



SCIT 1391 Special Topics

Anatomy and Physiology for the Prehospital Professional

Course Syllabus:

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Classroom	Clinical Sites Available for Appointments	Classroom	Clinical Sites Available for Appointments	0900-1400	Monday and Wednesday 1800-2200

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Description

This course is a study of human anatomy and physiology. Students are introduced to the organizational composition of the human body as it relates to the different levels of complexity and the study of the functions of living organisms and their parts. While the human body is considered a singular structure, it is made up of integrating atoms, molecules, cells, tissues, organs, and systems to maintain homeostasis necessary for survival.

Required Text:

- ***Anatomy & Physiology for the Prehospital Professional 3rd edition.***
 - ***ISBN:10:1-4496-4230-3***
- ***Online access for Navigate 2: Access card purchased with Textbook***

Course Learning Objectives

Upon successful completion of this course, the student should be able to:

1. Demonstrate knowledge of the structural levels of organization of the human body.
2. List the major body planes, directional terms, quadrants, cavities, and of the human body.
3. Identify body systems and the major organs of each body system
4. Demonstrate knowledge of the basic principles of anatomy and physiology in relation to the principles of chemistry.
5. Describe normal function of each body system.
6. Define terminology related to anatomy and physiology.
7. Complete objectives related to each chapter of the text.

Course Policies:

To ensure you have all key information available to you off-line, it is highly recommended that you print the student syllabus and course calendar for your reference.

Attendance:

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 11:59. Days of the week correspond as follows:

Monday – Day 1
Tuesday – Day 2
Wednesday – Day 3
Thursday – Day 4
Friday – Day 5
Saturday – Day 6
Sunday – Day 7

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises within the JB Learning (Navigate 2) Platform and class discussion forums. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. JB Learning (Navigate 2) Platform will be used for the majority of assignments in this course. The platform contains different learning tools that include videos, homework assignments, learning labs, tests and quizzes, and simulated claim scenarios.
2. Additional articles, lectures, and video demonstrations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given each week and will cover information contained in your text, class discussions, JB Learning (Navigate 2) learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the “announcements” section of Blackboard. There are **NO** make-up exams and I do **NOT** accept late assignments! All assignment due dates are listed in the course calendar and under the description of the actual assignment. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment.

It is your responsibility to ensure that your assignments are submitted on or before the due date! I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension if this occurs.

Technology issues are not valid reasons for missing deadlines. Please ensure that your computers are updated with the correct software. There are computer labs available on campus and your local library if necessary.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

Grading Scale:

The grading scale of all graded activities combined will be the following

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

**** A minimum of a "C" is required to pass this course.**

Drop Policy: The last day to drop with a grade of "W" is noted in the college calendar for the current semester

Grades will be posted online under **"My Grades"** in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 7 of Week 4. JB Learning (Navigate 2) grades will automatically post to your grade book after you have submitted the assignment. If they do not, please let me know so I can manually enter them. I do review tests and worksheet assignments for computer errors and may award credit for answers that I feel are correct.

I will log in to the course at least 4 times during the week to monitor the weekly **Forum** area. Feedback will be provided in the **Forum** area and/or in the **Course Issue** area. Requests for more specific feedback may be made in the **Forum** area or in the **Course Issue** area.

Academic Dishonesty

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on Blackboard under **"START HERE"**

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC's policies and may receive a grade of "0" for that assignment. A second violation will result in failure of the course.

Online Communication:

Since this is online course and we do not interact face-to-face, good communication within the online environment is essential.

If you have any questions regarding course content or questions related specifically to the class, please post them in the **“Course Issue Discussion Board”** posted under **“START HERE”** or **“DISCUSSIONS.”** Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me in remind. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post the information in **Remind**

It is important to always check your Blackboard **Course E-mail, the Discussion** area, **Announcements**, and the **course issue** area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the **Blackboard Course e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the introduction forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

Course Navigation:

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, Blackboard help, etc. It is your responsibility to ensure your knowledge of the Blackboard system. If you have any questions, please post in the **“Course Issue Discussion,”** or you can contact NTCC’s Tech Support. There are several “tabs” to the left of the course screen that provide additional information for the course.

Internet Connection Issues:

Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, “my dog ate my computer” is not a valid excuse. If you have issues regarding connectivity, please contact NTCC’s Tech Support for help. If you have issues with navigating through the Blackboard system, please refer to the **“HELP”** tab to the left on the course screen. Since we are using JB Learning Navigate 2 platform for this course, Information for technology requirements are found under the **“Tech Requirements”** tab. If you have problems with Navigate 2 connectivity, please contact JB Learning tech support. Information for tech support is located on our home page.

Course Materials and Assignments:

Along with your text books for this course, additional course materials located within the program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course: WebMD and Wikipedia are not reliable resources for this course

Assignments: All of the assignments are performed through the Navigate 2 Platform and are due by Day 7 of each week. Please check the weekly schedule for the list of assignments due for the specific week.

******There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made.**

Final Comprehensive Test: This test will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted in week of class. **There is absolutely NO MAKE UP for the final exam.**

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:

<http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing.

Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tobacco Use

If you come to NTCC's campus, the use of tobacco products including smokeless tobacco, smoking tobacco, electronic cigarettes, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:

1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:

1. Personal vehicles
2. Designated smoking huts on the west side of campus.