

HOUSTON COMMUNITY COLLEGE SYSTEM
HEALTH SCIENCES EDUCATION DIVISION
VOCATIONAL NURSING PROGRAMS
WILLIE LEE GAY HALL 103
SPRING 2012

STUDENT COURSE SYLLABUS FOR

VNSG 1320 (CRN - 86265)

ANATOMY AND PHYSIOLOGY FOR
ALLIED HEALTH

INSTRUCTOR:
DR. CHARLES N. IMO

**HOUSTON COMMUNITY COLLEGE SYSTEM
HEALTH SCIENCES EDUCATION DIVISION
VOCATIONAL NURSING PROGRAMS
COURSE SYLLABUS**

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Course Title & Number:	VNSG 1320 Anatomy and Physiology for Allied Health
Credit Hours:	Three (3)
Class Hours:	Three (3) Lecture Hours per Week
Placement of Course:	Level I
Prerequisite(s)/Corequisite:	Successful completion of NET exam
Catalog Course Description:	Introduction to normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.
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.

NOTICE:

Students who enroll in most courses for a third or more times will be charged an additional tuition of \$50 per semester credit hour and \$3.00 per contact hour.

Applicants enrolled in the recommended pre-nursing courses VNSG 1216 and VNSG 1320 upon successful completion of the two courses will be eligible to apply for admission to the program. Courses repeated for a third attempt at any other college/university will not be accepted as substitution.

SCAN Competency:

The VNSG 1320 course covers one SCAN Workplace Competency.

Display Appropriate Personal Qualities
#43 Display Integrity and Honesty

SCANS Objective:

Upon successful completion of VNSG 1320 the student shall be able to explain how the integrity and honesty characteristics that help assure professional success are combined with his/her performance and how integrity and honesty become obvious to him/her and to others. The student shall be able to explain and demonstrate an ethical course of action when making decisions that affect his/her behavior in professional situations.

Students shall create a list of integrity and honesty characteristics which apply to their position as a student and their future job positions, and state why each characteristic is an important factor in their position as a vocational nursing student, and in their future job positions.

Students with Disabilities

“The Vocational Nursing Program, under the auspices of the Houston Community College System, is committed to providing reasonable services in compliance with the American with Disabilities Act (ADA).” *Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.*

If you have any questions, please contact Donna Price at 713-718-5165 or the Disability Counselor at Coleman College of Health Sciences, Dr. Raj Gupta at 713-718-7631. Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

COURSE OBJECTIVES:

(1) The student shall examine the interrelationships between the Structural/15system and the body's defense mechanism as referenced to Provider of Care competencies 1, and scans competencies number 2, 3 5, 6, 7 and 8.

(2) The student shall assess the integumentary system to identify obvious and subtle changes in the patient's state of health as referenced to Coordinator of Care. 2., Member of a Profession 1 and 2 and scans competencies number 2, 3, 6, 7, 8.

(3) The student shall examine the interrelationships between the structure and function of the skeletal /

muscular systems of the body and the maintenance of life and health, gross motor development, and how they serve the body as referenced to Provider of Care competencies 1, Member of a Profession 1, and scans competencies number 2, 3, 5, 6, 7, and 8.

(4) The student shall examine the interrelationships between the structure and function of the Endocrine and Nervous Systems of the body and how they control homeostasis of the body as referenced to Provider of Care competencies 1, Coordinator of Care 3, Member of a Profession 1, and scan competencies number 2, 3, 5, 6, 7, and 8.

(5) The student shall know the structure and function of the digestive system, and how it is necessary for maintenance of life and health as referenced to Provider of Care 1, and 4, Coordinator of Care 1, 2, and 3, Member of a Profession 1 and 2, and scans competencies 2, 3, 4, 5, 6, 7, and 8.

(6) The student shall examine the interrelationships between the structure and function of the Eye and Ear and the maintenance of life and health as referenced to Provider of Care 1, 2, 4, 5, Coordinator of Care 1, and 3, and Member of a Profession 1, 2, and scans competencies 2, 3, 4, 5, 6, 7, and 8.

