



## **NURSING 117**

# **ANATOMY AND PHYSIOLOGY**

**UNIVERSITY OF ALBERTA**

**COLLABORATIVE BACCALAUREATE NURSING PROGRAM:**

**KEYANO COLLEGE**

**SEPTEMBER 5<sup>th</sup> – DECEMBER 12<sup>th</sup>, 2018**

**This course is equivalent to N140 and N150 at the U of A**

Instructor: Katie Saporsky  
Office: Nursing and Allied Health, CC187C  
Phone: (780) 791-8919  
Email: [Katie.saporsky@keyano.ca](mailto:Katie.saporsky@keyano.ca)  
Office Hours: By appointment only

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## **Nurse 117**

### **Anatomy and Physiology**

#### **Course Outline**

##### **Calendar Statement**

This course is an introduction to the structure and function of the human body. This course is a pre-requisite for Nursing 113 Pathophysiology.

##### **Course Hours**

**Credits:** 6    **Lecture:** 6 hours per week over 15 weeks    **Hours:** 90

##### **Course Description**

Nursing 117 is a 6 credit Anatomy and Physiology course offered to first year nursing students. This course will introduce students to Anatomy, which is the study of the structure and relationships among structures; and Physiology which is the science that describes the normal function of living organisms with respect to the activities of tissues, organs, and systems. The central focus of the course is to illustrate and integrate structural principles and to build a fundamental knowledge and correlation between structure and function and of general system rules.

##### **Course Objectives**

1. To demonstrate a basic understanding of the structure and normal functions of the human body.
2. To be able to use the technical vocabulary and medical terminology related to anatomy in written and verbal communication.
3. To be able to link between structures and normal body functions.
4. To be able to integrate the knowledge of anatomy and underlying concepts and principles of physiology to clinical situations.
5. To foster the development of critical thinking skills in relation to anatomy and physiology.

## **Required Textbooks**

Rizzo, D.C. (2010). *Fundamentals of anatomy and physiology* (4th ed.). New York: Thompson.

Rizzo, D.C. (2010). *Student study guide to accompany fundamentals of anatomy and physiology* (4<sup>th</sup> +ed.). New York: Thompson.

Rizzo, D.C. (2010). *Fundamentals of anatomy and physiology* (3<sup>rd</sup> rd..). StudyWARE CD-ROM. New York: Thompson.

*Taber's Cyclopedia Medical Dictionary* (21st ed.). (2009). F A Davis.

## **Recommended Textbooks**

Lippincott Williams & Wilkins (2012). *Anatomy and physiology made incredibly easy* (4<sup>th</sup> ed.). Philadelphia, PA: Lippincott Williams & Wilkins

## **Required Learning Experiences**

Learning for Nurse 117 will take place utilizing a lecture format. The lectures will be supported with power point presentations available through Moodle. Students must be able to demonstrate the knowledge and understanding of normal body structure and function. Students must be able to emphasize the relevance of basic principles and concepts of anatomy and physiology. 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.

## Evaluation Criteria

Exams may contain multiple choice, select all that apply, fill-in-the-blank, matching questions plus labelling of diagrams.

1.	<b>Quiz 1</b>	<b>10%</b>
2.	<b>Quiz 2</b>	<b>10%</b>
3.	<b>Midterm Exam</b>	<b>30%</b>
4.	<b>Quiz 3</b>	<b>10%</b>
5.	<b>Quiz 4</b>	<b>10%</b>
6.	<b><u>Final Exam</u></b>	<b><u>30%</u></b>
		<b>100%</b>

## Overview of Course Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Date/Time</b>	<b>Content</b>
<b>Quiz 1</b>	See Timetable	Units 1 Inclusive
<b>Quiz 2</b>	See Timetable	Unit 2 Inclusive
<b>Midterm Exam</b>	See Timetable	Units 1-3 Cumulative
<b>Quiz 3</b>	See Timetable	Unit 4 Inclusive
<b>Quiz 4</b>	See Timetable	Unit 5 Inclusive
<b>Final Exam</b>	See Timetable	Units 4-6 Cumulative

**In order to successfully complete Nursing 117, students must successfully complete all course components as well as receive a passing grade (C-) in the course.**

### ASSIGNMENT OF FINAL GRADE

All evaluative components are marked as raw scores according to the percentage weight assigned to each. At the end of the course, all scores are totaled for a

term summary mark in the course. The final percent grade is converted to an Alpha grade as outlined in **Appendix B**.

## **Overview of Course Evaluation Criteria- Broken Down**

The assessment component of this course includes four unit quizzes, a mid-term exam, and one final exam. The unit quizzes are each worth **10%** towards your final course grade. The mid-term and final exam contributes **30%, each**, towards your final course grade (equating 60% of the course grade, combined).

