAT 110](#) Minimum Grade of C or Credit level [MAT 110](#) Minimum Grade of TC or Credit level [MAT 120](#) Minimum Grade of C or Credit level [MAT 120](#) Minimum Grade of TC) and (Credit level [PNR 110](#) Minimum Grade of C)

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

**ADDITIONAL REQUIREMENTS:**

HGTC Nursing Uniform (see Nursing Department Handbook for specifications)  
Current CPR for the Health Care Provider Certification (must remain current for the duration of enrollment in the nursing program)  
Professional liability insurance (included in tuition)  
Current South Carolina State Law Enforcement Division background check  
Complete compliance with the current Student Health Report, including all required documentation in Student Tracker (must remain current throughout enrollment in the Practical Nursing Program)  
Stethoscope of good quality  
Wristwatch (with second hand)  
HGTC Student picture ID badge  
HGTC library card  
Nurse Pack (available at HGTC bookstore)  
Calculator

**TECHNICAL REQUIREMENTS:**

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

**ATTENDANCE VERIFICATION:**

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

**IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

**STUDENT COURSE EVALUATIONS:**

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive changes.

**CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette

expectations for distance learning courses, please visit [Online Netiquette](#).

## Part II: Student Learning Outcomes

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

Upon completion of this course in the PN curriculum, the student will be able to:

1. **SAFETY** – Promote safe practices in contemporary health care environments.
2. **CLINICAL DECISION-MAKING** – Promote efficient clinical decision making in contemporary health care environments.
3. **TEAMWORK AND COLLABORATION** – Promote teamwork and collaboration practices in contemporary health care environments.
4. **PROFESSIONAL BEHAVIOR** – Promote professional behaviors in contemporary health care environments.
5. **PATIENT CENTERED CARE** – Promote patient centered care practices in contemporary health care environments.

### **Unit 1: Physiological integrity related to medication administration**

#### **Materials Covered:**

**Timby's Medical Surgical Nursing:** Chapter 13

**Timby's Fundamentals:** Chapters 32, 33, 34, & 35 (review from PNR 110) **Kaplan Basics**

**Assessment(s):** Module examinations, in class assignments including case studies, content-based worksheets, hands-on activities, group discussions, standardized examinations, reflective journal entries, simulation activities, and clinical performance.

#### **Learning Outcomes:**

1. Identify the principles of medication administration
2. Discuss the nursing process in relationship to medication administration
3. Discuss the physiological and emotional needs for adequate pain control
4. Identify and demonstrate the methods for administering medications by the following
5. routes: Oral, topical, inhaled, intradermal, subcutaneous, intramuscular and intravenous.
6. Describe and demonstrate recommended techniques for administering parenteral

7. medications by the following methods: subcutaneous, intramuscular, intravenous,
8. intradermal
9. Identify indications for IV therapy
10. Review types of IV fluids and indications for use
11. Describe types of venous access devices for IV therapy
12. Explain causes, signs, symptoms, and nursing implications of IV therapy
13. Demonstrate the administration of oral, liquid, rectal, topical agents, administering eye
14. drops and ointments, eardrops, nose drops, nasal sprays, inhalants, sublingual
15. medications, buccal medications, withdrawing medication from a vial, withdrawing
16. medication from an ampule, reconstructing a powdered dosage form, placing two
17. medications into one syringe, giving an intramuscular injection, administering a Z-track
18. injection, giving an intradermal injection, and giving a subcutaneous injection.

## **Unit 2: Care of Preoperative, Intraoperative and Postoperative surgical patients.**

### **Materials Covered:**

**Timby's Medical Surgical Nursing:** Chapters 12, 14, **Kaplan Basics.**

**Assessment(s):** Unit examinations, in class assignments, content-based worksheets, hands on activities, group discussions, reflective journal entries, standardized examinations, simulation activities and clinical performance.

