



**Coleman College for Health Sciences  
Respiratory Therapy Program**

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**RSPT 1201 – Introduction to Respiratory Care**  
CRN 12458- summer 2020 / June 8th to August 2nd 2020  
Coleman College for Health Sciences  
2 Credit Hour

**Instructor: Dr. Herbert Jackson Ed.D., M.S., RRT RCP**

**Contact Information:**

**Office Location:** JB Coleman HSC, Room 383  
**Contact:** Office - 713-718-7384  
Fax 713-718-7136  
Email: H e r b e r t . J a c k s o n @ h c c s . e d u

**Office Hours:** Tuesday, Thursday 11:00 a.m. to 1:00 p.m.  
  
Friday 8:00 a.m. to 4:00 p.m. (Other times by appointment)

**Class Times:** Online via Eagle Online Canvas

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to come by my office anytime during these hours.*

**Course Description:** (Credit: 2)An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR)

**Prerequisites:** None

**Course Goals (includes competencies, incorporation of SCANS, etc.)**

Acclimate and better prepare the incoming student to basic information regarding the profession and practice of respiratory care. Additionally, the course is designed to prepare students for the demands of college and for success in the world of work. The course

emphasizes setting priorities, time management, effective listening, note taking, concentration techniques and retention of information.

**Textbook Information Required:**

# Exploring Medical Language

## 10th Edition

A Student-Directed Approach

**Authors:** Myrna LaFleur Brooks Danielle LaFleur Brooks

**eBook ISBN:** 9780323415750

**eBook ISBN:** 9780323415736

**Paperback ISBN:** 9780323396455

**Suggested:** Taber's Cyclopedic Medical Dictionary by Donald Venes

**Lab Requirements:** None

### **Students with Disabilities**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a new, updated letter of accommodation within the first three days of each semester.

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/district/students/disability-services/>

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services. If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations. Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

"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 a Disability Counselor.

**Ability Service Contact Information**

**Central College**

713.718.6164

**Coleman College**

713-718-7376

**Northeast College**

713-718-8322

**Northwest College**

713-718-5422

713-718-5408

**Southeast College**

713-718-7144

**Southwest College**

713-718-5910

**Adaptive Equipment/Assistive Technology**

713-718-6629/713-718-5604

**Interpreting and CART services**

713-718-6333

### **CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at

<http://www.hccs.edu/district/departments/police/campus-carry/>

### **EARLY ALERT**

HCC has instituted an Early Alert process by which your professor may “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance.

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student’s academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

### **TITLE IX: Protection from Discrimination at School**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org) Sign in using your HCC student email account, then go to the button at the top right says **Login** and enter your student number.

### **SEXUAL MISCONDUCT**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly.

Log in to <http://www.edurisksolutions.org>

Sign in using your HCC student email account, and then go to the button at the top right that says Login and enter your student number.

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a 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 programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services 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  
Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

Students who believe that they have been the victim of misconduct prohibited by these regulations may submit a complaint to initiate College action. More information regarding your rights under Title IX and complaint forms are available online at:  
<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

### **SEXUAL HARASSMENT**

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

**Texas HB 1508** requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to

review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

### **INTERNATIONAL STUDENTS**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

### **LIBRARY RESOURCES**

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

**Grievances Regarding Policies and Procedures:** Students who disagree with a policy, procedure, or rule may file a student grievance as permitted by HCCS policy. The filing of a grievance, however, does not excuse compliance with current policies, procedures, and rules. Students shall comply with all policies, procedures, and rules until and if such policies, procedures, or rules are withdrawn or modified.

Below, please find the web link page and choose “Course Grade Appeal”.

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>

### **Academic Honesty**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. “Scholastic Dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.

### **Attendance and Withdrawal Policies**

- A. As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Eagle Online Canvas or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle Online Canvas, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Eagle Online Canvas class **before the Official Day of Record** will be automatically **dropped for non-attendance**. Completing the DE online orientation does not count as attendance.