### **Unit Quizzes**

The first unit quiz is completed after Unit 1; the second unit quiz is completed after Unit 2, the third unit quiz is completed after unit 4, and the fourth unit quiz is completed after unit 5. The unit exams consist of multiple-choice questions. The exams will be on Moodle and supervised in the classroom.

### **Mid-Term Exam**

The Mid-term exam is completed after unit 3, and is cumulative for units 1-3, meaning that it tests your knowledge of the content of units 1, 2, and 3. It is a multiple-choice exam. The exam will be on Moodle and supervised in the classroom.

### **Final Exam**

The final exam is **cumulative**, meaning that it tests your knowledge of the content of the entire course. This exam contributes **40%** to your course grade. It is a multiple-choice exam. The exam will be on Moodle and supervised in the classroom.

## **Students with Disabilities**

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 disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Services (780-791-8934) to establish reasonable accommodations.

Students with accommodations are required to have the necessary paperwork completed, turned in, and appointments made 48 hours prior to quizzes or exams. Accommodations are offered in the testing services, and any quizzes or exams written from home are not eligible for accommodations.

## **EXAM POLICY**

### **Expectations of Students Writing on-Line Exams**

1. Students are responsible for accessing the exam from a location and computer of their choice. The student is responsible for discussing any computer/internet issues with the Instructor at least **two days prior to the exam** date listed on the course timetable.

2. Quizzes and exams are not open book exams. The quiz or exam is to have been studied for prior to the quiz/exam date and is to be completed independently; that is by oneself, not in collaboration with or company of another person or persons. No photos of quiz/exam questions are to be taken via phones.
3. Once the quiz/exam has started, the student will submit their answers immediately before going on to the next question. The student will not be able review/change answers.
4. Students must ensure they have a reliable internet connection.
5. If students are writing from outside Fort McMurray or in another province, it is the students' responsibility to ensure the time change is adhered to. That is if the exam is to start at 0900 hours Alberta time and is being written in Ontario, then the time to begin the exam is at 1100 hours Ontario time. It is strongly recommended that students write within Alberta as Moodle may not be supported outside of the province. Students must seek permission from instructor if writing a quiz/exam outside of the province.
6. Time for online quizzes/exams will be strictly adhered to. For example, if a quiz is for thirty minutes it will be open for exactly thirty minutes. The instructor will let the student know the exact time of the quiz/exam. Fourth year students will have access to the NCLEX prep exam for 60-90 minutes after the exam closes in order for review of rationale to occur for questions they answered incorrectly.
7. No grades will be released until the instructor has had time to review the quiz/exam stats. Once the review has been done, the marks will be released. Review of quiz/exam questions in class will be done at the instructors' discretion.
8. If any arises during the taking of the quiz/exam, the student is to contact the instructor immediately at the time of the issue.

## **Nursing Program Policies**

Please refer to the Keyano College Nursing Program Student Handbook for specific Nursing program policies and to the Keyano College 2015-2016 Calendar for general college policies. Please refer to the Nursing Program Student Handbook 2015-2016 for specific Nursing Program Policies.

Please see Keyano College Credit Calendar 2015-2016 for an overview of the Student Rights, Responsibilities, Student Misconduct and Discipline, and the Student Appeal Process.

Students are expected to be familiar with the CARNA Nursing Practice Standards and the Canadian Code of Ethics for Registered Nurses.

**In order to successfully complete this course, all evaluation components must be completed and submitted.**

### **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. If there is no answer, you may leave a message about the absence. 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 tutor know prior to the exam so that other arrangements can be made. Please call the tutor 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.

## **Appendix A**

### **Students Rights**

1. The Student has the right to be given a written outline at the beginning of the course which states the objectives and the content of the course, and the instructor's expectations regarding attendance, evaluation, and major assignments.
2. The student has the right to notification of major changes regarding classroom procedures and the right to be notified, whenever possible, of class cancellations, time or location changes prior to the class meeting.
3. Where course content allows, the student has the right to reasonable freedom of opinion and expression in the classroom, in assignments, and in exams.