### **Learning Outcomes:**

1. Explain the physical, emotional, and psychosocial preparation of patients for surgical procedures.
2. State the nurse's role during the signing of a surgical consent form.
3. Understand the various roles of the nurse during the pre, intra and postoperative phases.
4. Identify types of patients most at risk for surgical complications.

5. Analyze the differences in various types of anesthesia.
6. Describe the care of a patient in the post-anesthesia care unit (PACU).
7. Discuss measures to prevent postoperative infection.
8. Prioritize measures to promote safety for postoperative patients.
9. Analyze the major differences between acute and chronic pain and their management in
10. the postoperative patient.
11. Give examples of the different pharmacologic approaches to pain that include the use of adjunctive measures.
12. Review medications commonly administered in perioperative nursing.

### **Unit 3: Physiological, sociological, and psychological integrity related to the digestive system/Intake & Output Monitoring**

#### **Materials Covered:**

**Timby's Medical Surgical Nursing:** Chapters 44, 45, 46, & 47 **Kaplan Basics.**

**Assessment(s):** Unit examinations, in class assignments, content-based worksheets, hands on activities, group discussions, reflective journal entries, standardized examinations, simulation activities and clinical performance.

#### **Learning Outcomes:**

1. Review the structure and function of the gastrointestinal system.
2. Distinguish major causative factors in the development of disorders of the gastrointestinal system.
3. Summarize measures to prevent disorders of the gastrointestinal system.
4. Discuss management of patients undergoing surgery of the gastrointestinal system.
5. Illustrate the cause, signs and symptoms of gastroesophageal reflux disease (GERD), Barrett's esophagus, and gastritis, irritable bowel syndrome, diverticulitis, incarcerated hernia, intestinal obstruction, ulcerative colitis, Crohn's disease, appendicitis, peritonitis, hemorrhoids, fistulas and pilonidal cysts.
6. Review medications commonly administered for the digestive system.
7. Explain the plan of care for a patient with cholelithiasis, cholecystitis,

hepatitis (various types), cirrhosis, ascites, liver failure (acute and chronic), liver transplant patients, liver cancer, and pancreatitis

8. Contrast the difference between the care of a patient with a nasogastric tube for decompression and the care of a patient with a feeding tube.
9. Discuss reasons total parenteral nutrition might be prescribed for a patient.
10. List medical conditions that may occur as a result of protein, calorie, vitamin or mineral deficiency or excess.
11. Identify a variety of factors that influence nutrition.
12. Explore cultural differences in nutritional practices.
13. Identify patients at risk for nutritional deficits.
14. Identify what is measured as fluid intake and output.
15. Discuss methods of recording intake and output
16. Demonstrate correct calculation of intake and output

#### **Unit 4: Care of patients with disorders of the urinary system.**

##### **Materials Covered:**

**Timby's Medical Surgical Nursing:** Chapters 57, 58, & 59. **Kaplan Basics.**

**Assessment(s):** Unit examinations, in class assignments, content-based worksheets, hands on activities, group discussions, reflective journal entries, standardized examinations, simulation activities and clinical performance.

##### **Learning Outcomes:**

1. Differentiate the causes of urologic problems and disorders.
2. Perform initial and ongoing nursing assessment of a patient's urologic status including laboratory data.
3. Describe five nursing responsibilities related to the care of a patient with an indwelling urinary catheter.
4. Examine the psychological effects and nursing interventions for urinary incontinence.
5. Examine the signs and symptoms of selected urologic inflammatory disorders and nursing interventions for these patients.
6. Analyze types of patient conditions that create a risk for acute renal failure.

7. Compare the needs of patients on long-term hemodialysis with patients who use peritoneal dialysis.
8. Present the benefits and special problems associated with kidney transplantation.
9. Review medications commonly administered for the urinary system.

