

VNSG 1405

Health Science

Fall 2015

Faculty Information

Name: Miki Mitchell, LVN
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Phone: 432-557-4990 Cell
Office: 432-335-6394

Office Hours

Campus Office Hours:	Mon-Thurs: 8am-530p; Friday: 8am-1p
Online Office Hours	N/A

About Your Instructor

I have been a nurse for 7 years. I have experience in many fields of nursing but geriatrics is my passion. It is my hope that this year I will not only teach you the information that you need to pass the course and to pass your NCLEX but I also hope to be able to pass to you some of the passion and fire that I feel for nursing. This will be my third class of nursing students and I am just as excited about this class as I was about the very first class.

I have been married for 29 years and am the proud mother of three children, one of whom is also a nurse. I have a total of five of the most absolutely perfect grandchildren and during the course of this year I will add 2 more to my beautiful group as my two daughters are both expecting.

When I am not at work, I love anything that brings me outdoors and if I can spend that time outdoors WITH my family, that's pretty close to a perfect day in my book.

Preferred Method of Communication:

Please use the above cell phone number to call or text.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Saturdays. I am not online Sundays;
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for assignments within 2 weeks of the due date.

Textbook Information and Required Hardware/Software

Textbook(s):

Taylor, J; Cohen, B., 2013. Memmler's Structure and Function of the Human Body, 10th edition, Lippincott Williams & Wilkins.

Hull, K; Cohen, B., 2013. Study Guide: Memmler's Structure and Function of the Human Body, 10th edition, Lippincott, Williams & Wilkins

Hardware:

Computer access and internet access outside of the classroom will be required. Speakers or headphones will be required to listen to online lecture.

Software:

N/A

Websites:

Frequent access to www.atitesting.com

Frequent access to and an OC account with Techsmith Relay for online lectures

Campus Computer Labs

Computer Labs are located within the Monahans Center. There are also computer labs available to the student on the Odessa College Campus.

Information About the Course

VNSG1405 Health Science (4-4)

Course Level: Introductory

Course Description: An introduction to the general principles of anatomy and physiology, nutrition, and microbiology necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

End-of-Course Outcomes: Identify and describe major body structures and functions which comprise the major body systems; recognize and describe the relationship of nutrition to health and illness across the life span; identify microorganisms as causative agents in disease; and identify common causes for disease, modes of transmission, and methods of prevention and control.

Co-requisites : VNSG 1160, VNSG 1227, VNSG 1402, VNSG 1400

<i>Type of Assignment</i>	<i>Percentage/Points</i>
Exams	65%
Daily Assignments	5%
Final	30%
	100%

Grading

Class/Theory Grading Policy:

Students will receive a numeric grade. A grade of 75% or greater is required to pass. Each theory course requires that students also reach an average of 75% on unit exams (50%) and the final (50%) in order to pass the course, this is a threshold and no other grades will be utilized until this threshold is met.

Example: Student has a class average of 78 but the unit exam and the final exam average is 74, this student does not pass the course and must repeat. Theory grades are assigned according to the following scale:

"A" = 90-100

"B" = 80-89

"C" = 75-79

"D" = 60-74

"F" = below 60

Grades will be calculated at the end of the semester for each theory class according to the formula specified in the course syllabus. There will be no rounding of grades in the Vocational Nursing program. A grade of 74.99 (or lower) is a failing grade.

In the event of an absence, quizzes and daily work cannot be made up. They will receive a zero for those assignments. If the student is absent on the day of an exam, they will be required to make that exam up on the first day of returning to class, and at a time that the instructor assigns. An automatic 10 points will be deducted from any exam that is not taken on the original assigned date. An automatic 10 points will be deducted from the exam if the student is tardy and does not begin the exam at the same start time as the remainder of the class.

If the instructor assigns a take home exam, the exam must be completed by ALL students in the time frame given by the instructor, this applies to the students who are absent on the day of the take home exam. If a student does not complete the exam within the allotted time frame, a zero will be given for the exam. Any exceptions must be made and agreed upon in writing with the instructor of the VNSG class before the exam time begins.

No late work is accepted in the Vocational Nursing Program. If there is an extenuating circumstance, the course instructor will make the exception on an individual basis.

Clinical Grading Policy:

Clinical course grades are Pass (P) or Fail (F). the course grade will be determined on a numerical scale. When grades are calculated at the end of the semester, >75 = P, <75 = F. Failing a clinical course will result in dismissal from the program. Clinical objectives and the clinical evaluation forms provide the objective measures of the student's performance. Instructor observation of care delivered to clients, input from agency staff or preceptors, written care plans, charting, assigned written work, and other requirements are included in the assessment of clinical performance. Verbal and written feedback on student performance occurs throughout clinical courses (formative evaluation). A summative or final

evaluation occurs at the end of each course. Mid-point or rotational evaluations occur in selected courses as specified in course materials.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free Wi-Fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don’t understand; and
- access my course several times during the week to keep up with assignments and announcements.