- B. Each class/module is designed to cover specific information and it is imperative that the student attend to obtain maximum benefit. Students are expected to attend class regularly unless they are officially excused. Students unable to attend class should inform the instructor in advance if possible.
- C. Students will be responsible for obtaining all materials, notes, or handouts covered on days that they missed. Also, the instructor will not reiterate content in class sessions that a student missed. If handouts were given out, it the student's responsibility is to obtain them at the instructor's office. Students unable to attend class should inform the instructor in advance if possible.
- D. All students that exceed the maximum are considered to be *un-excused*, regardless of reason, unless noted by a physician recommendation and those regarded as Excused absences as listed below in section "G"
- E. With appropriate timely notification to the instructor and required documentation; absences in excess for reasons of:
  - 1. Death in the immediate family (with verification) 2. Illness of the student:
    - a. Hospitalization (with verification) who is Under the Care of a Physician with a "Release to return to Work/School" statement that is dated
  - 3. Automobile accidents (with documentation)
  - 4. National Guard/Reserve duty (with dated documentation)
- F. Students who choose to take the exam or quiz during "**excused**" events will earned the grade for that exam or quiz. The exam or quiz will not be excused or reset for future attempts. Given the nature of the excused absence, the instructor will allow the student to complete the missed exam/quiz on a future date, not more than 30 days of the actual event.
- G. If a student exceeds the maximum number of allowable, (excused), absences, the student will be counseled by the instructor. The instructor may recommend that the student be administratively withdrawn from the course. I. **HCC course Withdrawal Policy:**  
Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

**In order to withdraw from your class, it is highly recommend you first contact your professor, PRIOR to the withdrawal deadline to receive a "W" on your transcript.**

After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. If you do not feel comfortable contacting your professor to withdraw, you may contact a counselor.

### **HOW TO DROP**

- **Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.**
- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:**
- **HCC and/or instructors may drop students for excessive absences without notification.**
- **Students should check HCC’s Academic Calendar by Term for Withdrawal dates and deadlines.** Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

**\*\*WithdrawDate: July 21, 2020; Last Day for Student Withdrawals**

**After the withdrawal deadline has passed, you will receive the grade that you would have earned.** Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”. It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may provide a written request to DE Counseling through the AskDECounseling form found at [de.hccs.edu](http://de.hccs.edu). However, please do not contact both a DECounselor and your DE professor to request a withdrawal; either one is sufficient.

### **Instructional Methods:**

#### **Course Requirements and Grading Policy**

- A. This course is designed with student discussion board assignments that mandate student participation (posting). There will be module examinations. The exam format will primarily be multiple choice. However, other formats such as short answer, listing, fill-in-the-blank, or matching may be used. Please be aware that the exams and quizzes will be open and closed at assigned dates and times.
- B. The average of all module examinations # 1, 2, 3, & 4 will comprise (40%) of the final grade. Please be aware that module exams will be open and closed at assigned dates and times. The only *exception* is for Module 5 (All quizzes including Medical



Terminology Quizzes) which will comprise (50%) of the final grade. The average of all quizzes will comprise (50%) of the final grade.

Module 5 is self-pace / self-study basis with weekly quizzes. Please be aware that the quizzes will be open and closed at assigned dates and times. The final grade for this module 5 will be the average of all the weekly quizzes.

- D. Forum Postings will count 10% of the total class average. These are weekly discussion questions and must be completed by their due date. To get full credit you must have a "substantive post response" "A response in a complete sentence to the question in a way that (1) clearly supports a position, (2) begins a new topic, (3) or somehow adds to the discussion by critically reflecting on what is being discussed or (4) moving the discussion in a new direction." The postings must be in the correct location to get credit. Make sure you adhere to the above format. You are responsible to read all discussion postings from me and your classmates even after you have posted in an area. It is important that you understand how important the discussion postings are. If you do not keep up with the discussion postings your grade will be significantly impacted. It is up to you to keep up with the postings. Most postings are time limited, meaning that they need to be answered before the start of class.

To receive credit for each posting:

- 1) Your answer to the original posting question must meet one (1) out of the (4) criteria as stated above to be substantial. This will count as 50%.
- 2) For remaining 50%, you must respond in a complete sentence to 2 of your classmates' response to the original post. Each response will count as 25%. Your response must be meet the "substantive post response" criteria.

