

## Course Syllabus

COURSE: VNSG 1420  
SEMESTER: Summer 2020  
CLASS TIMES: On-line  
LAB TIMES: XXXXX  
INSTRUCTOR: Janet Hargrove MSN, RN  
OFFICE: Allied Health Building, 103 A  
OFFICE HOURS: By appointment  
OFFICE PHONE: 806-716-2386/cell 806.523.9722  
E-MAIL: [Jhargrove@southplainscollege.edu](mailto:Jhargrove@southplainscollege.edu)  
Facebook: XXXXXXXXXXXXX

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

### GENERAL COURSE INFORMATION

\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.\*

### COURSE DESCRIPTION (WECM)

The study of the structure (anatomy) and function (physiology) of the human body, including the neuro, endocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

### STUDENT LEARNING OUTCOMES (DECS)

#### At the completion of the semester students will:

1. Identify how the cavities, organs, and body alignment play a role in the organization of the body.
2. Explain how chemical elements keep the body in balance and functioning.
3. Identify cells and their functions.
4. Identify the different tissues and how they function in the body.
5. Discuss the functions and importance of the skin.
6. Explain how bones are "alive" and grow, identify specific bones, how they function and their necessity to the individual.
7. List certain major muscle groups and how they function within the body.
8. Explain and discuss functions of the different divisions of the nervous system.
9. List 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. Discuss basic glandular functions and how they affect the body.
11. Discuss the different parts of the blood and the function of each.
12. Describe how the heart functions.
13. Explain the vessels, their locations, and function.
14. Discuss the basic function of how the lymph system works and its importance.
15. Discuss the different divisions of the respiratory system and how it functions.
16. Explain the divisions, locations, and functions of the digestive system.
17. List the basic purpose of metabolism and its importance in relation to the different functions of the body.
18. Discuss the location and function of the urinary system and its importance in maintaining homeostasis.
19. Explain basic function and how the body maintains homeostasis through chemical exchanges.
20. Locate and state basic functions of the different parts of the reproductive system.
21. Discuss the basic role of microbiology, nosocomial infections and infection control.
22. Discuss and pronounce correctly terminology used in text.
23. Be present and punctual for all classes with no more than 3 (three) absences.

**COURSE OBJECTIVES** - Outline form (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)

**At the completion of this course the student will have:**

1. Define the terms Anatomy and Physiology.
2. Describe the normal structure and function of the systems of the human body.
3. Develop an understanding of the holistic nature of the human species.
4. Utilize vocabulary consistent with terminology pertaining to the anatomical structure and function of the body.

**EVALUATION METHODS**

Written exams, written assignments, quizzes, and other homework as assigned.

**ACADEMIC INTEGRITY**

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

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

**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.

**VARIFICATION OF WORKPLACE COMPETENCIES**

No external learning experiences required

**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.

**FACEBOOK**

Please see the Facebook page for the nursing program for general information.

**SCANS and FOUNDATION SKILLS**

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

**SPECIFIC COURSE INFORMATION****TEXT AND MATERIALS****MANDATORY TEXTBOOKS:**

1. Memmler, (2005). The Human Body in Health and Disease, 14<sup>th</sup> Ed, Lippincott. Williams Wilkins.

Students must have the most recent edition of text books.

## SUGGESTED TEXTS

Taber's Cyclopedic Medical Dictionary, 21<sup>st</sup> Ed., (2009).

## ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a power point presentations or other paper to use for notes, and/ or completed quizzes or assignments as required in class. Students should be prepared to take notes over lecture material if they choose.

## ATTENDANCE POLICY (\*READ CAREFULLY)

### Class Attendance

Students are expected to participate in all classes in order to be successful in a course. The student may be administratively withdrawn from the course when participation indicates that the student is no longer engaged in the course.

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

## ASSIGNMENT POLICY

Students are expected to read the assigned chapters and view assigned lectures. All class work and exams are to be completed in the assigned semester. Failure to complete assignments will result in a grade of "0". There will be an exam after the completion of each assigned unit and a comprehensive final exam at the end of the course

**There will be no make-up test.** If a test is missed, the student will receive a "0" for that test. Before the unit tests are averaged the lowest mark received by the student on a unit test will be dropped.

## COMPUTER USAGE

In order to take exams, students must have their user name and password.

## COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

## EXAMS

There will be an exam at the completion of each assigned unit, and a comprehensive final exam at the end of the course. Unit exams will not be made up. A grade of zero (0) will be given. The lowest test grade will be dropped. Quizzes are not eligible for make-up and a grade of zero (0) will be automatically given if the quiz is not taken.