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Course Alignment with Industry Standards

(Insert Here)

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be**

considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Back-up and/or additional copies of all assignments submitted is encouraged. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx)**.

Attendance Policy

Students are expected to attend class regularly.

Attendance is taken daily and the student must sign in for the classroom. If the student is more than 15 minutes late to class, the time will be logged as "missed time" and be calculated toward total time missed.

Students are expected to attend all scheduled theory, laboratory, and clinical classes. Good attendance helps ensure success in nursing school as there is a large volume of material to cover and laboratory/clinical experiences provide necessary connection of theory to practice. Attendance and punctuality are also important professional responsibilities.

In the event of illness or family crisis, the instructor should be notified as soon as possible. Absences due to extenuating circumstance will be considered on an individual basis. Awarding of grades and progression are effected by absences in the following manner:

Absence from Clinical: The following will result in an automatic grade of zero for a clinical day and a written Violation of the NAH Code of Conduct:

- Failure to notify the clinical instructor and clinical site of an absence at least 15 minutes before the clinical day begins.
- Clinical absences will be made up to meet course objectives. Tardiness over 15 minutes from a clinical site will be considered an absence and must be made up.
- If a student shows up to a clinical site without proper paperwork, attire or equipment, the student will be sent home and the clinical will be considered an absence and must be made up.

Missed clinical hours must be made up for hour for hour.

The LVN program will only offer up to 16 make-up clinical hours per semester. Any clinical time missed over 16 hours per semester will result in dismissal from the VN program.

Absence from Classroom and Lab: The following will result in an automatic grade of zero for a class/lab day and a written Violation of the NAH code of conduct:

- Lecturing instructor should be notified of any absence as soon as there is a conflict and at least before the class begins. If the instructor cannot be reached, a message may be left on the instructor's voice mail or in the Nursing Office. Follow the guidelines set by each instructor.

- If the student does not call, it will be considered a no call no show and the lab time must be made up for hour for hour.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in this course, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Course Schedule

(Tentative and Subject to Change)

Note: Study Guide for the chapters that coincide with each unit will be due prior to the start of each unit exam. They must be completed and will be graded as part of your daily grade. Late work will not be accepted and the gradebook will show a zero for late assignments.

Week #1 August 24 –

August 30

Unit #1 Carbs, Protein & Fat

Exam Date:

Williams Ch. 1, 2, 3, 4

September 4

Week #2 August 31 –

September 6

**Unit #2 – Healthy Eating &
Energy Balance**

Exam Date:

Williams Ch. 5, 6, 7, 8

September 11

Week #3 September 7 –

September 13

**Unit #3 – The Body As A
Whole**

Exam Date:

Memlers Ch. 1, 2, 3

September 18

Week #4 September 14 –

September 20

**Unit #4 – Tissue/Glands
& Integumentary**

Exam Date:

Memlers Ch. 4 & 5

September 25

Week #5 September 21 –

September 27

**Unit #5 – Bones & Joints /
Muscular**

Exam Date:

Memlers Ch. 6 & 7

October 9

Week #6 September 28 –

October 4

Cont. Unit #5

Week #7 October 5 –

October 11

Exam Date:

**Unit #6 – Nervous, Brain,
Sensory**

Memlers Ch. 8, 9, 10

October 23

Week #8 October 12 –

October 18

Cont. Unit 6

Week #9 October 19 –

October 25

Exam Date:

**Unit #7 – Blood, Heart,
Vessels, Lymphatic**

Memlers Ch. 12, 13, 14, 15

November 6

Week #10 October 26 –

November 1

Cont. Unit 7

**Week #11 November 2 –
November 8**

**Unit #8 – Respiratory &
Digestive**

Memlers Ch. 16, 17

Exam Date:

November 13

**Week #12 November 9 –
November 15**

**Unit #9 – Urinary System
and Body Fluids, Endocrine
System**

Memlers Ch. 19 & 11

Exam:

December 4

**Week #13 November 16 –
November 22**

Cont. Unit 9

Week #14 November 23 –
November 29

No Health Science Class -
Holiday

**Week #15 November 30 –
December 6**

Final Review

**Week #16 – Final on
December 10**

Course Objectives

Learning Outcomes

Student Learning Outcome(s)	Core Objectives (CO's)
<p>The student will be able to identify and describe major body structures and functions which comprise the major body systems.</p> <p>Identify common causes for disease, modes of transmission, and methods of prevention and control.</p>	<p><i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p>
<p>Identify and describe major body structures and functions which comprise the major body systems.</p> <p>Recognize and describe the relationship of nutrition to health and illness across the life span.</p>	<p><i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication</p>

Identify microorganisms as causative agents in disease.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
N/A	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
N/A	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
N/A	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The “**First Course is Free**” discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The “**Academic Progress Discount**” provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013*, page 29-30)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013*, page 52)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online

at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of	Online Click here.

	Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	
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Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?
Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all

college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
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Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm