



UNIVERSITY OF ALBERTA
Faculty of Nursing Undergraduate Programs
BScN COLLABORATIVE PROGRAM
Grande Prairie Regional College, Keyano College,
Red Deer College, University of Alberta



NURS 106
HUMAN ANATOMY AND PHYSIOLOGY
COURSE OUTLINE

**Note: students are expected to familiarize themselves with this course outline,
the BScN Program Student Handbook and Moodle site.**

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NO PART OF THIS MODULE MAY BE ALTERED WITHOUT PERMISSION FROM THE DEPARTMENT CHAIR

Calendar statement

NURS 106 - Foundations of Anatomy and Physiology for Nursing (★ 6) Introduction to the closely integrated structure of the human body and normal functions. Students must achieve a minimum grade of C+ in order to progress in the program.

Course hours

Lecture: 6 hours per week

Seminar: 0

Lab: 0

Total course hours may vary due to statutory holidays.

Course Learning Outcomes

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

1. Demonstrate knowledge and understanding of the human body structure and normal functions.
2. Use the technical vocabulary and healthcare terminology related to anatomy and physiology in written and verbal communication.
3. Link between body structures and normal body function.
4. Integrate the knowledge of anatomy, physiology and their relationship to nursing practice.
5. Apply principles and concepts of anatomy and physiology to clinical scenarios at a beginning level.

Course Instructor

Title	Name	Office number	Phone number	email
Faculty	Tiffany Hickey	TBA	TBA	Tiffany.Hickey@keyano.ca

Note:

- Please allow 2 business days for a response. Include “NURS 106” in your subject line.
- Professional and respectful communication is expected.

Communication:

It is the students' responsibility to ensure that they check Moodle courses at minimum of twice daily, once in morning and evening. It is recommended to check Moodle more frequently. It is the students' responsibility to ensure thorough review of all resources and content on the Moodle course site. The instructors have placed many resources and documents to ensure the students' success in each course.

Instructors will communicate with the student group by announcements in the news forum on Moodle. Please ensure that you check this at least twice daily.

It is the students' responsibility to check their Keyano College email at minimum of twice daily, once in morning and again in evening. It is recommended to check email more frequently. Please note that the method to contact your instructor is email. Please allow a 48 hour minimum response time from your instructor on business days. Instructors will not be checking emails on evenings and weekends/holidays. Do not text or call your instructor unless you will be absent for clinical that day; inquiries related to assignments and course content will be sent in an email to your instructor.

Required textbooks

(Note: Foundations textbooks will be used as references throughout the program. Please retain your copies as they will be required resources in future courses).

Martini, F., Tallitsch, R. & Nath, J. (2018). *Human anatomy* (9th ed.). San Francisco, CA: Pearson Benjamin Cummings.

Required resources

College and Association of Registered Nurses of Alberta. (2013). *Entry-to-practice competencies for the registered nurses profession*. Edmonton, AB: Author. Retrieved from http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/RN_EntryPracticeCompetencies_May2013.pdf

College and Association of Registered Nurses of Alberta (2010). *Ethical decision-making for registered nurses in Alberta: Guidelines and recommendations*. Edmonton: Author. Retrieved from http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/RN_EthicalDecisions_May2010.pdf

College and Association of Registered Nurses of Alberta. (2013). *Practice standards for regulated members with The Canadian Nurses Association code of ethics for registered nurses*. Edmonton: Author. Retrieved from http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards_CNA_Ethics_2008.pdf

College and Association of Registered Nurses of Alberta. (2008). *Primary health care*. Edmonton, AB: Author. Retrieved from http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/PrimaryHealthCare_Sep2008.pdf

College and Association of Registered Nurses of Alberta. (2011). *Professional boundaries for registered nurses: Guidelines for the nurse-client relationship*. Edmonton, AB: Author. Retrieved from http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/RN_ProfessionalBoundaries_May2011.pdf

Recommended Textbooks & Resources

PERFORMANCE REQUIREMENTS

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Students will work with an instructor in class to acquire necessary information for anatomy and physiology. Attendance is an expectation. Students are expected to arrive to class having completed the required class readings. Students are expected to be able to explain ideas and information clearly and express anatomical and physiological concepts correctly, thoroughly and concisely.

Individual study is required in this course. An informal rule is that for every hour of class, a student will spend 3 hours of individual study or preparation prior to the start of class.

Classes will be held twice per week. Please see timetable on Moodle course site for dates, times and locations of classes.

Absence from Class

If you are ill and unable to attend class, **you must let the instructor know prior to the class.** Please call the Administrative Assistant at 780 791-4889 or email your instructor. If there is no answer, you may leave a message about the absence. If you fail to notify the instructor prior to class, you will not be eligible for any opportunities that were provided during the class time. Please ensure you collaborate with your peers to ensure you have not missed class content.

