

Course Syllabus

COURSE: SCIT 1407 Applied Human Anatomy and Physiology (4:3:3)
SEMESTER: Fall 2019
CLASS TIMES: Monday/Wednesday 1:00pm – 3:00pm
LAB TIMES: No official lab times
INSTRUCTOR: Jackie Underwood PTA, MS PTA Associate Professor
OFFICE: Allied Health Building 103 B
OFFICE HOURS: by appointment
OFFICE PHONE: 806-716-2470
E-MAIL: junderwood@southplainscollege.edu

"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

An applied systematic study of the structure and function of the human body. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Emphasis on homeostasis.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will: Identify the structure and explain the function of cells and tissue; identify the components and explain the physiological mechanisms of the following body systems: integumentary, skeletal, muscular, nervous, and endocrine; and apply anatomical terminology to describe the processes these systems use to maintain homeostasis of the human body.

1. Construct, define, and utilize medical terms related to anatomy & physiology using word roots, suffixes, prefixes.
2. Explain anatomical planes, positions and movements related to anatomy & physiology
3. Describe the basic function of the cardiovascular and respiratory systems.
 - a. Identify the anatomy of the human heart
 - b. Describe the path the blood takes through the vascular system
 - c. Differentiate between arterial and venous component of the vascular system
 - d. Explain the blood flow through the heart
 - e. Identify the basic components of the respiratory system
 - f. Describe the various skeletal structures related to the respiratory system
 - g. Explain the process of breathing
4. Describe the basic function of the integumentary system.
 - a. Explain the importance of the our skin
 - b. Identify the components of the skin and the major structures within it
5. Describe the basic function of the Endocrine system.
 - c. Explain the importance of the our hormone
 - d. Identify the major producers and effects of hormones
6. Describe the basic function and anatomy of the neuro-muscular system
 - a. Identify the major structures of the nervous system
 - b. Differentiate between sensory, motor and autonomic nerves and their role in physiology
 - c. Differentiate between the central and peripheral nervous systems

7. Identify the major bones and muscles and their actions related to movement of the regions of the body.
 - a. Identify the bones by name and location of the head / neck, back, upper extremity and lower extremity.
 - b. Recognize important surface anatomy and landmarks associated with all the regions of the body.
 - c. Demonstrate action of the muscles of the head / neck, back, upper extremity, and lower extremity.
 - d. Identify the origin & insertion of each of the muscles
 - e. Identify the innervation of each of these muscles.

8. Identify the innervations of the muscles of the regions of the body including head / neck, back, lower extremity, and upper extremity.
 - a. Identify nerves making up the Brachial Plexus
 - b. Identify innervations for the upper extremities and lower extremities
 - c. Demonstrate knowledge of cranial nerves

COURSE OBJECTIVES - Outline form (C-1, C-5, C-6, C-7, C-8, C-9, C-12, C-13, C-14, C-18, C-20; F-1, F-2, F-5, F-7, F-8, F-9, F-11, F-12, F-13, F-16, F-17)

At the completion of this course the student will have:

The cognitive, psychomotor, and affective competencies to

- Understand terminology related to anatomy & physiology
- Identify planes and axis of the body
- Understand the basic function and structures of the cardiovascular and respiratory systems.
- Understand the basic function and structures of the integumentary system.
- Describe the basic function of the Endocrine system.
- Understand the basic function and structures of the Neuro-muscular system.
- Understand the basic function and structures of the Musculoskeletal system.
- Identify the major bones of the regions of the body including head / neck, back, lower extremity, & upper extremity.
- Identify the major muscles and their actions of the regions of the body including head / neck, back, lower extremity, & upper extremity.
- Identify the innervations of the muscles of the regions of the body including head / neck, back, lower extremity, and upper extremity.

EVALUATION METHODS

Computer-based exams, written assignments, quizzes, and other projects 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

NA

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.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Visible Body Course Ware-You should have received an email inviting you to purchase access and set up an account for SCIT 1407.

Trail Guide to the body Student Workbook 5th edition	Biel	BOD	978-0-9829786-6-5
Trail Guide to the Body	Biel	BOD	978-0-9829786-5-8

SUGGESTED TEXTS

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. Please also purchase washable markers and a package of wet wipes for lab times.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. 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)

Due to the importance of the Anatomy and Physiology 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.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the PTA Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

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 health occupations 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 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 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

The majority of student 'written' exams will be administered via computer. Students should practice proper spelling and grammar when answering a written exam.

