

## Course Syllabus

**COURSE:** VNSG 1420  
**SEMESTER:** Fall 2023  
**CLASS TIMES:** Tuesdays 0800-1200  
**LAB TIMES:** Included in class times  
**INSTRUCTOR:** Jessica Strickland BSN, RN  
**OFFICE:** Reese Center, Building 8, Room 809  
**OFFICE HOURS:** Wednesday 1300-1600, Thursday 0800-1200, Friday 0900-1000  
**OFFICE PHONE:** 806-716-4719  
**E-MAIL:** [jstrickland@southplainscollege.edu](mailto:jstrickland@southplainscollege.edu)  
**Facebook:** <https://www.facebook.com/SouthPlainsCollegeVocationalNursing>

*"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

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining hemostasis.

#### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Identify the structure of each of the major body systems.
2. Be able to describe the functions of each of the major body systems.
3. Be able to discuss the interrelationship of systems in maintaining homeostasis.

**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:
<ul style="list-style-type: none"> <li>• Have a basic understanding of how the cavities, organs and body alignment play a role in the organization of the body.</li> <li>• Have a basic understanding of how chemical elements keep the body in balance and functioning.</li> <li>• Have a better understanding of cells and their functions.</li> <li>• Have a general understanding of the different tissues and how the function in the body.</li> <li>• Be better acquainted with the functions and importance of the skin.</li> <li>• Learn that bones are "alive" and grow, how they function and their necessity to the individual.</li> <li>• Name certain major muscle groups and how they function within the body.</li> <li>• Have a basic understanding and function of the different divisions of the nervous system.</li> <li>• Name 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.</li> <li>• Have a basic understanding of glandular functions and how they affect the body.</li> <li>• Have a basic understanding of the different parts of the blood and the function of each.</li> <li>• Be able to describe how the heart functions.</li> <li>• Have a basic understanding of the vessels, their locations and function.</li> <li>• Have a basic understanding of how the lymph system works and its importance.</li> <li>• Have a basic understanding of the different divisions of the respiratory system and how it functions.</li> </ul>

<ul style="list-style-type: none"> <li>• Have a general understanding of the divisions, locations, and functions of the digestive system.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a basic understanding of metabolism and its importance in relation to the different functions of the body.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a general understanding of location and function of the urinary system and its importance in maintaining homeostasis.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a very basic understanding of how the body maintains homeostasis through chemical exchanges.</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to locate and state basic functions of the different parts of the reproductive system.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a basic understanding of microbiology, nosocomial infection and infection control.</li> </ul>
<ul style="list-style-type: none"> <li>• Become familiar with and have basic understanding of terminology used in text.</li> </ul>
<ul style="list-style-type: none"> <li>• Be present and punctual for all classes with no more than 2 (two) absences.</li> </ul>

## EVALUATION METHODS

Computer-based and written exams, computer based and written assignments, written and computer based scheduled and pop 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 profound consequences, 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 presenting all coursework phases. This applies to quizzes of whatever length, final examinations, daily reports, and 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 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

Vocational nurses are expected to know the structure and function of each area of the human body.

## 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

The Vocational Nursing Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram> in addition to the South Plains College website. "Liking" the South Plains College Vocational Nursing Program Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

## SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

## SPECIFIC COURSE INFORMATION

### TEXT AND MATERIALS (THIS IS THE NEWEST RELEASED EDITION AND WHAT WE WILL BE USING)

1. Cohen, B.J., & Hull, K.L. (2019). Memmler's The Human Body in Health and Disease, (14<sup>th</sup> Ed.), Wolters Kluwer. ISBN: 9781284217964
2. Cohen, B.J., & Hull, K.L. (2019). Study Guide for Memmler's The Human Body in Health and Disease, (14<sup>th</sup> Ed.), Wolters Kluwer. ISBN: 9781284268263
3. ATI Student Access

