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| Houston Community College  Coleman College for Health Sciences  Diagnostic Medical Sonography  <https://www.hccs.edu/programs/areas-of-study/health-sciences/diagnostic-medical-sonography/> |
| DMSO 1202/ Basic Ultrasound Physics/ 1 Lect 3 Lab/ CRN# 15603 |
| Fall 2019/ 16 weeks/ 8-26-19 to 12-15-19 |
| In-Person/ Coleman/ W 8:00 am -11:50 pm |
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| **Instructor Contact Information**  Instructor: Asif Ahmadov, MD, RDMS, RVT  Office: CTower, Room 711  HCC Email: asif.ahmadov@hccs.edu  Office Hours: Upon Request  Instructor: Elizabeth Ho, DHSc, RDMS  Office: Coleman, Room 512  HCC Email:elizabeth.ho@hccs.edu  Office Hours: Wednesday, 1:00 - 4:00 pm  Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.  **Instructor’s Preferred Method of Contact**  I will respond to emails within 72 hours Monday through Friday; I will reply to weekend messages on Monday mornings. |
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| **Prerequisites and/or Co-Requisites**  Admission to the program. |
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| **Canvas Learning Management System**  This course uses Eagle Online Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities, including information about scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. It is recommended that you USE FIREFOX OR CHROME AS YOUR BROWSER when using Eagle Online Canvas. |
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| **HCC Online Information and Policies**  Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/ |
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| **Scoring Rubrics, Sample Assignments, etc.**  Look in Eagle Online Canvas for the scoring rubrics for assignments and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap |
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| **Instructional Materials/** **Textbook Information**  Name: Understanding Ultrasound Physics  Edition: 4th  By: Edelman, S. K.  ISBN: 0-9626444-5-5  Name: DMSO Student Handbook |
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| **Other Instructional Resources**  **Tutoring**  HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.  **Libraries**  The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at http://library.hccs.edu.  **Supplementary Instruction**  Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specific course, and who earned grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/. |
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| **Course Overview**  **Curriculum Objectives (CCOs)**  Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.  **Program Student Learning Outcomes (PSLOs)**  1. Provide basic patient care and practices in general diagnostic medical sonography, including employ professional judgment, ethics and communication skills.  2. Recognize sonographic appearance and/or Doppler patterns of normal structures, disease processes, and pathologies.  3. Apply acoustic physics and Doppler ultrasound principles to operate the ultrasound machine.  4. Perform sonographic examinations according to protocols.  **Course Student Learning Outcomes (CSLOs)**  Identify abnormal sonographic patterns and pathological processes in the organs of the abdomen, and pelvis.  **Learning Objectives**  Students will be able to:  Describe the interaction of sound and soft tissues.  1. Define sound and describe how it behaves  2. Discuss the generation of echoes in tissue  3. Explain how the pulse-echo principle is used in sonography  Explain sound production and propagation.  1. Describe the weakening of ultrasound as it travels through tissue  2. Explain what frequency is and why it is important in diagnostic ultrasound  Summarize the basic principles and techniques of ultrasound.  1. Compare the continuous and pulsed ultrasound |
| **Student Success**  Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:  • Reading the textbook  • Attending class in person and/or online  • Completing assignments  • Participating in class activities  There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide. |
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| **Instructor and Student Responsibilities**  As your Instructor, it is my responsibility to:  • Provide the grading scale and detailed grading formula explaining how student grades are to be derived  • Facilitate an effective learning environment through learner-centered instructional techniques  • Provide a description of any special projects or assignments  • Inform students of policies such as attendance, withdrawal, tardiness, and make up  • Provide the course outline and class calendar which will include a description of any special projects or assignments  • Arrange to meet with individual students before and after class as required  As a student, it is your responsibility to:  • Attend class in person and/or online  • Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me  • Read and comprehend the textbook  • Complete the required assignments and exams  • Ask for help when there is a question or problem  • Keep copies of all paperwork, including this syllabus, handouts, and all assignments  • Attain a raw score of at least 50% on the departmental final exam  • Be aware of and comply with academic honesty policies in the HCCS Student Handbook |
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| **Assignments, Exams, and Activities**  **Student Assignment**  Several assignments will be given in this course.  **Assignment Policy:**  • Assignments may be given by the instructor for writing activities to be carried out either in the classroom or outside the classroom setting.  • Nomenclature for naming files when paper are uploaded: please put your first name when saving the assignment, such as ElizabethJournal1.docx. Papers without names will not be accepted  • Submission of assignment in Word document or PDF only (.doc, .docx, .pdf). Other formats will not be accepted and will be considered as late work.  • Twenty (20) points will be deducted for incomplete forms or assignments. Incomplete forms or assignments will be returned to the students and the students will have one week to correct it. If the students do not return the completed form or assignment, it will be given a zero (0).  • Late work will be accepted with 20 points deduction within 7 days after the due date. Late work will not be accepted after that.  • The instructors will not accept assignments or any course work through Canvas or HCC e-mail without prior knowledge.  • Due Dates and Grade Distributions are based on what is listed on the syllabus and not on Canvas. Should there be a discrepancy, please let the instructor know as soon as possible.  **Lab Policy:**  • Points will be deducted for failure to bring supplies to lab class (USB, towels, sheets, and scanning notes).  • Students are not allowed to use the printer in the lab to print pictures, but only texts.  • Paper towels in the lab are for hand wiping only. Students are not allowed to use the paper towels in the lab for cleaning the transducers or on patients.  • All lab supplies may not be left in the lab. It must be stored in the assigned locker. The locker must have a lock on it. HCC is not responsible for lost or stolen items.  • During lab class, students are not allowed to close the curtains unless they have an accommodation letter or they are scanning a human breast, scrotum, or transvaginal female pelvis. If the curtain is pulled, under no circumstance should you enter the scanning area.  **Student Assessments**  A quiz will be given after each chapter to assess the students’ knowledge.  **Final Exam**  Students will have a multiple choice, matching, and truth/false questions final exam at the end of the semester.  **Testing Policy:**  • Test questions will be taken from the reading materials and lectures.  • Test questions may include content from previous chapters or prior classes.  • Test questions may require knowledge from earlier parts of the course  •Generally, multiple choice question will be given up to 70 seconds per question, other type of questions will have various time per questions.  • Students may only bring a pen and/or the laptop with them on testing days.  • Student belongings must be stored in the back of the room or in their lockers during a quiz or exam.  • Online quizzes are to be done confidentially. You may not print or share the questions or answers with other students.  • If the student arrives after the test has begun, the missed time will be deducted from the exam time. For example, if you are 15 minutes late to a 60 minutes exam, you will only have 45 minutes to take the exam.  • If a students isn't able to start the exam because he/she has forgotten the password, the time spent recovering a lost password will be deducted from the exam time.  • Students may not leave the classroom once the exam has started. If the student leaves the room, the student will not be able to continue with the exam.  • Students will not be permitted to make-up a missed quiz or exam.  • The student can only miss up to one (1) quiz. The student will receive a zero “0” for any missing quizzes after that.  • If a student miss a quiz or exam, the point percentage will go toward the next quiz or exam.  • All students must take the last quiz or exam. If the student does not take the last quiz or exam, he/she will get a zero for that last quiz or exam.  • During a quiz or an exam, the instructor can only answer to questions that relate to the make-up of the exam. The instructor will not be able to answer questions relating to grammar, vocabulary, anatomy, or medical terminology.  • All students must take the last quiz or exam. If the student missed the last quiz or exam, the student will get a zero for that quiz or exam.  • If there is a final exam, the student must take the final exam. If not, 25 points will be deducted from the final grade.  • If a student fails a quiz or exam, he/she must schedule a tutoring session with an instructor or tutor within two weeks of the quiz or exam date. The faculty will create an incident report in Trajecsys stating that the student is willing or unwilling to accept the faculty or tutor's help. |