Additionally, many exam questions will be constructed in the same manner as NPTE-PTA questions, allowing students to prepare for that testing format used in the PTA Program.

- **There are no retests for Lecture Exams.**
- Students are required to make a 70% on the final exam and maintain a 70% or higher for the course weighted total grade to be considered passing
- The majority of exams are administered in a campus computer lab which must be reserved by the instructor in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed.

GRADING POLICY

A minimum of 70% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 70% or better for each course section to pass that section.

Final semester grades will be based on the following:

Class preparation / attendance	=5 %
Written Assignments	=15%
Weekly quizzes	=10 %
Exams	=50%
<u>Comprehensive Final exam</u>	<u>=20%</u>
	= 100 %

Grading Scale: 90-100	A
80-89	B
79-70	C
69-60	D
59 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. 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. Email communication is expected to follow professional standards.

CAMPUS CARRY

Campus Concealed Carry - 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, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.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.

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 Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

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 complete acknowledgment that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- **This acknowledgement can be found in the Start Here content area on Black Board and will be due Sunday by 11:59 PM.**
- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.
- **Class Dress Code** – Students are expected to wear clothing that will not provide distraction during class and Lab. You are looking to apply to a professional program and you will be expected to apply professional standards to dress, behavior, and language. **Occasionally you will be requested to wear lab attire that will allow classmates to access body parts, as an example drawing boney landmarks and muscles on the back, shoulder, or leg.**

WHAT NOT TO WEAR: low cut blouses, “booty” shorts, T shirts with offensive slogans or inappropriate images.

COURSE DISCLAIMER

Working with the public in healthcare situations is stressful and requires a mentally tough individual to provide medical care in the clinical environment. This course is designed to prepare students to enter the PTA Program and be successful in the rigorous technical program.

Additionally, enrollment in this course does not guarantee a passing grade, or admission to the PTA Program.

Jackie Underwood PTA, MS
Associate Professor
PTA Program Director

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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

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

SCIT 1407 Applied Anatomy and Physiology 1
M/W 1:00-3:00

DATE	TOPIC- Monday	TOPIC Wednesday	READING Visual Body App	ASSIGNMENTS Due Sunday 11:59 PM	EXAMS RQ due Sunday 11:59
		Exam 1 materials			
WEEK 1 8/26-9/1	Syllabus Review Get to know you Intro to Anatomy Terminology	Cells and Tissues	Chapters 1-4		RQ 1-Terminology
WEEK 2 9/2-9/8	Integumentary System	Integumentary System	Chapter 5-6		RQ 2-Integumentary system
WEEK 3 9/9-9/15	Endocrine System	Circulatory System	Chapter 24-26 Chapter 27-30		RQ 3Endocrine system, Circulatory system
WEEK 4 9/16-9/22	Lymphatic System	Exam 1	Chapter 31-33	Assign 1 Due	Exam 1 9/18 1:00-3:00
		Exam 2 materials			
WEEK 5 9/23-9/29	Respiratory System	Respiratory System	Chapter 34-37		RQ 4
WEEK 6 9/30-10/6	Digestive System	Digestive System	Chapter 38-42	Assign 2 Due	RQ 5
WEEK 7 10/7-10/13	Urinary System	Reproductive system	Chapter 43-47.1		RQ 6
WEEK 8 10/14-10/20	Skeletal system	Exam 2	Chapter 9-9.15 Begin using TGB		Exam 2 10/16 1:00-3:00
		Exam 3 Materials			
WEEK 9 10/21-10/27	Skeletal System	Skeletal System	Chapter 10-12	Assign 3 Due	RQ 7
WEEK 10 10/28-11/3	Nervous System	Special Senses	Chapter 17-23		RQ 8
WEEK 11 11/4-11/10	Muscular System	Muscular System	Chapter 13-16.5	Assign 4 Due	RQ 9
WEEK 12 11/11-11/17	Head, Neck, & Trunk	Exam 3	Chapter 16.6-16.32		Exam 3 11/13 1:00-3:00
		Exam 4 Materials			
WEEK 13 11/18-11/24	UE	UE	Chapter 16.33-16.45		RQ 10
WEEK 14 11/25-12/1	LE	Thanksgiving	Chapter 16.46-16.62	Assign 5 Due	RQ 11
WEEK 15 12/2-12/8	LE	Review			
Week 16 12/9-12/15	Exam 4 Comprehensive Final				Exam 4 12/9 1:00-3:00