Absence from Quizzes and Exams

If you are ill and unable to write an exam, you must let the instructor know prior to the exam so that other arrangements can be made. Please call the instructor or the Administrative Assistant at 780-791-4889. If there is no answer, you must leave a message about the absence. Failure to call prior to the exam will result in a failure for that exam.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Late Assignments

All assignments are to be submitted as indicated in the syllabus and timetable. Extensions on assignments may be granted; however, must be negotiated with the instructor prior to the due date and with a date specified for late submissions. Assignments not submitted on the day and time specified will incur a 5% deduction per day including weekends. This will be applied each day until the assignment is received by

the instructor. Students can submit assignments by e-mail on weekends, but must provide a paper copy on the first day following the weekend

SPECIALIZED SUPPORTS

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC260) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Course evaluation

Assignments/Course components	Dates	Weight	Course objectives no.
1) Quizzes	See Schedule	30%	1 - 5
2) Midterm Exam- Modules 1-5	See Schedule	30%	1 - 5
3) Final Exam - cumulative	See Schedule	40%	1 - 5

Assignments descriptions

- 1) **Quizzes-** Each module has a 10 question quiz, with the exception of modules 6 & 7, where the quiz is combined in 10 questions
Multiple choice
- 2) **Midterm Exam:** Covers Modules 1-5
Multiple Choice

Final Exam: Covers all course material. Details will be announced in advance. Registrar's office scheduling date, time, and exam location. Time limitation is strictly applied.
Multiple choice

Final grades

The assignments are marked as raw scores according to the percentage weight assigned to each. The marks on course assignments will contribute to the overall letter grade according to the percentage that each assignment is weighted in the course. At the end of the course, all assignment scores are totaled for a term summary mark in the course based on the grading scale below. The FINAL COURSE GRADE is based on the cumulative total of individual student's weighted assignment marks.

Grading rubric is located in Appendix A.

Deferred final exams:

A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in Keyano College's Examination Policy in the Credit Calendar. Students are required to follow the process outlined in the policy should they wish to apply for a deferred exam.

Policy statements:

The course outline acts as an agreement between the student and the instructor of this class regarding the details of the course.

Keyano College is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the College in this respect. Students are particularly urged to familiarize themselves with the provisions of the Academic Policies and Student Rights and Code of Conduct and avoid any behavior which

could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the College.

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Students wishing to proceed in the Nursing program must achieve a grade of at least C+ in the foundational Nursing courses. Policy regarding the foundational course minimum pass can be found in the Keyano College Credit Calendar.

Please refer to the Nursing Program Student Handbook for specific Nursing Program Policies, including, attendance, examinations, withdrawal dates for classes, and plagiarism.

Refer to Keyano College Calendar for Student Rights and Responsibilities, Misconduct and Discipline, and Student Appeal Procedure.

Please refer to the Student Handbook and review the Student Code of Conduct Policy (Policy 110.0), Student Rights Policy (Policy 111.0) and Student Code of Conduct Procedure (110.1). It is expected that you will review and be aware of expectations relative to student rights, responsibilities and behavior.

Late Assignments

All assignments are to be submitted as indicated in the syllabus and timetable. Extensions on assignments may be granted; however, must be negotiated with the Instructor prior to the due date and with a date specified for late submissions. Assignments not submitted on the day and time specified will incur a 5% deduction per day including weekends. This will be applied each day until the assignment is received by the instructor. Students can submit assignments by e-mail on weekends, but must provide a paper copy on the first day following the weekend.

If the student does not submit an assignment by course end date and prior to the final exam date, a zero will be given for that assignment.

Students MUST submit all assignments in order to pass the course. If an assignment is not submitted before aforementioned deadlines, the student will receive a failing grade of an F in the course.

Plagiarism

Please refer to Appendix F for the statement on plagiarism. The Tutorial regarding plagiarism can be found on Moodle and must be completed.

Specialized supports and duty to accommodate

Disability Support Services

It is the College's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on a disability, please let your instructor know immediately so options can be discussed. You are also welcome to contact Disability Services to establish reasonable accommodations. Please call 780-791-8934 or drop in at CC -167 (across from the Library).

APPENDIX A

Keyano College Percentage – Alpha Grading System

Descriptor	Percentage Scale	Alpha Scale
Excellent	96-100	A+
	90-95	A
	85-89	A-
Good	80-84	B+
	76-79	B
	72-75	B-
Satisfactory	68-71	C+
	64-67	C
Minimum Pass	60-63	C-
Poor	55-59	D+
	50-54	D
Failure	0-49	F