(7) The student shall examine the interrelationships between the structure and function of the Reproductive and Urinary Systems of the body and the maintenance of life and health as referenced to Provider of Care 1, 2, 4, 5, Coordinator of Care 2, 3, Member of a Profession 1, 2 and scans competencies 2, 3, 4, 5, 6, 7, and 8.

(8) The student shall examine the interrelationships between the structure and function of the Circulatory and Respiratory Systems of the body and the maintenance of life and health, and other body processes as referenced to Provider of Care competencies 1, 2, 4, 5, Coordinator of Care 2, 3, Member of a Profession 1, 2, and scans competencies 2, 3, 4, 5, 6, 7, and 8.

METHODS OF INSTRUCTION:

1. Lecture and Discussion
2. Student/Teacher Dialogue
3. Whiteboard
4. Media/Audio-assisted Instruction
5. Visual Aids, and PowerPoint Presentation.

METHODS AND STANDARDS OF EVALUATION:

GRADING

In Anatomy and Physiology the grade will be comprised of two components:

(1) Unit exams, and (2) Comprehensive Final exam:

7 Unit Examinations: 12.5% (each) = 87.5 %

Final Examination: 12.5 %

(Both totaling 100.0 %)

Grading Systems: 90 - 100 = A

80 - 89 = B

***75 - 79 = C**

74 - 60 = D

BELOW 59 = F

An overall 75% average must be achieved on the written examinations and other assignments to satisfactorily complete the course.

Exams are administered on scantron or online. Any regularly scheduled course exam will not be made up. If the student must be absent on the day an exam is given then a grade of 50% will be given.

You are permitted only one entry into any exam and only one entry into the exam review.

Any student leaving the testing area without the proctor's permission will not be allowed to re-enter the testing area. Grade will be void or calculated on number of questions completed.

When you complete the exam, and again when you complete the review, you must leave the computer lab by going outside of the glass door at the front of the lab until your instructor tells you that both the exam and review have been completed by the entire class. You are not allowed to remain anywhere inside the lab and work at another computer in the open work area, nor in an open lab, etc.

If you are late to any exam, you must complete the exam within the class time allocated for the exam. You will not have additional time in which to complete the exam. For example, if the exam is scheduled from 12-1 p.m., you must complete the exam by 1 p.m. Once a testing session has begun, students will not be permitted to leave and return to the testing area. If a student has to be excused during a test, he/she must exit the exam at that point. The score that is exhibited at that time will be the grade the student will receive. Exam reviews will be announced. Students must record their grades on the grade sheet provided in the syllabus. Exams will be administered on line and will be reviewed on the scheduled date and time. Students not attending scheduled review will not be able to review the exam after the scheduled date and time.

Note: Comprehensive finals will be given only at the stated scheduled time and date and will not be reviewed. Any missed final exam will receive a grade of zero (0).

Any course grade below 75% must be repeated for nursing credit. **ALL** unit exams and final exam grades will not be rounded.

NO CALCULATORS ARE ALLOWED DURING EXAMS.

METHODS AND STANDARDS OF EVALUATION

ATTENDANCE: Attendance will be taken at the beginning of each class or at any time during the class as deemed necessary by the instructor. Consistent, punctual class attendance is essential. Students who are absent more than 12.5% of the hours of instruction (a total of 6 hours, this includes lecture); from this course will be administratively dropped. Absence is defined as any time not in class at the scheduled time.

If you either arrive in class after the scheduled time or leave class before the scheduled time, the number of minutes not present will count towards the accumulation of absence hours.

If you arrive late, leave during the class session, but will return, or leave before class dismissal, you must sign-in and/or sign-out the time with your signature. Failure to sign the attendance roster or indicate presence when the roll is called will result in being marked absent for the day.

TARDIES: Three (3) tardies will be equivalent to one absence.

LEAVING EARLY: Three (3) times leaving early will be equivalent to one absence. The student will be responsible for maintaining records of their attendance, obtaining all materials, notes, handouts, and information missed during any absences. The instructor will not be responsible for any materials/information not obtained during a student's absence.

Attendance and Withdrawal Policy

Students will be responsible for signing the role each class day. Failure to sign the roll will result in and absence.

Consistent punctual attendance is essential. Students who are absent more than 12.5% of the total hours of instruction (a total of 6 hours), from this course, will be administratively withdrawn. The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting new students (those starting college in Fall 2007) to no more than **six** total course withdrawals throughout their academic career in obtaining a baccalaureate degree (or certificate). There may be future penalties imposed.

You **MUST** visit with a faculty advisor, a counselor, or on-line student services at <http://studentservicesonline.hccs.edu/pior> to withdrawing (dropping) the class and this must be done

prior to **March 29, 2012** to receive a “W” on your transcript. After that deadline, you will receive the grade you are making in the class which will more than likely be an “F”.

GUIDELINES FOR CLASSROOM LEARNING EXPERIENCE:

Pagers and telephones that emit sounds are not permitted in the classroom or computer lab since the noise is disturbing to the class. Any use of these devices as described will be grounds for dismissal from the classroom or computer lab for the remainder of the class session. The minutes absent will count toward accumulation of absence hours. A grade of zero will be given on the examination.

Required Textbooks:

Thibodeaux, G. A. & Patton, K. T. (2004). Structure & function of the body. St. Louis: Mosby, Inc.

Swisher, L. (2004). Study guide to accompany structure & function of the body. St. Louis: Mosby, Inc.

Statement of Academic Honesty:

Any student participating in any form of scholastic dishonesty will be dismissed from the course immediately. “Scholastic Dishonesty” includes, but is not limited to cheating on a test, plagiarism, and collusion.

1. “Cheating on a test” includes:

a. Copying from another student’s test paper or computer monitor, using during a test, materials not authorized by the person giving the test.

b. Collaborating with another student during a test without permission.

c. Knowingly using, buying, selling, transporting, or soliciting in whole or in part an unadministered test.

2. “Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s written work for credit.

3. “Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit. Academic dishonesty also includes falsifying attendance documents. “A student signs only his/her name on the attendance sheet and never signs the attendance sheet for another student. Signing for another student is a form of *academic dishonesty and may be grounds for dismissal from the course*”.

MAJOR CONTENT:

Anatomy & Physiology

- A. Body as an integrated whole and the body's pattern
- B. The Musculoskeletal System
- C. The Nervous and Endocrine System
- D. The Digestive System
- E. The Eye and Ear
- F. The Urinary and Reproductive System
- G. The Circulatory/Respiratory System

Other Student Information:

How to Obtain Grades:

The following policies are followed in informing VNSG students of their grades, and are in keeping with the HCCS policies regarding grade information dissemination:

- The student may initially learn of the grade earned in a VNSG prefix class immediately after online testing, in private, individual counseling sessions scheduled with the class instructor.
- A student may receive electronic notification, via the internet, of the final grade at the time HCCS posts electronic reports to all students. **If system is available.
- The grade a VNSG student earns in a course identified with a VNSG prefix will not be posted, and will not be given to anyone other than the student. A telephone inquiry to the VNSG Program faculty or staff concerning a student's grade, even if by the student, **will not** be honored.

Examination Guidelines:

All examinations are administered by computer, hereafter referred to as Online Testing. All students must follow the guidelines for Online Testing in this Vocational Nursing Course.

Students must:

- Enter the **last four** digits of the student ID number to sign on to the scheduled test.
- Log on to the examination one time only during the scheduled examination as directed by the instructor.
- Use the designated examination name and password **only** during the scheduled testing session.

- Attend the scheduled examination review for each course. Exams will not be reviewed after the scheduled examination review. A student must not attempt to log on the computer for a review using any examination name/password except the one specified for review by the instructor. **
- Direct any question to the instructor or proctor **only**. Remain seated and raise your hand for assistance.
- Focus only on the monitor for the computer on which you are testing. Any student the instructor/proctor observes looking on any other monitor, or attempting to exchange information (giving or receiving) with another student, will be immediately dismissed from the testing room and a grade of zero “0” will be assigned. Student will not be allowed to re-take the test.
- Student must avoid participating in any form of “Scholastic Dishonesty”.
- On the day of the scheduled examination, leave all books, backpacks, cell phones, and roller carts in assigned classroom or locker. Do not bring items to the computer lab.
- Avoid consuming a large volume of fluids before exam.
- Locate and use restroom before entering the computer lab testing area.
- ***Do not enter the*** computer lab prior to the examination time. Remain in the student lounge area. ***Do not enter*** the lab until you are instructed to do so by the instructor/proctor
- Exams are **FORWARD ONLY**. You will not be allowed to go back.
- Upon completion of exam, you must leave/exit the computer lab. (Do not stop at open lab area).* Non-compliance will result in a written negative student incident report.

**** Thirty (30) minutes will be allowed for review. No pens, pencils, paper, etc. will be allowed during review. If there are questions regarding the exam during review, the student must make an appointment to meet with the Instructor.**

Failing Unit Examinations:

Students failing an exam will be required to meet with Instructor to obtain an Rx for Vocational Nursing Program Success. The Rx must be returned to the Instructor prior to the next exam, *indicating by signature that the prescription/directions were followed.*

The failing of unit exams will require the student to seek and attend tutorial assistance from the designated instructor, or tutorial services. *The student must present written confirmation of tutorial attendance before the next scheduled exam.*

Professional Behavior:

Students must maintain high standards and student behavior must be above reproach at all times. Any student who resorts to physical violence or inappropriate behavior will be automatically dismissed from the course.

In the classroom and or computer lab a student is to:

- Remain quiet during class. If there is need to communicate with the instructor or to ask a question, the student is to raise his/her hand.
- Students arriving late to the class in progress will refrain from walking across the front of the group. The instructor has the option of locking the door until break time and not allowing students to enter.
- Refrain from interrupting when someone else is speaking. If a student is disruptive, the instructor is authorized to ask the student to leave the classroom.
- When speaking, address faculty and fellow students in a professional and respectful manner.
- Turn-off all personal communication devices (cell phones, pagers, etc.) prior to the start of class. Non-compliance will result in a negative student incident report and dismissal from the classroom.
- Have only water, if desired, in the classroom. **NO FOOD OR DRINKS (OTHER THAN WATER) ARE TO BE CONSUMED IN CLASSROOMS AT ANY TIME AS PER BUILDING POLICY.**
- Being removed from the classroom for disruptive behavior.

Inappropriate Behavior:

Inappropriate behavior in the classroom or computer lab setting will not be tolerated. These behaviors include, but are not limited to:

- Noisy gum chewing
- Use of inappropriate language (profanity)
- Holding individual conversations
- Sleeping in class
- Standing up or moving around or rearranging seating during class lectures without instructor permission
- Disruptions from cell phones, pagers, etc. (**Students will be asked to leave the class for the remainder of the class session and absent time will be cumulative.**)

Students who exhibit any of the above behaviors will receive a negative written Student Incident Report. Any student receiving Negative Student Incident Report(s) classroom or computer lab related during the course may not be considered for program admission.

Professional Appearance:

Dress and appearance comparable to that required of nurses regularly practicing is expected of a student enrolled in a VNSG course. Established guidelines for dress and appearance are as follows in the classroom setting:

Attire for students attending class is conservative, appropriate street clothes. Clothing must not be too tight for free movement or for sitting, reaching and bending positions.

- Blouses, shirts and casual tops that are clean and neat may be worn.
(Net shirts, halter tops, short crop tops, tank tops, undershirt type t-shirts, and any bare midriffs are not permitted)

- Moderate lengths for dresses, skirts, split skirts and culottes for students are required and will avoid extremes in either direction
- Shorts (inappropriate lengths) are not to be worn in the educational classroom setting.
- House shoes are not appropriate in the educational/classroom settings at any time.
- Hairstyles must be socially acceptable. Hair must be clean and well-groomed

TENTATIVE SCHEDULE

EXAM DATES:

ANATOMY & PHYSIOLOGY	EXAM DATES/TIMES	EXAM REVIEW DATES
Cells & Tissues		
Skeletal-Muscular		
Endocrine-Nervous		
Digestive		
Eye-Ear		
Reproductive-Urinary		
Circulatory-Respiratory		
FINAL EXAM		NO REVIEW