**Unit 5: Review complications of wound healing, including pressure ulcers, and the effects on patient's well-being.**

**Materials Covered:**

**Timby's Medical Surgical Nursing:** Chapters 64, 65, & 66. **Kaplan Basics.**

**Assessment(s):** Unit examinations, in class assignments, content-based worksheets, hands on activities, group discussions, reflective journal entries, standardized examinations, simulation activities and clinical performance.

**Learning Outcomes:**

1. Describe the structure and function of the integumentary system.
2. List skin areas are most susceptible to pressure injuries.
3. Plan specific measures to prevent skin tears.
4. Analyze the changes that occur with aging that affect the skin.
5. Describe the etiology and interventions for: Dermatitis, acne, fungal infections, bacterial infections of the skin, herpes, acne, skin cancer and burns.
6. Describe the physiologic process by which wounds heal.
7. Discuss factors that affect wound healing.
8. Discuss correct nursing actions to be taken if wound dehiscence or evisceration occurs.
9. Explain the purpose of a wound drain and identify various types.
10. Compare and contrast the therapeutic effects of heat and cold.
11. Verbalize the difference between different types of anti-pressure beds.
12. Name at least four pressure relief devices that help prevent skin injury in immobile patients.
13. Determine important postoperative observations and nursing interventions in the care of a patient who has undergone an amputation.
14. Review medications commonly administered for the integumentary system.

**Unit 6: Physiological integrity related to sensory needs: Vision and Hearing**

Materials Covered:

**Timby's Medical Surgical Nursing:** Chapters 41, 42, & 43. **Kaplan Basics.**

**Assessment(s):** Module examinations, in class assignments including case studies, content-based worksheets, hands-on activities, group discussions, standardized examinations, reflective journal entries, simulation activities, and clinical performance.

**Learning Outcomes:**

1. Review normal anatomy and physiology of the eye; discuss methods that contribute to the preservation of sight and prevention on blindness.
2. Discuss nursing implications in relation to diagnostic testing of the eye using the nursing process.
3. Describe common disorders of the lens of the eye including medical and surgical management and intervention, nursing intervention and patient education.
4. Review etiology and incidence of eye disorders resulting from increased intraocular pressure, diagnostic testing, medical and surgical management and apply the nursing process to a patient with the condition of increased intra ocular pressure.
5. Explore various emergent conditions common to the eye, review treatment and nursing interventions.
6. Discuss etiology and incidence of infections of the eye, including prevention, transmission routes, and treatment.
7. Explore specific nursing care in relation to the patient undergoing differing surgical procedures of the eye.
8. Apply the nursing process to patients with visual impairment and discuss necessary adjustments to nursing care.
9. Recall the basic anatomy and physiology of the ear.
10. Describe diagnostic testing and evaluation of the ear and hearing and apply the nursing process.
11. Explore the pathophysiology, signs and symptoms, medical and surgical treatment, and nursing care for patients with common disorders of the ear.

12. Discuss the impact of hearing loss, the etiology, signs and symptoms, and interventions available for patients with hearing loss.
13. Review medications commonly administered for hearing and vision needs.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:**

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

|                                               |      |
|-----------------------------------------------|------|
| Tests                                         | 80%  |
| Final Exam                                    | 10%  |
| Quizzes/Assignments: (see below)              | 10%  |
| *CoursePoint Assignments: <b>3%</b>           |      |
| *PrepU, KITs, & After Exam Quizzes: <b>7%</b> |      |
| Total =                                       | 100% |

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

Students must achieve a minimum of a 77 weighted average on the unit tests and final exam (90% of grade) in order to progress. The grade is calculated as follows: Unit test average X percentage and Final exam test grade X percentage divided by 90.

#### **Example:**

|                   |             |   |            |
|-------------------|-------------|---|------------|
| Unit test average | 77.54 X .80 | = | 62.03      |
| Final exam grade  | 81.04 X .10 | = | <u>8.1</u> |

Total points      70.13 / .90                      = 77.9

### **GRADING SYSTEM:**

GRADING SYSTEM:

A = 100 – 90

B = 80 – 89

C = 79 – 77

D = 76 – 69

F=Less than 69

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

### **TESTING GUIDELINES:**

Please refer to the Testing Guidelines below, for testing within the Nursing Department. All testing will occur on campus, in person, and are computerized.

- Telephones on silent and placed in front of the room.
- Scratch paper will be provided by faculty. You may not use your own.
- No drinks, snacks, mints, cough drops during the test. Any drink must be placed in the trash or in the front of the classroom during the test.
- Please use the bathroom prior to the test. If you must use the bathroom, you will be escorted by a proctor. No additional time will be added to your testing time.
- No hats or hoods.
- No questions during the test.
- Raise your hand if there are technology issues.
- All belongings must be stored along the wall of the classroom. You may not access these bags during the testing period (ex. no unzipping your purse to get your phone when you finish the test to take it outside. It is distracting to the other students. Instead, quietly take all belongings with you when you leave the room.)
- If you have a medical condition that may require a rapid sugar source, please have it available and give it to the instructor, who will hold it in front of the classroom.

All alternate format questions (select-all-that-apply, ordering, matching) will be

graded as right-minus-wrong (+/-). These modifications are necessary to ensure the security of the testing environment.

### **KAPLAN TESTING FOR PROGRESSION:**

Kaplan is a requirement for progression. The Kaplan Integrated Test (KIT) for this course is PN Fundamentals A, NGN" and requires a benchmark of 68% for progression. To pass this KIT, you must obtain the benchmark score of 68% and complete remediation. Remediation is defined as one (1) minute per question (right and wrong) on Kaplan website and one (1) Kaplan remediation card for each Incorrect answer.

If the benchmark is not met on the first attempt:

- Students must complete full remediation and retake the exam.

If the second attempt benchmark score is  $\leq$  the first attempt score:

- Students must complete full remediation and will be referred to a remediation specialist for targeted support.

If the second attempt benchmark score is  $>$  the first attempt score, this demonstrates measurable improvement.

- Students must complete full remediation.
- Improvement may be defined as a score increase of one (1) point from the highest score.

If this test is not completed within this course time frame, the student will receive an Incomplete (I) in this course.

There are 4 Kaplan Focused Review (KFR) that are required for progression in this course. The KFR's for this course are PN FR Cardiovascular A, NGN; PN FR Respiratory A, NGN; PN FR Musculoskeletal A, NGN; and PN FR Gastrointestinal A, NGN. To pass these KFR's you must obtain a benchmark score of at least 80% and complete remediation. You may attempt these as many times as needed to obtain the benchmark. Remediation for KFR's is for the 1st attempt only and is defined as one (1) minute per question (right and wrong) on Kaplan website and a complete Kaplan Focused Review Remediation Sheet with explanation of each Incorrect answer. These KFR's are not proctored therefore you can do them when its convenient for you. If this test is not completed within this course time frame, the student will receive an Incomplete (I) in this course.

**LABORATORY/CLINICAL EVALUATION:**

Satisfactory/Unsatisfactory (must achieve a satisfactory evaluation to progress in the Practical Nursing program). Skill content will be tested in the theory portion of the course.

The assigned clinical instructor will evaluate students weekly. Students will be graded as Satisfactory (S), Unsatisfactory (U), or Needs Improvement (NI). Please see PNR 140 Clinical Evaluation Tool (Online CPE) for specific grading requirements. To progress in the practical nursing program, the student must receive a satisfactory clinical evaluation. Clinical failure is defined as receiving: 2 unsatisfactory evaluations in one learning outcome, 3 unsatisfactory evaluations under different learning outcomes, or an incident of a critical event. A critical event is defined as, but not limited to, a dangerous action that injures or has the potential to injure, illegal or unethical behavior, and alcohol or drug use in the clinical setting.