- D. There will be **No make** for any aspect of this course including exams and quizzes. Students missing scheduled exams and quizzes will not be given an opportunity for make-up. If you miss an exam or quiz; there is no make-up and you will be awarded a "0" for the missed exam or quiz. Exams and Quizzes may not be taken after the scheduled date & time.

- E. Student must achieve a minimum of **"C" (75% or greater)** to successfully complete this course.

<u>Grading System</u>		<u>Grading Source</u>	
90 - 100	A	Module 1 – 4 Exams	40%
80 - 89.4	B	Quizzes	50%
74.5 - 79.4	C	Discussion Posting	<u>10%</u>
<b>60 to 74.4</b>	<b>D</b>	<b>Total</b>	<b>100%</b>
<b>Below 60</b>	<b>F</b>		

**"W" Withdrawal (administrative or by student)**

**Testing** As scheduled. Tentative Schedule located at the end of the syllabus.

**\*\*The grading system used for students admitted to the HCC Respiratory Therapy Program will be consistent with Health Science grading system scale. A grade of "C" must be maintained in each course to progress in the Respiratory Care Program. A final minimum grade of "C" is accepted for the required courses to meet the admission criteria of the HCC Respiratory**

**Therapy Program. All grade are recorded up to the hundredths position. The final course grade can be rounded only once to the tenth position. There is no double rounding.**

**To be successful in this class, it is the student's responsibility to:**

- Read and comprehend the modules online
- Successfully complete all quizzes, Module Exams, and weekly discussion questions
- Ask for help when there is a question or problem
- Complete the course with a 75% passing score
- Check the canvas frequently, all the announcements will be done in canvas.

**Make-up policy**      See Grading Policy above

**Projects, Assignments, Portfolios, Service Learning, Internships, etc.**

1) It is impossible to discuss everything in the textbook. However, the student is responsible for all material contained therein, regardless if the professor discusses it in class or not.

2) Students should review the objectives, review questions, and clinical application questions of each chapter; read the assigned chapters; and look up any words that are unclear in a medical dictionary. Students should use alternate reference text in an attempt to clarify information. Time permitted, students should outline the assigned reading in an attempt to digest the information well enough to put it in his/her own words. Going back to the objectives, the student should now be able to address each objective as though it were a question and be able to reflect on it during class discussion.

**TECHNICAL RESPONSIBILITY**

Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online & Email. **The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues. NOTE: Students must have a camera attached to their computer. This will allow students to take exams via the respondus Lock down browser**

**If you are experiencing computer issues please email [Herbert.jackson@hccs.edu](mailto:Herbert.jackson@hccs.edu), so that we can work on a solution that will allow you to retake your exam.**

Course components that require the use of technology which include the college system's learning management system (Eagle Online)

You are ultimately responsible to ensure the computer(s) you use are properly equipped with software, hardware, and programs that afford successful completion of all assignments. For example you must ensure that your computer is running the latest version of Java. Older versions of Java will prohibit you from successfully completing assignments, assessments, and examinations. Please perform a browser check to see if your computer is properly configured to use the Eagle Online Learning System. Click the "Check Browser" link (located on the right

side of the screen) located on the sign-on page. You should perform a browser check every time you are prepared to enter Eagle Online in order to ensure that your Java is updated. After logging in to the Eagle Online Learning System, you will be prompted to accept a Java Security Certificate. You must click “Yes” or “Always” to ensure that Learning System functionality using Java will work properly in your browser. In addition, you must remove pop-up blockers to successfully complete assignments, assessments, and examinations. Failure to maintain the latest version of Java and/or remove pop-up blockers will negatively affect your grade from failing an assignment to failing the course.

Nonetheless if you experience any technical issues you must contact me immediately if not sooner! However, please note that if you experience problems due to an outdated Java or the presence of pop-up blockers

It is your (the student’s) responsibility to have contingency plans for computer and Internet problems/failures. Some suggestions include becoming familiar with Internet/free PC usage within your community, or seeking out friends, family, and even coworkers who have Internet services. PC and Internet failure is **not** a blanket excuse to turn in late assignments or for not participating in the discussion process, quizzes, or module examinations.

#### **HCC Policy Statement: Internet Outage Policy**

If your professor experiences an Internet service outage or a power outage that significantly affects the timing of distributing on-line assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately. If there is any official notification from HCCS concerning downtime of the canvas internet course server that would affect distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately. This policy pertains only to the professor's INTERNET SERVICE or to HCCS's Internet course servers, not the students' computers or Internet access. No one at HCCS can monitor or verify outages at student sites and student access is not the responsibility of HCCS. Students are responsible for making sure that they have continuous, reliable Internet access in order to complete this course.

If you do experience an internet outage due to HCC or Eagle Online servers, immediately call the Support Center toll free 24 hours a day –7 days a week by calling at **1 (855) 836-3519**.

**State the current issue in which you will receive a confirmation ticket via to your email. Then forward this confirmation to the instructor’s email to help resolve this issue.**

#### **Testing**

- A. For computer testing, failure to mark any answer will result in an incomplete or blank answer resulting in a “wrong grade”. **Respondus Lockdown Browser will be utilized. The lock down browser will require a camera function to be utilized during testing.** During testing, save often. If you wait more than five minutes to save your work there is a distinct possibility that Respondus will kick you out of the class, losing all of your work in the process. Some say you have up to 20 minutes before this happens. Your exam answers cannot be retrieved once the system “times you out”. **Avoid this, thus save often!** Even when you answer the question, you still need to

save your answer choice. **Do not wait until time is almost out during an exam/quiz to save your answers. Your answers will not be saved once time has run out. Doing so can risk in a submitted quiz/exam without any saved answers and thus will receive a credit of zero “0” for each missed question. No additional time, resets, make-up, or retakes of the exam will be given if you fail to save your answers.**

### Using LockDown Browser for Online Exams.

This course requires the use of LockDown Browser for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser.

<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Helpful video that shows how to install Respondus LockDown Browser:

#### Windows computer:

<https://youtu.be/pKvcE3oZF2I> Mac

#### computer:

<https://youtu.be/wW8kTxzaQB8>

#### Download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=355612798>

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this [Student Quick Start Guide \(PDF\)](#).

<http://www.respondus.com/downloads/RLDB-QuickStartGuide-Instructure-Student.pdf>

Finally, when taking an online exam, follow these guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. **The student must stay within the camera view at all times during the exam.**

- B. Usage of any related materials (textbooks & notes) are not permitted during the exam. Any usage will result in a zero (0%) for the exam.
- C. Communication in any form / medium between students is not permitted during the exam. Any usage will result in a zero (0%) for the exam.

#### Make-up policy

There will be **no** make-up for exams and all other types of assignments in this course. The actual earned grade on all module exams and all medical terminology quizzes is recorded of equal value that is scored by the student. E.g. Module exam / terminology quiz scored at 32% will equal 32 % recorded as the final score. Students who know in advance they will need to miss a class exam may make arrangements to take the exam in advance of the scheduled test date. Exceptions for rescheduled exams, not including any bonus assignments/quizzes, are

only for emergency cases and absences considered excused as listed within the attendance and withdrawal policy. A student who must be absent due to an excused absence may be given an alternate exam within 30 days starting from the scheduled Exam/quiz at the discretion of the instructor.

### **Course Content\***

- Module 1** Introduction to the hospital environment & respiratory care  
profession 1A: What is Infection Control? Power Point Notes
- Module 2** Basic Respiratory A&P. What happens to the air we breathe?  
Chapter 1: Respiratory Care Made Incredibly Easy
- Module 3** Vital Signs and Basic Assessment techniques  
Chapter 2: Respiratory Care Made Incredibly Easy
- Module 4** Ethics and Legal Implications of Respiratory Care Practice Power  
point Notes
- Module 5** Medical Terminology  
Quizzes: Building a Medical Vocabulary

Weekly Forum post / discussion Questions (10%)

*\*Students are responsible for completing and turning in medical terminology assignments weekly & forum discussion postings.*

### **Course Calendar with Reading Assignments**

\*Students will read associated chapters: Respiratory Care Made Incredibly Easy & Building a Medical Vocabulary as well as any handouts given from instructor.