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| **Grading Formula**  **GRADE DETERMINATION:**  Class Assignments 15%  Weekly Quizzes (8 quizzes) 60%  Final 25 %   |  |  | | --- | --- | | A = 100- 90 | 4 points per semester hour | | B = 89 - 80: | 3 points per semester hour | | 75 or above to progress in the DMSO program | | | C = 79 - 70: | 2 points per semester hour | | D = 69 - 60: | 1 point per semester hour | | 59 and below = F | 0 points per semester hour | | FX (Failure due to non-attendance) | 0 points per semester hour | | IP (In Progress) | 0 points per semester hour | | W (Withdrawn) | 0 points per semester hour | | I (Incomplete) | 0 points per semester hour | | AUD (Audit) | 0 points per semester hour |   HCC Grading Scale can be found on this site under Academic Information: <http://www.hccs.edu/resources-for/current-students/student-handbook/> |
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| **Incomplete Policy**  If the student gets an incomplete in this course, he/she has until the first day of the next semester to make-up the missed or incomplete work. If the student fails to make up or complete the work, he/she will have to retake this course in the following year. |
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| **Course Calendar**   |  |  |  | | --- | --- | --- | | Students are expected to prepare for the reading assignments and class activities ahead of time. Additionally, students are expected to actively participate in the online class sessions. | | | | **Week** | **Date** | **Reading Assignment before class: Edelman, S. K. (2012). Understanding Ultrasound Physics 4th Ed. Texas: Education for the Sonographic Professional, Inc.** | | 1 | 8/28/2019 | * Go over syllabus * Math Review | | 2 | 9/4/2019 | * Chapter 1&2 | | 3 | 9/11/2019 | * **Chapter 1&2 Quiz** * Chapter 3 | | 4 | 9/18/2019 | * Chapter 3 | | 5 | 9/25/2019 | * **Chapter 3 Quiz** * Chapter 4 | | 6 | 10/2/2019 | * Chapter 4 | | 7 | 10/9/2019 | * **Chapter 4 Quiz** * Chapter 5 | | 8 | 10/16/2019 | * **Chapter 5 Quiz** * Chapter 6 | | 9 | 10/23/2019 | * Chapter 6 | | 10 | 10/30/2019 | * **Chapter 6** * **Last Day to Withdraw: November 2, 2018** | | 11 | 11/6/2019 | * **Chapter 6 Quiz** * Chapter 7 | | 12 | 11/13/2019 | * **Chapter 7 Quiz** * Chapter 8 | | 13 | 11/20/2019 | * Chapter 8 | | 14 | 11/27/2019 | * **Chapter 8 Quiz** * Chapter 9 **Complete the EGLS3 Evaluation in People Soft** | | 15 | 12/4/2019 | * Chapter 9 | | 16 | 12/11/2019 | * Final Week/ Comprehensive Final/ * Computer Lab | |
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| **Syllabus Modifications**  The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes. |
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| **Instructor's Practices and Procedures**  **Missed Assignments**  • It is the responsibility of the students to make sure that all forms or assignments get submitted under the appropriate heading in Canvas.  • Twenty (20) points will be deducted for incomplete forms or assignments. Incomplete forms or assignments will be returned to the students and the students will have one week to correct it. If the students do not return the completed form or assignment, it will be given a zero (0).  • Late work will be accepted with 20 points deduction within 7 days after the due date. Late work will not be accepted after that.  • The instructors will not accept assignments or any course work through Canvas or HCC e-mail without prior knowledge.  • Due Dates and Grade Distributions are based on what is listed on the syllabus and not on Canvas. Should there be a discrepancy, please let the instructor knows as soon as possible.  **Academic Integrity**  The DMSO program follows the 2019-2020 HCC Student Handbook in regards to the Academic Integrity and Scholastic Dishonesty (p. 61).  Penalties and/ or disciplinary proceedings may be initiated by instructors, department chairs, instructional deans, and/or deans of student services against a student accused of academic dishonesty. Discretion is given to the instructor as to the administration of consequences for academic integrity violations at the classroom level, subject to any rules imposed by the relevant program/division/center of excellence. Consequences might include such penalties as:  - a zero on the assignment in question;  - a mandatory re-taking or re-doing of the assignment in question, failure of which to perform resulting in course failure;  - a significant deduction from the final overall course grade;  - dismissal from the course (if prior to the date of last withdrawal); or  - failure of the entire course.  **Attendance Procedures**  • Each student is responsible for any material missed during an absence.  • It is mandatory for students to attend classes/labs that they have registered for. If you must a class, please discuss it with the instructor for further guidance.  • Please refer to use Disciplinary Guidelines in case of absence or tardiness.  **Student Conduct**  • Students are expected to follow the program rules and regulations as outlined in the program’s Student Handbook for Dress Code, Professional Conduct, and the Disciplinary Guidelines.  • If a student exhibits, unprofessional behavior in the classroom, The Disciplinary Guidelines will be used to hold the students accountable for their actions. Please see the Disciplinary Guidelines in the attachment and in Trajecsys. https://www.trajecsys.com/programs/admin/docnames.aspx  • If you have any questions or are unclear of any topic regarding this class, please come see the instructor first before going to any other instructors. After you met with instructor, if you feel that your concerns have not been met, then you are free to discuss your concerns with the Program Director of the DMSO program.  **Electronic Devices**  • Students cell phones (cell phones should be in a silent mode), watches, tablets, IPad and any other electronic devices must be stored with their personal belongings during a quiz or exam.  • Students are responsible to bring their laptop on quiz or exam day. If the laptop is not charged or not working, students will not be permitted to take the quiz or exam. The point percentage will go toward the next quiz or exam.  • Students are not allowed to use the classroom computers for their quizzes or exams.  • Any student that answers his or her cell phone during a quiz or an exam will automatically receive a zero for that quiz or exam. |
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| **HCC Policies**  Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/ In it you will find information about the following:   |  |  | | --- | --- | | Academic Information | Student Life at HCC | | Incomplete Grades | Electronic Devices | | Academic Support | Police Services & Campus Safety | | International Student Services | Student Rights and Responsibilities | | Attendance, Repeating Courses, and Withdrawal | Student Services | | Health Awareness | Testing | | Libraries/ Bookstore | Transfer Planning | | Childcare | Equal Educational Opportunity | | disAbility Support Services | Financial Aid TV (FATV) | | Career Planning and Job Search | Grade of FX | | General Student Complaints | Veteran Services |   **EGLS3**  The EGLS3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.  <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>  **Campus Carry Link**  Here's a link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>  **HCC Email Policy**  When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.  **Housing and Food Assistance for Students**  Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.  This will enable HCC to provide any resources that HCC may possess. |
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| **Office of Institutional Equity**  Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/department/institutional-equity/>)  **Disability Services**  HCC Strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability ( including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>  **Title IX**  Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual harassment, and sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex- including pregnancy and parental status in educational program activities. If you require an accommodation due to pregnancy please contact an Abilities Service Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:  David Cross  Director EEO/Compliance  Office of Institutional Equity & Diversity  3100 Main  (713) 718-8271 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  <http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> |
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| **Office of the Dean of Students**  Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.  [**https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/**](https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/) |
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| **Identify Department Chair Contact Information**  Department Chair's Name: Elizabeth Ho  Email address: [elizabeth.ho@hccs.edu](mailto:elizabeth.ho@hccs.edu)  Office phone number: 713-718-7345 |