### OTHER RECOMMENDED TEXTS

1. VanLeeuwen, A., & Bladh, M. (2021). Davis's Comprehensive Manual of Laboratory & Diagnostic Tests with Nursing Implications. (9<sup>th</sup> ed.). F.A. Davis. ISBN # 9781719640589
2. Vallerand, A., & Sanoski, C. (2023). Davis Drug Guide for Nurses, (18<sup>th</sup> ed.). F.A. Davis. ISBN # 9781719646406
3. Venes, D. (Ed.). (2021). Taber's Cyclopedic Medical Dictionary (24<sup>th</sup> ed.). Philadelphia: F.A. Davis Company.
4. Williams, L., & Hopper, P. (2019). Understanding Medical Surgical Nursing, (6<sup>th</sup> ed.), F.A. Davis. ISBN #978-0-8036-6898-0
5. Williams, L., & Hopper, P. (2019) Study Workbook for Understanding Medical Surgical Nursing, (6<sup>th</sup> ed.), F.A. Davis. ISBN #978-0-8036-6900-0

### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes, completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. If PowerPoint and or outlines are posted on Blackboard, they must be printed prior to class. Class time will not be given for printing notes.

### ATTENDANCE POLICY (\*READ CAREFULLY)

#### Class Attendance

Students must attend all classes 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.

Because of the fast pace of this course within the Vocational Nursing Program and as stated in the Vocational Nursing Student Handbook, make up work is not accepted in this course. Students are officially enrolled in all courses for which they pay tuition and fees at registration. Should a student delay 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))

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. To foster accountability, to match the work environment policies, and to

foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not ask why a student is absent because they are an adult learner. Faculty also do not make up classes or repeat lectures for students who miss a class; students who are absent should obtain missed information from a fellow classmate.

Additionally, one way a student demonstrates the nursing caring attitude is through timeliness and attendance.

4.1-A. CLASSROOM ATTENDANCE: Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. Roll is taken for each class by signature page; it may be taken several times during a class period. A student who is not present when roll is taken is “absent.”

Students are expected to do all classwork at the time scheduled, whether the class is “live,” per pre-corded lecture or via Zoom—this means the students should be “in class” during this time, not working, driving, shopping or doing some other activity.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be present in stationary environment—not working, driving, shopping or engaged in some other activity. There should be no TV, cell phones or other distractors during the meeting. The student’s camera must be on for the entire time of the class/meeting. The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted as absent.

Students must attend all live classroom presentations and all Zoom meetings. A student who exceeds the allowable absences in any one class will be withdrawn from the program except in the case of a Covid exposure.

Allowable absences in this class will be **two (2) absences**. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician’s release should be submitted when the student is treated by a physician.

**Students who exceed the allowable absence no longer meet the course criteria and must withdraw.**

Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician’s release should be submitted when the student is treated by a physician. Absences are recorded for the entire day if a class is scheduled for the entire day. If a student leaves before the end of the class period, the student is marked “absent” for the day. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as “absent” for the day. There are no “half-day” absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence.

Attendance is most often taken by a sign in sheet. Students who “forget” to sign in are counted as absent.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

4.1-B. TARDINESS— It is disruptive to students who are on time for a tardy student to enter the classroom with books and backpacks. It also demonstrates a lack of caring and lack of respect for classmates for the tardy student to disrupt class. The LVN program is a professional program, tardiness is not acceptable. If a student is tardy, they will be counted absent. The student may still join the class if the door is open, if the door is closed, the student should wait until it’s opened before entering the classroom. See Exam policy regarding expectations on tardiness for exams.

4.1-C. ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.

## 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. Not all quizzes are on the schedule. Pop quizzes may be throughout the course and given at any time. See the instructor for more specific information.

The student is responsible for being informed of class progress and assignments and coming to class prepared to participate in discussion, turning in assignments due, and/or taking the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

Assignments are not accepted by email unless you have received permission prior to the due date. You must submit the assignment in the appropriate location (BlackBoard, ATI, etc.) depending upon the assignment **and it is your responsibility** to make sure that you do not upload blank documents and that your document **can be opened on a PC, because not all Mac files are able to convert**. If you submit a blank document or a file that cannot be opened, it will not be accepted, unless informing instructor a minimum of **two hours** prior to deadline. If within this timeframe, instructor can clear the previous attempt and allow student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible, not blank and submitted correctly.