Any changes in health status will require a physician statement regarding students' ability to complete clinical requirements independently. A change in health status consists of but not limited to the following:

- a. ANY major or minor vehicle accident.
- b. ANY major or minor health procedure.
- c. ANY illness that involves seeking medical treatment.

An updated Health Science Division Health Record form must be submitted to the Clinical Admissions Coordinator before returning to class/clinical/lab.

**CHAIN OF COMMAND**

**Please refer to Chain of Command document found under Content.**

Please refer to the diagram below regarding the appropriate process to address issues which arise during the semester.

| <b>Step 1: Clinical Instructor or Lecturer</b>                                                                                                                         | <b>Step 2: Course Coordinator</b>                                                                                                                                                                       | <b>Step 3: Assistant Dept. Chair then Dept. Chair</b>                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Initial issues or concerns are addressed with the clinical instructor or lecturer. This is an opportunity to resolve</li> </ul> | <ul style="list-style-type: none"> <li>If the problem or concern remains unresolved, an appointment is made with the Course Coordinator. The student (or class rep) presents the concern and</li> </ul> | <ul style="list-style-type: none"> <li>If the response of the Course Coordinator is unsatisfactory, the student (or class rep) makes an appointment with the Assistant Department Chair. If the issue remains unresolved,</li> </ul> |

|                                                                                                                                                      |                                                                                              |                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| the issue.<br>• Concerns which affect the class (not an individual) are to be addressed by the class representative using the same chain of command. | provides the course coordinator with an opportunity to investigate and respond to the issue. | the student (or class rep) makes an appointment with the Department Chair to address the concern. |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

### **Classroom Decorum:**

Please arrive on time for class. If late for class, please enter the room as quickly and quietly as possible. For dates with online testing or assignments, please turn on the computer on arrival. Written assignments are to be turned in as scheduled.

### **LATE ASSIGNMENTS:**

A student at Horry-Georgetown Technical College is responsible for all course work and all assignments made in class and clinical. Written assignments are to be turned in as scheduled.

LATE ASSIGNMENTS ARE NOT ACCEPTED FOR CREDIT. IF A STUDENT IS ABSENT ON THE DUE DATE FOR A WRITTEN ASSIGNMENT, THE STUDENT MUST HAND IN THEIR WORK TO THE FACULTY MEMBER'S OFFICE PRIOR TO THE BEGINNING OF THE NEXT DAY PRESENT FOR CLASS TO RECEIVE CREDIT. DROP BOX ASSIGNMENTS ARE OPEN FOR SEVERAL DAYS AND LATE DROP BOX ASSIGNMENTS ARE NOT ACCEPTED.

### **USE OF TECHNOLOGY**

- Recording nursing lectures is not allowed.
- Personal electronic devices will be on "Silent Mode" during all learning times.
- Personal electronic devices (smart technology, tablets, laptop, etc.) may be used in classroom and laboratory environments for educational, content-related purposes only.
- The above-described use of all electronic devices may only be used according to the discretion of the instructor(s).
- In all clinical settings, HGTC Nursing Students will comply with the technology policy as defined by the institution in which the clinical learning experience is occurring.

### **TEST MAKE-UP POLICY:**

Students are strongly encouraged to be present for ALL scheduled examinations as scheduled in the Course Calendar. Students may miss a maximum of one (1) scheduled exam for certain reasons. The score on the final exam will be used as the score on the missed exam and 5 points will be deducted for the replaced grade only. (DOES NOT REPLACE OR SUBSTITUTE FOR THE LOWEST EXAMINATION SCORE).

Example:

Student misses Unit 1 Exam

Student scores an 80 on his/her Final Exam.

The student will be assigned a score of 75 for his/her missed Unit 1 Exam

The student will

maintain a score of 80 for his/her Final Exam

If you know in advance that you must be absent for one of the reasons listed in the student handbook, then you must notify the course instructor or course coordinator at least 1 week in advance or at least two weeks in advance if due to a religious observance. If you fail to present advanced notice of absence and/or acceptable documentation, then you will receive a grade of zero (0) for the missed unit test and/or final exam.

