

Reese Campus

### Course Syllabus

COURSE: VNSG 1420-151 A&P for Allied Health  
SEMESTER: Fall 2020  
CLASS TIMES: Online  
INSTRUCTOR: Jacob Braddock MS, NRP  
OFFICE: Reese Center, Building 5, Room 517A  
OFFICE HOURS: Monday thru Thursday 1:30pm-3:00pm , Friday 8:30am-11:30am or by appointment.  
OFFICE PHONE: 806-716-4877  
E-MAIL: [jbraddock@southplainscollege.edu](mailto:jbraddock@southplainscollege.edu)  
Facebook: <https://www.facebook.com/SPCEMSprogram>

*"South Plains College improves each student's life."*

### GENERAL COURSE INFORMATION

#### COURSE DESCRIPTION

This course is a basic study of the structure and function of the human body. In addition to body structures and functions, the student will gain a basic knowledge of the principles necessary to assess emergency situations and to render appropriate interventions.

#### STUDENT LEARNING OUTCOMES:

Students will be able to:
1. Identify the basic organizational structures of the human body, including body planes, general organization, and terms of reference. F-1, F-2, F-5, F-6, F-10, F-11, F-12, F-13, C-5, C-6, C-7
2. Analyze the basic structure of cells and relate cellular components to integrate to cell function. F-1, F-5, F-7, F-8, F-9, F-12, C-5, C-6, C-7
3. Analyze the types of tissue that make up organs and the characteristics of each. F-1, F-5, F-7, F-8, F-9, F-12, C-5, C-6, C-7
4. Analyze the different body systems for composition and function. . F-1, F-5, F-7, F-8, F-9, F-12, C-5, C-6, C-7
5. Discuss abnormalities, anomalies, and diseases of the different body systems. F-1, F-5, F-6, F-7, F-8, F-9, F-12, C-5, C-6, C-7,

#### COURSE OBJECTIVES

##### The Cognitive Domain Objectives:

- Name and describe anatomical body planes
- Describe and name all part of the human cell and related cellular components
- Identify the different types of the human skeletal and muscle tissue
- Identify and name parts of the circulatory, lymphatic, immune, respiratory, nervous, gastrointestinal systems
- Identify and names parts of the human urinary, reproductive, endocrine, and integumentary systems
- Describe and discuss the human body fluid balance.
- Describe and identify human genetics and special sensory systems

## EVALUATION METHODS

Computer-based exams, quizzes, and other projects as assigned.

## ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Any assignment **0 or F** will be given on any assignment or test that cheating was utilized. Offender maybe liable for being dropped from the course at the discretion of the instructor.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

A **0 or F** will be given on any assignment or test that cheating or plagiarism was utilized. Offender maybe liable for being dropped from the course at the discretion of the instructor.

## SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

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## SPECIFIC COURSE INFORMATION

### TEXT AND MATERIALS

**Fundamentals of Anatomy and Physiology 4<sup>th</sup> Edition Donald C. Rizzo ISBN:978-1-285-17415-0.**

### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

### ATTENDANCE POLICY (\*READ CAREFULLY)

#### Class Attendance

Most of the education that is acquired through distance learning is a result of the interaction among the participants in the course, that is, the instructor and the students combined. Therefore, the instructor requests that each participant log-in at least 3 times a week. The instructor will take part in the discussion topics as appropriate. The discussion room will also function as office hours for the instructor, and will provide the opportunity to clarify issues and topics. Students may feel free to contact the instructor by email at any time. It is imperative that students log in throughout the week as the instructor may post announcements, additional clarifications and/or requirements. Students are responsible for ascertaining any changes that are made to the syllabus, week guidance, or course requirements. **Failure to complete two or more weeks assignments,**

**exams, and/or discussion post will result in immediate removal from the class by the instructor with “F” being recorded for the grade.**

### **ASSIGNMENT POLICY**

All assignments must be completed by the assigned due date. **Late and/or incomplete work will not be accepted and a grade of zero will be recorded.**

### **COMPUTER USAGE**

As computer technology in the field of emergency medical services continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College Reese campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.**

### **COMPUTER LAB USAGE**

The computer lab(s) on campus may be used by students during scheduled open hours or as assigned by an instructor. Lack of computer lab paper is not an excuse for not having homework assignments or any other required documents. Students should come prepared for class.

### **BLACKBOARD:**

**Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.**

### **EXAMS**

Examinations will be a combination of matching and multiple choice. Please note that the final examination is comprehensive.

### **PROCTORIO**

This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

#### **Before Using Proctorio**

- In order to use Proctorio, you must have a **basic webcam or built-in camera with microphone** enabled on your laptop or desktop computer.
- You must have the **Chrome browser** on your computer. [Download Chrome.](#)
- You must install the [Proctorio Chrome extension \(Links to an external site.\)](#).
- Check the [Proctorio Minimum System Requirements \(Links to an external site.\)](#) to ensure Proctorio will work on your computer.
- You will also be required to show a **government or school issued ID** before accessing the **Student Learning Contract** (next page). You will also need to show your ID if your instructor is requiring Proctorio for any quizzes/exams.

#### **Proctorio FAQs**

**Q: Can I listen to music while taking the exam?**

A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

**Q: Is someone watching me take the test since it is proctored (via Proctorio)?**

A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

**Q: What if I have to get up to use restroom during the quiz/exam?**

A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Canvas Inbox) letting them know that your quiz/exam attempt might be “flagged.” Please do your best to plan ahead and “go” before beginning the quiz/exam!

**Q: Can I take the quiz/exam from any location?**

A: You may take the quiz/exam from any location as long as you have a strong Internet connection. You should be in a quiet environment and strive to limit your outside distractions as well.

**Proctorio Technical Support**

(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.)

Email: [support@proctorio.com](mailto:support@proctorio.com)

Live chat (icon located on the quiz/exam page)

[Learn more about Proctorio for students](#)

**GRADING POLICY** - Grades in this course will be determined using the following criteria:

**Final semester grades will be based on the following:**

Homework	15%
Participation	10%
Modular Exams	45%
Final Exam	30%

Grading Scale: 90-100	A
80-89	B
75-79	C
70-74	D
69 or Below	F

**COMMUNICATION POLICY**

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

**CAMPUS CARRY**

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## **PREGNANCY ACCOMMODATIONS STATEMENT**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

## **STUDENT CONDUCT**

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

## **FACE COVERING COURSE SYLLABUS STATEMENT**

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

## **EMERGENCY MESSAGES**

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule..

## **Dropping a class**

Students should submit a [Student Initiated Drop Form](#) online.

**Students will not be required to obtain an instructor signature to drop**, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

## **Withdrawing from all classes**

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

### **SPECIAL REQUIREMENTS (\*Read Carefully)**

- Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- **These signature pages are due by Monday of the second week of classes. They may be scanned, emailed, or dropped off at my office. Failure to do so will result in a 0 for the first homework grade.**

### **SYLLABUS DISCLAIMER**

Serious effort and consideration were used in preparing the syllabus presented. While viewed as an educational contract between instructor and student, unforeseen events may cause changes to the scheduling of exercises, quizzes, etc. Every effort will be made NOT to change scheduled items. Nonetheless, SPC EMS instructors reserve the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means.

Jacob Braddock MS, NRP  
SPC EMS Paramedic Instructor

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## **ACCOMMODATIONS**

### **DIVERSITY STATEMENT**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **DISABILITIES STATEMENT**

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.

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## **FOUNDATION SKILLS**

### **BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

### **THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

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## **SCANS COMPETENCIES**

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

### **INTERPERSONAL—Works With Others**

- C-9 Participates as a member of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves Clients/Customers—works to satisfy customer’s expectations.
- C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.
- C-14 Works With Diversity—works well with men and women from diverse backgrounds.

**SYSTEMS—Understands Complex Interrelationships**

- C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.
- C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.
- C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY—Works with a Variety of Technologies**

- C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.
- C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

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August 2020

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**COURSE OUTLINE**

**South Plains College  
Allied Health Division  
VNSG 1420-205  
CLASS SCHEDULE**

<u>Week # / Start date</u>	<u>Lecture/ Description of lessons</u>	<u>Readings*</u>	<u>Assignment due date</u>
Week 1 <i>/August 24</i>	Orientation – Introduction	Course Syllabus	Discussion board post due August 30 @ 23:59



	Tips for Success  Syllabus		
Week 2 <i>/August 31</i>	Chapter #1 Lecture	Text: Chapter #1	Homework #1 due September 6 @ 23:59
Week 3 <i>/September 7</i>	Chapter #2 Lecture	Text: Chapter #2	Homework #2 due September 13 @ 23:59
Week 4 <i>/September 14</i>	Chapter #5 Lecture	Text: Chapter #5	Homework #3 due September 20 @ 23:59
Week 5 <i>/September 21</i>			<b>Test #1 (Chapters #1,#2,#5) Due September 27 @ 23:59</b>
Week 6 <i>/September 28</i>	Chapter #6 Lecture	Text: Chapter #6	Homework #4 due October 4 @ 23:59
Week 7 <i>/October 5</i>	No Lecture	Text: Chapter #7&8	Written Assignment #1 due October 11 @ 23:59
Week 8 <i>/October 12</i>	Chapter #9 Lecture	Text: Chapter #9	Homework #5 due October 18 @ 23:59

Week 9 <i>/October 19</i>			<b>Test #2 (Chapters #6,#7,#8,#9) Due October 25 @ 23:59</b>
Week 10 <i>/October 26</i>	Chapter #12 Lecture	Text: Chapter #12	Discussion post due November 1 @ 23:59
Week 11 <i>/November 2</i>	Chapter #13 Lecture	Text: Chapter #13	Homework #7 due November 8 @ 23:59
Week 12 <i>/November 9</i>	Chapter #14 Lecture	Text: Chapter #14	Homework #8 due November 15 @ 23:59
Week 13 <i>/November 16</i>	Chapter #17 Lecture	Text: Chapter #17	Homework #7 and Written assignment #2 due November 29@ 23:59
Week 14 <i>/November 23</i>			<b><u>Thanksgiving Holiday</u></b> No homework or assignments this week
Week 15 <i>/November 30</i>			<b>Comprehensive Final Due. December 6 @ 23:59</b>
Week 16 <i>/December 7</i>		None	Class Ends December 11

Schedule is subject to change as circumstances warrant



**I have read and fully understand the course syllabus for Basic Anatomy & Physiology (VNSG 1420.151). I agree to abide by the rules listed in this syllabus and understand I may contact my instructor for clarification of any grades or other information.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