**\*THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS DURING THE COURSE OF THE SEMESTER. THE INSTRUCTOR WILL NOTIFY STUDENTS IN A TIMELY MANNER OF ANY SUCH CHANGES.\***

Please refer to the HCCS Student Handbook for the complete policy.

**Other Student Information (clubs, tutoring, web resources, etc.)**

### **USE OF CAMERAS OR RECORDING DEVICES:**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

**Procedures: Student Code of Conduct and Discipline**

The purpose of this procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.

This procedure applies to all students, those seeking academic, workforce, or continuing education credit. All students must review to the Houston Community College weblink:

<http://www.hccs.edu/district/about-us/procedures/student-code-of-conduct-and-discipline-procedures/>

### **Face-to-Face and VIRTUAL CLASSROOM CONDUCT**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

Diversity has many manifestations including diversity of thought, opinion and values. Classroom conduct is expected to be courteous, respectful, and professional. Please respect your student colleagues' participation during class. I encourage all students to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, I will intervene and request that inappropriate content be removed from the Course Room. In some cases there may be academic disciplinary action. Students should be guided by common sense and basic etiquette. Never post, transmit, promote, or distribute content that is known to be illegal. If you disagree with someone, respond to the subject, not the person. Avoid overtly harassing, threatening, or embarrassing fellow learners. If you disagree with someone, respond to the subject, not the person. Refrain from transmitting or distributing content that is harmful, abusive, racially or ethnically offensive, vulgar, sexually explicit, or otherwise. Class/section norms of conduct may vary, but there is no place where hate speech is tolerated. Never post harassing, racist, threatening, or embarrassing comments. In summary - Be civil, polite, and professional!

### **NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: PROCTORING**

Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. For more information and to complete the required Proctor Approval Form, please visit [de.hccs.edu](http://de.hccs.edu).

### **SOCIAL NETWORKING**

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

### **ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. HCC tutoring direct weblink: <https://hccs.upswing.io/>

For more information about online tutoring:

<http://www.hccs.edu/resources-for/current-students/tutoring/>

### **SOCIAL NETWORKING**

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### **DISTANCE EDUCATION AND/OR CONTINUING EDUCATION**

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the HCC Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf> To access CE Policies:  
<http://www.hccs.edu/continuing-education/>

For ongoing student information always check the student association web site. Students are encouraged to schedule tutoring with instructors in classes they are having difficulty with. Web sites for state and national Respiratory Care entities are listed below.

[www.TSRC.org](http://www.TSRC.org)

The Texas Society for Respiratory Care

[www.AARC.org](http://www.AARC.org)

The American Association for Respiratory Care

[www.NBRC.org](http://www.NBRC.org)

The National Board for Respiratory Care

<http://www.school-closings.net/>

closure list of schools

[www.hccs.edu](http://www.hccs.edu)

HCC main home webpage

### **BOOKS:**

HCC bookstore

<http://www.majorsbooks.com/>

Majors books store

<http://ebooks.com/>

E books

<http://www.amazon.com> <http://www.barnesandnoble.com>

### **Course Calendar with Reading Assignments**

Semester: Summer 2020

Class Times: Distance Education / Online

Holidays: See college catalog / tentative course schedule

Assigned Reading: TBA

*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 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess*

*NOTE: The instructor reserves the right to modify the syllabus, course requirements, assignments, grading procedures, and other related policies as changes take place during the semester. The instructor will notify students in a timely manner of any such changes.*



**RSPT 1201 – Introduction to Respiratory Care  
CRN 12339  
Summer 2018 – Tentative Schedule**

Thu Jun  
11, 2020 [My 1st Week Discussion: Introductions](#) due by 11:55pm

Fri Jun 12  
2020 [Syllabus Quiz- Requires Respondus LockDown Browser](#) due by 11:55pm

Thu Jun  
18, 2018 [My Week 2 Discussion Question: Time Line](#) due by 11:59pm

Fri Jun  
19, 2020 [06/15/2018 - Quiz Student Success Strategies \(Study powerpoint notes\)- Requires Respondus LockDown Browser](#) due by 11:59pm