Any subsequently missed exams will receive a grade of zero (0) and no option for make-up will be allowed. Students are not allowed to substitute for the Final Exam grade.

### **QUIZ MAKE UP POLICY:**

In class quizzes missed cannot be made up and a grade of 0 will be assigned unless prior arrangements are approved by the instructor.

### **ACADEMIC DISHONESTY:**

As part of your learning journey, it's important to engage with your assignments and projects in an authentic and meaningful way. While AI can be a useful tool for research or inspiration, using AI-generated assignments is not an appropriate way to complete your work. Submitting AI-generated content as your own is considered academic dishonesty and undermines your ability to truly grasp the material.

Your personal effort, critical thinking, and creativity are essential to your development. By completing assignments yourself, you gain the skills and

knowledge necessary for success in both school and life. Remember that the process of learning is just as important as the final product. Let's keep our academic integrity strong and continue to take pride in our own work!

**PLAGIARISM:**

The college defines "Plagiarism" as (1) the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work or (2) submitting content for academic purposes that are created by artificial intelligence, technology platforms, or writing services and representing that such content is the person's own work product. While AI can be a useful tool for research or inspiration, using AI-generated assignments is not an appropriate way to complete your work. Submitting AI-generated content as your own is considered academic dishonesty and undermines your ability to truly grasp the material. Your personal effort, critical thinking, and creativity are essential to your development. By completing assignments yourself, you gain the skills and knowledge necessary for success in both school and life. Remember that the process of learning is just as important as the final product. Let's keep our academic integrity strong and continue to take pride in our own work! If plagiarism is identified by similarity score greater than 25% the student will earn a zero ("0") for the assignment. If plagiarism is identified by similarity score greater than 50% the student will be turned in for academic misconduct.

**TESTING POLICY:**

All tests for PNR 130 will occur on campus, in-person. If you are tardy for a scheduled unit test or final exam, you may not be allowed to take the test. See Nursing Student Handbook.

In situations of a public health restriction that prevents a student from on campus attendance, Honorlock is an option available for course testing. To use this testing service, students must have access to a PC or Mac with internet connection, the Google Chrome browser, webcam (either internal or external) and microphone, as well as the ability to download and install the Honorlock Chrome extension on the computer. Students must present a valid student ID or driver's license to take the exam. There is a fee (\$10 per exam) for using this service, which is paid directly to Honorlock at the time the exam is taken. This service is ONLY available for those

students who has been placed on quarantine.

### **USE OF ARTIFACTS:**

Student graded assignments may be used for organization accreditation.

### **MIDTERM SURVEY:**

Must be completed at the Midterm Point, after Unit Test #2. Refer to Course Calendar for specific date.

### **END OF COURSE SURVEY:**

Must be completed prior to end of semester. Refer to Course Calendar for specific date.

### **Accident and/or Illnesses Occurring on or off Campus:**

Accidents involving Faculty, Staff and Student Workers (work-study, clinical student or students on a required internship):

An accident/illness involving faculty, staff or student worker must be reported immediately to the Human Resources Department before seeking medical treatment, if possible, so an accident/incident report can be completed, and Worker's Compensation can be notified. In the event someone in Human Resources cannot be notified, the injured party may contact the College's Worker's Compensation insurance carrier, CompEndium Services, to complete an accident/incident report and to receive clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of the workers' compensation coverage.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred. Attached is a copy of the Accident/Incident Report form. A copy of the report needs to be distributed to the following departments: Human Resources, the respective Supervisor, and the Dean/Provost of the specific campus.