**Study Guide:** The study guide is designed to give learners of all styles the opportunity to enhance learning this material. The study guide may be used in each class period, so be prepared to have it each class time with you. This study guide may also be assigned as homework or activities assigned in class.

The workbooks that accompany the textbooks offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional help.

**Ticket to class:** Assignments may be given as your “ticket to class” these may be posted to BlackBoard with directions or discussed in class for the next class meeting. You must present or submit these prior to class time starting. You will not be able to enter class until you are able to turn in your completed “ticket”. Understand that if you come to class unprepared and without your “ticket” completed as assigned, you may miss lecture content and class activities while you complete the “ticket” outside of the classroom.

**Remediation:** Remediation assignments may be given to students who receive lower than 80% on an Exam. Remediation for exams will be at the instructor discretion and must be turned in prior to the next scheduled exam. A student will not be allowed to take the next exam without the Remediation turned in. The student should meet with the instructor within 48 hours of the grade posting to receive remediation instructions. Please email the instructor to set up the meeting time.

## 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 and exams. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments, exams, and classroom resources. All registered students are supplied with a working email account from South Plains College. The use of TikTok is prohibited on SPC devices and WiFi. Tik Tok may not be used for online assignments.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

## COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled opening 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

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam but studying to intervene on the behalf of the patient.

A&P is a foundational course to nursing. Students must know where the body parts are and how they function so that when they are learning in nursing, they can understand what is going wrong and how to appropriately intervene!

There are five (5) exams over course material throughout the course and one final comprehensive exam at the end of the semester.

Exams are administered on campus and may be given in written format with the student answering on scantrons or in a computer lab using ATI and the instructor must reserve them in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever-changing COVID conditions, you may take exams on ATI and have it proctored or on Blackboard with Proctorio. It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.

Diagram exams may be given in conjunction with unit exams or may be given more like a pop quiz. Diagram exams are cumulative, meaning that the student will see many of the diagrams more than one time—nursing students (and later nurses) will always need to know where the body parts are and how they work!

In class assignments/workbook assignments, homework assignments, and quizzes (both planned and pop-quizzes) will be averaged in with diagram exams. (See grading policy)

Exams may cover information given during lecture, handouts, movies, website links, assigned reading of the texts and any content in ATI. At the completion of the course a *comprehensive* final examination will be given. Exams will be in the form of, but not limited to, multiple choice, matching, select all that apply, completion, CJE matrix, Hot spot and drag and drop, and True/False.

### **NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS.**

1. Grades will be given to students during allotted class time.
2. Each student should know current course averages for all classes.
3. **Students must earn a “C” (76) or better in this class for progression.**
4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours (about 2 days) of notification of grade assignment. Once the 48 hours (about 2 days) have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**
5. The Final Exam grade and a numerical course grade will NOT be posted on Blackboard. The final course grade will be posted to CampusConnect as the transcribed letter grade.
6. Once grades are posted, an exam is ready for review. When possible, exams will be made available for all students to review at the end of a lecture (time permitting) but if that is not possible, a student may email me for an appointment to come by the office and review the exam.

**Grades will not be given or discussed by email or phone.**

**\*On exam days, the test will start at designated time. There are no tardies. If you are late the door will be locked and you will not be allowed into the classroom. You will receive a zero for the exam. You may enter after exam is complete to participate in class activity but will still be considered absent.**

## MISSED EXAMS/MAKEUP WORK:

1. There will be NO make-up exams for a missed unit exam. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted for the **first** missed unit exam grade only. Should any additional unit exam be missed, a grade of “0” will be recorded.
2. The comprehensive final may be substituted for ONE exam grade that is the lowest posted exam grade pending the student does not have an absence in the class, a class average of 76 or higher and is passing all other courses with their required minimum grade at the time this class’ final is given. The final will not replace both a missed exam and a lowest exam grade, if you missed an exam it will only cover that grade. If you attended all exams, the final will then cover that lowest grade pending criteria met.
3. **No exams will be given prior to the originally scheduled exam.**
4. **No make up work is accepted for assignments or quizzes completed during class while absent. It will be a zero.**
5. **There is no make-up exam for the final exam.**

## GRADING POLICY

Students must earn an overall grade of 76 or better in this course section to pass.