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| **Coleman College for Health Sciences**  **Diagnostic Medical Sonography Program**  **Disciplinary Guidelines**  Students in the DMSO program are expected to behave in a professional manner in the classroom, lab and clinical setting. If a student exhibits, unprofessional behavior in the classroom, lab and/or clinical setting, there will be consequences. Please follow the disciplinary guidelines below.   |  |  |  | | --- | --- | --- | | **Categories** | **First Offense** | **Second and additional Offenses** | | **Attendance** | **(point deduction on overall final grade)** | | | 1. Classroom- tardy or leaving class early, including exam days (15 minutes) | Written Warning | .25 | | 1. Classroom (per class)- If the student exceeds 3 absences before and/or after the administrative drop date | 5 | 5 | | 1. Clinical- If you do not email the clinical instructors and your clinical preceptor through Trajecsys that you are arriving late/leaving clinic early | 1 | 2 | | 1. Clinical- If you do not email the clinical instructors and your clinical preceptor through Trajecsys of your absence 60 minutes prior to your clinic start time. | 1 | 2 | | 1. Clinical- If the student exceeds 3 absences before and/or after the administrative drop date | 10 | 10 | | **Behavior** |  |  | | 1. Failure to complete lab and lecture assignments (upload images)/lab activities during any portion of DMSO course. | 1 | 1 | | 1. Offensive language in the clinic or on school premises | Written Warning | 5 | | 1. Demonstrating disruptive and/or unprofessional behavior (including but not limited to fighting or yelling at classmates, clinical preceptors or instructors) in class, lab, and clinical site | 5 | 5 | | 1. Sleeping while in clinic or in class | Written Warning | 5 | | 1. Harassing and/or using emotional labor/guilt toward instructors, clinical preceptors or students | Written Warning | 5 | | 1. Sitting on the floor during an exam or procedure | Written Warning | 5 | | 1. Falsifying the OB competency checklist. | 30 | 30 | | 1. Trajecsys: Clocking in somewhere other than your designated clinical site. (you MUST clock-in, in the designated area) | Written Warning | 1 | | 1. Trajecsys: If you forget to clock-in or clock-out. | Written Warning | .25 | | 1. Trajecsys: If you forget to turn on your GPS location tracker. | Written Warning | .25 | | 1. Being anywhere other than the sonography department unless being asked to do so (i.e. do portable ultrasound exams) | Written Warning | 5 | | 1. Not having your identification badge with you while in clinic | Written Warning | 2 | | 1. Not emptying linen and filling gel bottles | Written Warning | 2 | | 1. Challenging the authority of the DMSO instructors, clinical instructor and/or clinical staff. | Written Warning | 10 | | 1. Not showing interest during clinic or class | Written Warning | 2 | | 1. Cheating on a test, practicum test, quiz or an assignment | 25 | A grade of “0” zero will be given for that course | | **Performance** |  |  | | 1. Clinical affiliate asks a student to be removed from their clinic due to unsafe practices/unprofessional behavior | 25 | 25 | | 1. Leaving an exam early because it’s time to clock out | Written Warning | 2 | | 1. Unwillingness to accept criticism from your preceptor or instructor | Written Warning | 5 | | 1. Telling a preceptor any of the following:   -“I don’t want to scan this exam because I have already comped out on it.”  -“I didn’t learn it this way.”  -“That’s not the way \_\_\_\_\_ showed me yesterday.”  -“I haven’t learned that yet, so I can’t perform this exam.” | Written Warning | 5 | | 1. Not being in compliance with the sonography department’s procedural policies | Written Warning | 10 | | 1. Refusing to scan difficult patients in the lab or the clinical setting | Written Warning | 5 | | **Electronic Devices** |  |  | | 1. Accessing the department computer without permission | Written Warning | 5 | | 1. Using the outlets or computers to charge your electronic device(s) in the clinical setting | Written Warning | 1 | | 1. Using your electronic devices outside of designated breaks (you can have your phone, but you cannot use it) | Written Warning | 1 | | **Professionalism- Appearance and Hygiene** | Written Warning | Written Warning | | 1. Wrinkled scrubs | Written Warning | 1 | | 1. Body odor | Written Warning | 1 | | 1. Messy hair | Written Warning | 1 | | 1. Strong cologne/perfume | Written Warning | 1 | | 1. Excessive jewelry | Written Warning | 1 | | 1. Unkempt fingernails, excessive fingernail length, offensive polish, and artificial nails | Written Warning | 1 | | 1. Unnatural eye color (color contacts) | Written Warning | 1 | | 1. Excessive make-up | Written Warning | 1 | |
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