

Course Syllabus

COURSE: PSYT 1332.200 Basic Anatomy and Physiology (3:3:0)
 SEMESTER: Fall 2014
 CLASS TIMES: Thursday 6:00pm -8:50pm
 INSTRUCTOR: Jerry S. Findley, BS, MA, LP
 OFFICE: Reese Center, Building 5, Room 517E
 OFFICE HOURS: Mon-Thurs, 1:30pm-4:00pm, Friday 8:30-12:00
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"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

Please refer to Scans and Foundation Skills

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-9, C-12, C-15, C-16, C-19, C-20; F-1, F-2, F-3, F-4, F-5, F-8, F-9, F-10, F-12, F-13, F-14, F-16)

Upon completion of the course, the student will:	
1. Demonstrate knowledge in assisting in an emergency situation utilizing the Emergency Activation Principle.	(C-5, F-8, F-9, F-10, F-11, F-12)
2. Recognize emergency situations.	(C-5, F-8, F-9, F-10, F-12)
3. Be familiar with the first aid care required for the four major injuries that occur to bones, tendons, ligaments, muscles – coupled with first aid care for bleeding, shock, and sudden illness.	(C-5, C-6, C-7, F-11)
4. Complete a Healthcare Provider CPR course.	
5. Demonstrate basic first aid care for injuries to the head, neck, face, chest, and abdomen.	(C-5, F-8, F-11)
6. Demonstrate knowledge of human bodily functions.	(C-5, F-8, F-11)
7. Understand the mechanisms of homeostasis in the human body.	(C-5, F-8, F-11)
8. Understand the structure and function of all bodily systems.	(C-5, F-8, F-11)
9. Understand "Standard Precautions" as they relate to health care settings.	(C-5, F-8, F-11)

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.

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.

SCANS and FOUNDATION SKILLS

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

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Structure and Function of the Body. 12th or 13th Edition, Thibodeau.

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)

“Punctual and regular class attendance is required of all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable.” (*South Plains College Student Guide, 2011-2012, pp.20*)

“Whenever absences become excessive and, in the instructor’s opinion, minimum course objectives cannot be met due to absences, the student should be withdrawn from the course.” (*South Plains College General Catalog, 2011-2012, pp.20*)

Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 3rd class day (or having equivalent tardies) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- Work schedule is not an excuse for missing class.

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. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

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. If a student does not return to class after an examination, an absence will be recorded. Please note that the final examination is comprehensive.

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 (Class/Lab)	15%
Modular Exams	35%
Final Exam	35%

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.

STUDENT CONDUCT

- Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages 10-15.

SPECIAL REQUIREMENTS

- **Cell Phones** – Cell phones are to be turned OFF during scheduled class periods, unless prior approval has been given from the instructor. This includes text messaging. Cell phones are to be used outside the classroom only.

COURSE OUTLINE**South Plains College
Allied Health Division
PSYT 1332.200****CLASS SCHEDULE: Subject to change by faculty.**

Class	Date	Chapters
Class 1	8/28	1 and 2
Class 2	9/4	3 and 4
Class 3	9/11	Exam 1
Class 4	9/18	5 and 6
Class 5	9/25	7 and 8
Class 6	10/2	Exam2
Class 7	10/9	11 and 12
Class 8	10/16**	Exam 3
Class 9	10/23	9 and 10
Class 10	10/30	13 and 14
Class 11	11/6**	Exam 4
Class 12	11/13	15 and 16
Class 13	11/20	17 and 18
Class 14	12/4	19, 20 and 21
Class 15	12/11	Final Exam

Schedule is subject to change as circumstances warrant**Important Dates:**

November 18

*Last day to drop a course

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 through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

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.

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.



I have read and fully understand the course syllabus for Basic Anatomy & Physiology (PSYT 1332). 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