## GRADING POLICY

Chapter Exams	65%
Final Exam	20%
Attendance quizzes	15%

Students will have an attendance quiz every Monday and Wednesday morning between 0800-1000 am. These quizzes will be over the content scheduled for that week. **EVEN IF THERE IS A UNIT EXAM SCHEDULED ON MONDAY AND WEDNESDAY, THERE WILL STILL BE A QUIZ THAT MORNING.** These will be required quizzes that will count as 15% of your final grade. They may come in the form of multiple choice, short answer, or fill in the blank questions.

Unit exams will be written exams in the form of multiple choice questions. ALL exams will be taken via Blackboard using Respondus lock-down browser or Proctorio to ensure that the integrity of the test is maintained. The faculty will advise you which is product is used at the beginning of each test. If using Respondus, a tablet may be used to test. If using Proctorio, students may not take a test on a tablet, a PC must be used.

You **MUST** pass this course with a **77** average to be admitted into the Vocational Nursing Program.

## COMMUNICATION POLICY

- **Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems or the announcement section in the Blackboard course.** I will utilize text messaging and you may communicate with me this way also. 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.

## Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

## Title IX Pregnancy Accommodations Statement

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

## Campus Concealed Carry Statement

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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.

## **STUDENT CONDUCT**

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

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

- Students must present the signature page, via email or Blackboard, acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- These signature pages are due by the first Thursday of class. Five (5) Bonus points will be given on the first unit exam to students who return the signature page by this time.
- Students are not allowed to have cell phones on their person during exams.

## **COURSE DISCLAIMER**

**Enrollment in this course does not guarantee a passing grade and/or admission into the Vocational Nursing Program.**

---

## **ACCOMMODATIONS**

### **Diversity Statement**

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

## Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### 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.

## **Course Schedule**

Each Chapter should be read prior to lecture. Review objectives for each chapter in text. Know key terms from each chapter. These terms will not be defined during the test. Quizzes may or may not be announced by instructor. Homework grades come in the form of assigned chapters from the study guide as they coincide with the current unit of study. Homework is due on the morning of the coinciding unit exam. Any homework turned in after 0900 will be considered late. Ten (10) points will be deducted from the final homework grade for every day it is turned in late. Content may be changed at the discretion of the instructor depending upon how fast or slow the material is covered. The instructor will inform the class in advance when changes are made to the course outline.

### **UNIT I The Body as a Whole**

Chapter 1- Organization of the Human Body

Chapter 2/3 – Specific portions of chpt 2-3 will be presented. See power points.

Chapter 4- Tissue, Glands, and Membranes

**TEST #1 CHAPTERS 1, 2/3, 4**

### **UNIT II Disease and the Integumentary System**

Chapter 5-Disease and Disease-Producing Organisms

Chapter 6- The Integumentary System

**TEST #2 CHAPTERS 5, 6**

### **UNIT III Skeleton**

Chapter 7- The Skeleton

**TEST #3 CHAPTER 7**

### **UNIT IV Muscles**

Chapter 8- The Muscular System

**TEST #4 CHAPTER 8**

### **UNIT V Circulation**

Chapter 14- The Heart and Heart Disease

Chapter 15- Blood Vessels and Blood Circulation

#### **NOTE 5 P's of Circulatory Checks**

P Pain

P Paresthesia

P Paralysis

P Pulse

P Pallor

**TEST #5 CHAPTERS 14, 15**

### **UNIT VI Respiratory System**

Chapter 18- Respiratory System

**TEST #6 CHAPTER 18**

### **UNIT VII Digestive System**

Chapter 19- Digestion

Chapter 20- Metabolism, Nutrition, and Body Temp

**TEST #7 CHAPTERS 19, 20**



### **UNIT VIII Fluids**

Chapter 21 Urinary System

**TEST #8 CHAPTERS 21**

### **UNIT IX Neuro**

Chapter 9- Nervous System

Chapter 10- The Brain and Cranial Nerves

**TEST #9 CHAPTERS 9, 10**

### **UNIT X Reproductive System**

Chapter 23- Male and Female Reproduction

Chapter 24- Development and Birth

**TEST #12 CHAPTERS 23, 24**

**HOMEWORK – CHPT 23, 24**

### **UNIT XI Endocrine (This unit will be included if time allows in the semester)**

Chapter 12- Endocrine System, Glands and Hormones

Chapter 13 – The Blood

**TEST #10 CHAPTERS 12, 13**

**HOMEWORK – CHPT 12**

### **COMPREHENSIVE FINAL EXAM**

VNSG 1420  
Syllabus Attestation

I, \_\_\_\_\_, have read and understand the expectations for VNSG 1420  
(Anatomy & Physiology) from the Summer 2020 syllabus.

Student \_\_\_\_\_ Date \_\_\_\_\_