If you need to go to the doctor's office, the following locations work in conjunction with our Worker's Compensation:

**Convenient for the Grand Strand Campus:**

|                                                  |                                                         |                                                      |                          |
|--------------------------------------------------|---------------------------------------------------------|------------------------------------------------------|--------------------------|
| <b>Doctors Care -<br/>Carolina Forest</b>        | <b>200 Middleburg Dr<br/>Myrtle Beach, SC<br/>29579</b> | <b>Mon-Fri 8am-<br/>8pm<br/>Sat/Sun 9am-<br/>5pm</b> | <b>843-903-<br/>6650</b> |
| <b>Doctors Care -<br/>North Myrtle<br/>Beach</b> | <b>1714 Hwy 17<br/>Myrtle Beach, SC<br/>29582</b>       | <b>Every day 8am-<br/>8pm</b>                        | <b>843-361-0705</b>      |
| <b>Doctors Care -<br/>Strand Medical</b>         | <b>1220 21st Ave.<br/>Myrtle Beach, SC</b>              | <b>Every day 8am-<br/>8pm</b>                        | <b>843-626-<br/>9379</b> |

**Convenient for the Conway Campus:**

|                                                       |                                              |                                                 |                          |
|-------------------------------------------------------|----------------------------------------------|-------------------------------------------------|--------------------------|
| <b>Doctors Care -<br/>Church Street<br/>(Hwy 501)</b> | <b>1113 Church St<br/>Conway, SC</b>         | <b>Every day 8am-<br/>8pm</b>                   | <b>843-248-<br/>6269</b> |
| <b>Doctors Care -<br/>Main Street</b>                 | <b>1400 Main Street<br/>Conway, SC 29526</b> | <b>8am-6p Mon-Fri<br/>ONLY (NO<br/>WEEKNDS)</b> | <b>843-381-<br/>8206</b> |

**Convenient for the Georgetown Campus:**

|                                      |                                                           |                                                      |                          |
|--------------------------------------|-----------------------------------------------------------|------------------------------------------------------|--------------------------|
| <b>Doctors Care -<br/>Georgetown</b> | <b>1068 North Frazier St<br/>Georgetown, SC<br/>29440</b> | <b>Mon-Fri 8am-<br/>8pm<br/>Sat/Sun 9am-<br/>5pm</b> | <b>843-545-<br/>7200</b> |
|--------------------------------------|-----------------------------------------------------------|------------------------------------------------------|--------------------------|

**Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the**

**beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses,** refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

### **ATTENDANCE POLICY:**

Successful completion of any nursing course requires the student to:

1. Attend at least 80% of all nursing classes. Students attending less than 80% of all classes in any nursing course will be withdrawn from the course.
2. Attend 100% of all clinical/lab hours in any nursing course. A maximum of 1 (one) of the total clinical/lab assigned days may be missed.
  - a. Students who fail to notify the clinical/lab instructor prior to each clinical absence may not be allowed to make up the hours.
  - b. Absence more than 1 (one) of the total clinical/lab assigned days or failure to make up the missed clinical/lab time will result in a grade of "unsatisfactory" for clinical and a failing grade (D) for the course.
3. Attendance at all scheduled conferences as specified in each course syllabus is required to pass the course.

### **TARDY POLICY:**

Students are expected to be on time for class and to stay for the entire session.

Three events of tardiness, or leaving class early, five minutes or longer, will be counted as one class absence.

## **Part V: Student Resources**

### **THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):**

The SSTC offers all students the following **free** resources:



1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

### **STUDENT INFORMATION CENTER – TECH Central:**



TECH Central offers all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

### **HGTC LIBRARY:**



Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

### **STUDENT TESTING:**

Testing in HGTC courses may occur during regularly scheduled class time or

online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team

at [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu) or 843-796-8818 (call or text).

### **COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, [Jenifer.Riddei@hgtc.edu](mailto:Jenifer.Riddei@hgtc.edu).

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu).

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### **TITLE IX REQUIREMENTS:**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, [Jenifer.Riddei@hgtc.edu](mailto:Jenifer.Riddei@hgtc.edu).

### **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).