

SOUTH PLAINS COLLEGE-REESE
VOCATIONAL NURSING PROGRAM
COURSE SYLLABUS

COURSE TITLE: VNSG 1420-203-161S Anatomy and Physiology for Allied Health

PRE-REQUISITE: Licensed Vocational Nursing Program

SEMESTER/YEAR Spring 2017

INSTRUCTOR: Jessica Williams, RN, BSN

OFFICE: Room 529

OFFICE EMAIL: jlwilliams@southplainscollege.edu

OFFICE HOURS: Monday thru Friday 8am-4pm by appointment only

OFFICE PHONE NUMBER: 806-716-4683

COURSE DESCRIPTION: This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining hemostasis.

COURSE LEARNING OUTCOMES: The student will identify the structure of each of the major body systems; describe the functions of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis.

I. **GENERAL COURSE INFORMATION:**

A. **Textbooks:**

Patton & Thibodeau, Structure & Function of the body, 15th edition, Elsevier

Patton & Thibodeau, Workbook to Structure & Function of the body, 15th edition, Elsevier

B. **Attendance Policy**

Roll is taken for each class. A student who is not present when roll is checked is “absent.” A student who fails to sign in on the attendance form is absent. Students are not allowed to disrupt the class for tardiness. A student may come into the classroom following a break, but the “absence” remains on the record. A student who does not stay for the entire class period is “absent.” Because this course is a short course, any absence has an adverse effect on the student’s academic career. **The student can “miss 1 class period” on the 2nd absence the student will be dropped from the course.** Research has determined that good attendance and participation are essential to being successful.

C. **Examination Policy**

A comprehensive exam will be given at the completion of a set number of chapters. Exams may cover information given during lecture, handouts, and assigned reading of the texts. At the completion of the course a written comprehensive final examination will be given. Exams will be in the form of multiple choice, matching, and completion.

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS.

1. Grades are recorded on an excel program that calculates the average of grades.
2. Each student should know current course averages for all classes.
3. **Students must earn a “C” (77) or better in this class for progression.**
4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**
5. **Final Exam Exemption-** If you enter into the final with an “A” average (90>) than you will be exempt from the

final and a letter grade of “A” will be entered into campus connect.

MISSED EXAMS/MAKEUP WORK:

1. There will be **NO Anatomy & Physiology** make-up exams. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam will be the missed exam (**FOR THE FIRST MISSED EXAM ONLY**). Should any additional exams be missed, a grade of “0” will be recorded.
2. A make-up Final Exam **may only be done under documented extenuating circumstances**, (examples: you are admitted to the hospital; death of spouse or child). A grade of “I” will be given to the student who cannot take the Final at the scheduled time. Students who receive an “I” for missing the final will have to wait to start the next appropriate semester.
3. **No exams will be given prior to the originally scheduled exam.**
4. All exams will be on scantron. The student is responsible for turning in 14 of the 50 scantron and 1 of the 100 scantron, to the instructor. All scantrons need to be turned in before the first test. If not than test grade will result in a “0”.

D. Grading Policy (Unless otherwise explained in class)

Unit Exams: 60% Final Exam: 30% Assignments, Quizzes: 10%

All exams taken during this course will be averaged for your final letter grade. Your Final Course grade will not be rounded up. Example: Your average is 79.8. Your grade will be 79 which is a C.

The grading scale for this course is the same as for all other vocational nursing courses:

“A”—90-100
“B”—80-89.9
“C”—77-79.9
“D”—70-76.9
“F”—69.9 and below

E. Assignment Policy

It is the responsibility of the student to be informed of class progress and assignments and to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

F. Methods of Instruction

Lecture	Labeling Guides
Discussion	Workbook
Audio-Visual Aids	Unit Exams
Reading Assignments	Final Exam

G. Additional Information: Expected Student Behavior

The student is expected to abide by the policies in this syllabus and should conduct themselves in a manner that is not disruptive and allows others to have an environment to learn in.

1. Talking/giggling while the instructor/guest speaker/another student/or video is “talking”
2. Sleeping during class time

3. Using cell phones or passing notes during class time

Should the above behavior disrupt the class, the student(s) can expect to be asked to leave the classroom.

4. Drinks only allowed in screw-top containers.

Attention: All cell phones should be turned off during the class time.

Place your phone on your desk, face up. This will be a reminder to have it off. If a student's cell phone goes off during lecture, the phone will be taken up and given back after class.

Should a cell phone go off during an exam, that student's test will end right there with a "50" recorded for this exam grade. (Even if the student is on the last question of that exam).

H. Students with Disabilities

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

I.

A & P Exam Rules Cover Sheet

Instructions:

1. **PLEASE WRITE YOUR NAME AND COVER SHEET NUMBER ON ALL ANSWER SHEETS (SCANTRON AND PAPERS PROVIDED)**
2. **DO NOT WRITE ON THIS COVER SHEET OR THE TEST!!!!**
3. **NO** questions can be answered during the test about any test question. If there is a technical problem with your test, that issue can be addressed, but do not ask what a word or question means!
4. Please place this cover sheet over your scantron at all times during the test.
5. For answers that **Require Writing (Select all that apply, short answer, case study type questions, fill in the blank)**, please place these answers on the back of the scantron or blank sheet of paper provided.
6. Darken each circle adequately with a #2 pencil (no ink). If you change an answer, please erase thoroughly. The machine may incorrectly grade your scantron if you do not erase thoroughly or if you darken more than one answer.
7. When you have completed your test, paperclip the cover sheet to the test-**DO NOT** paperclip the scantron to the test.
8. Place the scantron and any answer sheets provided in alphabetical order in the blue book.
9. Place the test and cover sheet together in numerical order.
10. You may quietly leave the room – Do Not enter again until all testers have completed testing.
11. All written and verbal instructions prior to an exam must be followed.
12. **FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN A 10 POINT DEDUCTION ON THE CURRENT EXAM. The deduction will increase by 10 points for each act of noncompliance as the semester goes on.** For example- 1st offense is 10 point deduction, 2nd offense is 20 point deduction, 3rd offense is 30 point deduction, and so on.

II. COURSE OBJECTIVES

Upon completion of this course, the student should:

1. Have a basic understanding of how the cavities, organs, and body alignment play a role in the organization of the body.
2. Have a basic understanding of how chemical elements keep the body in balance and functioning.
3. Have a better understanding of cells and their functions.
4. Have a general understanding of the different tissues and how they function in the body.
5. Be better acquainted with the functions and importance of the skin.
6. Learn that bones are "alive" and grow, how they function and their necessity to the individual.
7. Name certain major muscle groups and how they function within the body.

8. Have a basic understanding and function of the different divisions of the nervous system.
9. Name the major parts of the eye and the ear, and have a basic understanding of the senses as well as their importance to the body.
10. Have a very basic understanding of glandular functions and how they affect the body.
11. Have a basic understanding of the different parts of the blood and the function of each.
12. Be able to describe how the heart functions.
13. Have a basic understanding of the vessels, their locations and function.
14. Have a basic understanding of how the lymph system works and its importance.
15. Have a basic understanding of the different divisions of the respiratory system and how it functions.
16. Have a general understanding of the divisions, locations, and functions of the digestive system.
17. Have a basic understanding of metabolism and its importance in relation to the different functions of the body.
18. Have a general understanding of location and function of the urinary system and its importance in maintaining homeostasis.
19. Have a very basic understanding of how the body maintains homeostasis through chemical exchanges.
20. Be able to locate and state basic functions of the different parts of the reproductive system.
21. Have a basic understanding of microbiology, nosocomial infection and infection control.
22. Become familiar with and have basic understanding of terminology used in text.
23. Be present and punctual for all classes with no more than 1 (one) absence.
(C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F-11, F-12)

Anatomy and Physiology Syllabus Contract

Print Name: _____ Last 4 # of ID: _____

I have read and understand the Anatomy and Physiology Syllabus and schedule. I have had the opportunity to ask questions.

Signed: _____ Date: _____