Thu Jun  
25, 2020 [My Week 3 Discussion Question](#) due by 11:59pm

Fri Jun  
26, 2020 [06/26/2020 - EXAM - Module 1 \(powerpoint notes\) - Requires Respondus LockDown Browser](#) due by 11:59pm

[06/22/2020 - Medical Terminology Quiz 1 - Chapter 1 - Requires Respondus LockDown Browser](#) due by 11:59pm

Thu July 2  
2020 [My Week 4 Discussion Question](#) due by 11:59pm ,

Fri July  
3, 2020 [07/03/2020 - Quiz 2 Terminology - Chapter 2 - Requires Respondus LockDown Browser](#) due by 11:59pm

[07/03/2020 Module 2 Exam \(Chapter 1: Respiratory Care Made Incredibly Easy\)- Requires Respondus Lockdown Browser- Requires Respondus LockDown Browser](#) due by 11:59pm

[EO2 - Term 2 Quiz- Requires Respondus LockDown Browser](#) due by 11:59pm

Fri Jul 10,  
2020 [My Week 5 Discussion Question](#) due by 11:59pm

[07/10/2020- EXAM Module 3 \(Chapter 2-Respiratory Care Made Incredibly Easy\)- Requires Respondus LockDown Browser](#) due by 11:59pm

Thu Jul

16, 2020 [My Week 6 Discussion Question](#) due by 11:59pm

Fri Jul [7/13/2018- EXAM Module 4 - Requires Respondus Lockdown Browser-](#) due by  
17, 2020 [Requires Respondus LockDown Browser](#) 11:59pm

Thu Jul

23, 2020 [My Week 7 Discussion Question](#) due by 11:59pm

Fri Jul [07/20/2018 Quiz 5 - Terminology Chapter 5 - Requires Respondus](#) due by  
24, 2020 [Lockdown Browser-- Requires Respondus LockDown Browser](#) 11:55pm  
[07/20/2018 Quiz 6 -Terminology - Chapter 6 - Requires Respondus](#) due by  
[Lockdown Browser- Requires Respondus LockDown Browser](#) 11:55pm

Thu Jul [Week 8 Discussion; End of Course Wrap-UP](#) due by 11:59pm  
30, 2020 [Week 8: Performance Assessment: Case Study](#) due by 11:59pm

Fri Jul [7/31/2020 - Quiz 7- Terminology - Chapter 7 \(Urinary System\) - 31,](#) due by  
2020 [Requires Respondus LockDown Browser](#) 11:55pm

**Houston Community College System**  
**Coleman College for Health Sciences: Respiratory Therapist Program**  
**Introduction to Respiratory Care**  
**RSPT 1201: CRN 12458 – F8B**  
Student Signature Page (Please Submit to Instructor)

The instructor has provided the class and I have read the Summer-2020 ) course syllabus for RSPT 1201 – Introduction to Respiratory Care. I am familiar with the contents there in and I will abide by the stated rules / policies for the course.

I am aware of the required textbook and materials and I realize that the reading and being prepared to class is critical for my success in this course.

I understand that additional help may be obtained from the instructor during posted office hours or by appointment, but that it is my responsibility to seek such help. I further understand that a student tutor will be provided upon my request and upon appropriate application to student services.

I understand the potential for both passing and failing this course, and that I must obtain a cumulative grade of at least 75% (C) to successfully complete the course.

All students must review the course syllabus and sign the course syllabus receipt within the first week of class.

Failure to submit this Student Signature Page as instructed by the due date, **Thursday, June 11th, 2020**, will indicate that I wish to withdraw from the course. It will be the responsibility of the student to withdraw from the course. **The instructor will not be responsible for withdrawing the student from the course.**

**E-mail: herbert.jackson@hccs.edu**

By signing, I indicate my understanding and willingness to comply with these regulations and requirements.

Student Name (Print) \_\_\_\_\_

HCC - ID (W#) \_\_\_\_\_

HCC Email Address\_\_

Student Signature (Ink) \_\_\_\_\_ Date Signed \_\_\_\_\_

\*Failure to return the Student Signature Page to the Course instructor will result in automatic withdrawal from the course after the first week of instruction.