**Final semester grades will be based on the following:**

**Exams (unit exams and ATI assessments): 50%**

**Final Exam: 30%**

**Diagram Exams, Assignments, Homework, Projects, Other: 20%**

Grading Scale: 90-100	A
80-89	B
76-79	C
70-75	D
69 or Below	F

The Final Course grade will not be rounded up. Example: Your average is 79.8. Your grade will be 79 which is a C.

## COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC (SOUTH PLAINS COLLEGE) email regularly. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the Blackboard or their email should immediately contact the help desk.

### Email Policy:

- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- A student’s failure to receive or read official communications sent to their assigned e-mail address in a timely manner does not prevent them from knowing and complying with the official communication’s content.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law

- Instructors try to respond to student emails during regular college business hours when faculty are on campus. **Instructors *are not* required to answer emails after hours or on weekends.**
- Students who use email inappropriately to faculty, students, staff, or others will be placed on probation for the first offense; dismissed from the program for a second offense.

**Texting Faculty:** Students should not text faculty via the faculty cell phone. Written communication should be by email, office phone, or personal notes. **The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience.** Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

### COVID-19 INFORMATION (SUBJECT TO CHANGE)

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

### IN CASE OF EMERGENCY

Please contact Jennifer Steffey at 806-716-4623 or 806-716-4626

The student should notify his/her family that in case of an emergency during normal class schedule. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

### 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, and 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 reasonable disciplinary action as the college administration 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)**

- **Cell Phones – ATTENTION: ALL CELL PHONES SHOULD BE KEPT IN YOUR CAR DURING CLASS TIME!**
- *If a student's cell phone goes off during lecture, the phone will be taken up and not given back until after class.*
- *Should a cell phone go off during an exam, that student's test will end right there with a "50" recorded as the highest possible grade for this exam grade. (Even if the student is on the last question of that exam).*

### **COURSE DISCLAIMER**

**To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!***

**STUDENT SUCCESS: Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.**

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flash cards of these key terms and carry them around for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

### **RECOMMENDATIONS ON HOW TO STUDY:**

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study at least an hour every day! Do not wait until the night before or the morning for an exam and expect to learn all the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you must know the body parts and how they work if you are a nurse!
- Take NOTES in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Do not wait until it is the final—it is too late then!

If you FAIL in this class, it is because you *chose* to fail!

You choose your attitude. . . . *positive or negative!*

You choose to study daily. . . . *or wait until the last minute!*

You choose to read the chapters. . . . *or to wait and try to skim after class or before a test!*

You choose to use the available resources . . . . *or not!*

You choose to attend class and arrive on time. . . . *or not!*

You choose to review weekly . . . . *or not!*

You choose to seek help. . . . *or not!*

*It really is up to you!*

---

## **ACCOMMODATIONS**

### Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference 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 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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

### 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 Health and Wellness Center. 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 Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911

### Campus Concealed Carry Statement

Texas 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.

## 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 innovative ideas.
- F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses the 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 adjusts to meet goals.
- C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES** - Assesses skills and distributes work, evaluates performance, 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 operate 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**

Located on Blackboard

Anatomy and Physiology Syllabus Contract

Print Name: \_\_\_\_\_

*I have read and understand the Maternal-Neonatal Nursing Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations. I understand that this information is VITAL to my success as a vocational nurse. I understand that I study DAILY and review weekly so that this information is mastered.*

*I commit to this course and commit to daily study as I prepare to become a vocational nursing student. I understand that I am not just studying for exams, but that I am studying for the day when I stand between my patient and harm or death.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