4. The student has the right to be assured that changes to the length of the program subsequent to his/her entry will not extend the program beyond the time specified upon enrollment.
5. The student has the right to seek counseling and academic advising concerning program and graduation requirements, academic regulations, admissions, and transfer, such as counseling and advising will occur within a reasonable time frame.
6. The student has the right to expect faculty members to be available for assistance outside of scheduled classes at a time that is mutually agreeable (and preferably during the instructor's regularly scheduled office hours).
7. The student has the right to confidentiality of his/her records including scholastic transcripts, health records, performance appraisals or critiques. Such documentation shall not be released to third parties without the written permission of the student except where the release of such information without permission is necessary for complying with any legal obligations imposed upon the College or their release is necessary for the protection of the health and safety of the students and staff of the College.
8. The student has the right to view any record in his/her official College file and the right to add documents to the file which might refute the contents of documents of a disparaging nature.
9. The student has the right to proper and impartial evaluation of his/her performance and the right to request a re-evaluation within time lines and procedures established by the College. The student has the right to be informed of how evaluation results will be conveyed to him or her and the appropriate timelines within which to expect such results.
10. The student has the right to accurate information pertaining to program or course information and College academic regulations including the institutional definition of plagiarism and other forms of academic misconduct.
11. The student has the right to appeal procedures printed in the College calendar and the right to know how to deal with situations that appear unjust.
12. The student has the right to freedom from being subjected to physical, verbal, mental, or sexual harassment including any indignity, injury, violence or unfair accusation and be dealt with in accordance with the Individual Rights' Policy of Keyano College.

### **Student Responsibilities**

1. The student has the responsibility to respect the rights of fellow students, faculty, staff, administrators and other persons associated with the College.

2. The student has the responsibility to respect other people's rights to health, security, personal preferences and freedom of expression and to be familiar with the individual Rights' Policy of this institution.
3. The student has the responsibility to refrain from threatening to subject or subjecting any person to physical, verbal, mental, or sexual harassment including any indignity, injury, violence or unfair accusations.
4. The student has the responsibility to observe College and relevant government regulations, policies and procedures regarding responsible conduct within the College environment including conduct toward students, faculty, staff, administrators and property.
5. The student has the responsibility to be conversant with course content and organization, course methodology and course evaluation methods even when he/she is absent from particular classes.
6. The student has the responsibility to respect the faculty member's right to determine course content, course objectives, methodology, and evaluation.
7. The student has the responsibility to respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified and to establish penalties for failure to comply with deadlines. The student further has the responsibility to familiarize him/herself with the expected times and methods used to convey results of assignments, examinations or other evaluations or decisions and to know the timelines set for appeal of same.
8. The student has the responsibility to conduct him/herself in an appropriate manner and to dress in a manner that reflects the safety requirements of the course consistent with the health and safety practices of his/her chosen field of study.
9. The student has the responsibility to refrain from unduly disturbing, disrupting or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff.
10. The student has the responsibility to familiarize him/herself with academic regulations, graduation requirements, and/or program completion requirements.
11. The student has the responsibility to communicate with faculty members or counselors to attempt to resolve academic and/or personal problems he/she may encounter.
12. The student has the responsibility to know the consequences of plagiarism, fraud, deceit, and/or other forms of academic and non-academic dishonesty.
13. The student has the responsibility to know and to comply with college policy as well as the policy of any employer, or host organization of practicum or clinical activities when

the student is involved in placement, site visit, co-op or clinical placement on that employer's worksite.

### **Student Appeal Procedure**

Students have the right to appeal final grades, disciplinary actions or other decisions that students feel violate their rights according to the Students' Rights and Responsibilities.

There are three possible stages to any appeal:

- Stage One: Appeal to the Division
- Stage Two: Mediation
- Stage Three: Student Appeal Committee

As time is a consideration in the appeal process, please consult the Student Appeal Procedure by obtaining a copy of the document in the Student Services Center or by accessing it in the Keyano College calendar or on the Keyano College website.

### **Student Misconduct and Discipline Policy**

The Students' Misconduct and Discipline Policy identifies two types of student misconduct: Academic and Non-Academic.

#### **Academic Misconduct includes:**

- 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.

#### **Non-Academic Misconduct includes:**

- Disruption of any college activity.
- Damage to or destruction of the property of the College, its staff, students or visitors.
- Threats of any kind.
- Physical or verbal abuse.
- Theft
- Unsafe practices, whether the risk is to oneself or others.
- Alcohol or drug abuse
- Harassment
- Violation of confidentiality requirements of the occupation or profession for which the student is being trained.

Penalties for either academic or non-academic misconduct range from verbal reprimand to dismissal from the college.

For full text of the Students' Misconduct and Discipline Policy, visit the Student Services Center for a copy of the document or access it in the Keyano College calendar or on the Keyano College website.

## APPENDIX B

### COLLABORATIVE BACCALAUREATE NURSING PROGRAM KEYANO COLLEGE MARKING SYSTEM

#### Keyano College Percentage - Alpha Grading System

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

## Student Course Agreement

I, \_\_\_\_\_, agree that I have read the syllabus in detail. I agree that I understand the contents of the syllabus, and if I did not, I have asked my instructor for clarification immediately (prior to turning this agreement in). I agree to all terms of the syllabus and I agree to adhere to all terms aforementioned. Should the above conditions not be met I understand this may affect my success in the course.

Date:

Print Name:

Signature:

Instructor Signature: