

SOUTH PLAINS COLLEGE-REESE
VOCATIONAL NURSING PROGRAM
COURSE SYLLABUS

COURSE TITLE: VNSG 1420 4:4:0 Anatomy and Physiology I
PRE-REQUISITE: Approval of Program Director.
SEMESTER/YEAR Fall 2018
INSTRUCTOR: Jennifer Steffey, RN
OFFICE LOCATION, PHONE AND EMAIL: RM# 503 (806) 716-4623 jsteffey@southplainscollege.edu
OFFICE HOURS: Monday thru Friday 8am-4pm by appointment only

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. Mandatory Textbooks:

Williams, L., & Hopper, P. (2015). Understanding Medical Surgical Nursing, (5th ed.), F.A. Davis.
ISBN #978-0-8036-4068-9

Williams, L., & Hopper, P. (2015) Study Workbook for Understanding Medical Surgical Nursing, (5th ed.), F.A. Davis.
ISBN #978-0-8036-4069-6

B. Attendance Policy

There are no excused absences in the Vocational Nursing Program. Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory and students are accountable to attend and be on time for class.

Absences are recorded for the whole day. If a student leaves before the end of the class period, the student is marked "absent" for the day. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as "absent" for the day. There are no "half-day" absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence.

Attendance is most often taken by a sign in sheet. Students who "forget" to sign in are counted as absent. As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

PLEASE REVIEW THE ATTENDANCE POLICY FOR EACH CLASS FOUND IN THE COURSE SYLLABUS. Allowable absences in this class will be **two (2) absences**. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

Students who exceed the allowable absence no longer meet the course criteria and must withdraw.

Tardiness— It is disruptive to students who are on time for a tardy student to enter the classroom with books. It also demonstrates a lack of caring and lack of respect to classmates for the tardy student to disrupt class. Students who are either: **(a)- tardy to the start of class or (b)- tardy following a break or lunch are counted as tardy within the first 5 minutes of the class starting (after that, students are "absent"). Two tardies count as one absence.** {Students who are tardy to class for an examination are not allowed to come in to class once the exam has begun and are counted as absent. These students may come in to class after the examination is over to hear the information.

Inclement weather: If there is inclement weather in the area, this class will follow the guidelines as dictated by the SPC Emergency System. This information will be found on the SPC emergency notification system and the local news media. Unless SPC cancels or delays class, the student is expected to attend or use one of the allowable absences.

C. Examination Policy

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam, but studying to intervene on the behalf of the patient.

A&P is a foundational course to nursing. Students must know where the body parts are and how they function so that when they are learning in nursing, they can understand what is going wrong and how to appropriately intervene!

A written exam will be given at the completion of each unit. 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, select all that apply, and completion.

Diagram exams may be given in conjunction with unit exams or may be given more like a pop test. Diagram exams are cumulative, meaning that the student will see many of the diagrams more than one time—nursing students (and later nurses) will always need to know where the body parts are and how they work!

In class assignments/workbook assignments, homework assignments, or pop tests will be averaged in with diagram exams.

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” (75) 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. Grades are posted on BlackBoard as soon as they are available within 48 hours. Please do not ask for grades prior to a 48 hour window. The Final Exam grade and a numerical course grade will NOT be posted on BlackBoard. The final course grade will be posted to CampusConnect as the transcribed letter grade.
6. Once grades are posted, an exam is ready for review. When possible, exams will be made available for all students to review at the end of a lecture (time permitting) but if not possible, a student may email me for an appointment to come by the office and review the exam.

MISSED EXAMS/MAKEUP WORK:

1. There will be NO make-up exams for a missed unit exam. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exam be missed, a grade of “0” will be recorded.
2. **No exams will be given prior to the originally scheduled exam.**
3. **All exams will be on scantron. The student is responsible for turning in 7 (50’s) and 1 (100) scantrons, to the instructor. All scantrons need to be turned in before the first test. If not, the test grade will result in a “0”.**

D. **Grading Policy**

Unit Exams: 50%

Diagram Exams/daily work/pop tests: 20%

Final Exam: 30%

The 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:

“A”—90-100

“B”—80-89.9

“C”—75-79.9

“D”—70-74.9

“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.

Workbook: The workbook is designed to give learners of all styles the opportunity to enhance learning this material and all students should complete the workbook chapters as part of their ongoing study.

The handbooks that accompany the text books offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional helps.

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. No talking/giggling while the instructor/guest speaker/another student/or video is in progress
2. No Sleeping during class time
3. No 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.

- **ATTENTION: ALL CELL PHONES SHOULD BE KEPT IN LOCKERS OR IN YOUR CAR DURING THE CLASS TIME!**
- *If a student's cell phone goes off during lecture, the phone will be taken up and not given back until after class.*
- *Should a cell phone go off during an exam, that student's test will end right there with a "50" recorded as the highest possible grade for this exam grade. (Even if the student is on the last question of that exam).*

4. Only clear, colorless water is allowed in screw-top containers.

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 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 2 (two) absences.
(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)

To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

H. STUDENT SUCCESS: Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

RECOMMENDATIONS ON HOW TO STUDY:

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you have to know the body parts and how they work as long as you are a nurse!
- Take NOTES in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Don't wait until it's almost the final—it's too late then!

If you FAIL this class, it is because you *chose* to fail!
You choose your attitude. . . . *positive or negative!*
You choose to study daily. . . . *or wait until the last minute!*
You choose to read the chapters. . . . *or to wait and try to skim after class or before a test!*
You choose to use the available resources *or not!*
You choose to attend class and arrive on time. . . . *or not!*
You choose to review weekly *or not!*
You choose to seek help. . . . *or not!*
It really is up to you!

I. 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.

II. Campus Concealed Carry syllabus statement:

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

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

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 5 point deduction, 2nd offense is 10 point deduction, 3rd offense is 15 point deduction, and so on.

Please do not ask for “exceptions” to these policies. In order to be as fair as possible to everyone, no exceptions can be made

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. I understand the course requirements and expectations. I understand that this information is VITAL to my success as a vocational nurse. I understand that it is recommended that I study DAILY and review weekly so that this information is thoroughly mastered.

I commit to this course and commit to daily study as I prepare to become a vocational nursing student. I understand that I am not just studying for exams, but that I am studying for the day when I stand between my patient and harm or death.

I understand that if I fail this course, it is because I chose behaviors that hindered my ability to be successful.

Signed: _____ Date: _____