



NURSING 117

ANATOMY AND PHYSIOLOGY

UNIVERSITY OF ALBERTA

COLLABORATIVE BACCALAUREATE NURSING PROGRAM:

KEYANO COLLEGE

SEPTEMBER 4th – DECEMBER 15th, 2015

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

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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

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

McConnell, T.H. & Hull, K.L. (2011). *Human form human function: Essentials of anatomy & physiology* (1st ed.). Philadelphia, PA: Lippincott Williams & Wilkins|Wolters Kluwer Health.

McConnell, T.H. & Hull, K.L. (2011). *Study guide to accompany human form human function: Essentials of anatomy & physiology* (1st ed.). Philadelphia, PA: Lippincott Williams & Wilkins|Wolters Kluwer Health.

Required Resource

You must ensure that you have accessed thePoint resources for students prior to start of course. Visit: <http://thepoint.lww.com/McConnellandHull> to learn more about thePoint and the resources available. Use the code provided in your text and study guide to access the student resources for both your textbook and study guide.

Recommended Text

Lippincott Williams & Wilkins (2012). *Anatomy and physiology made incredibly easy* (4th 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.

Classes will be held twice per week:

Tuesday 1300 – 1600h and Friday 0900 - 1200h.

Please see timetable on Moodle course site for dates, times and locations of classes.

Evaluation Criteria

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

1. **Study Guide** **10%**
 - a. Nervous system
 - b. Cardiovascular
 - c. Digestive system
 - d. Metabolism and Endocrine Control
 2. **Midterm** **30%**
 3. **Case Study** **10%**
 4. **Case Study** **10%**
 5. **Final Exam** **40%**
- 100%**

Overview of Course Evaluation Criteria

	Date	Time	
Study Guide Nervous System	October 9, 2015	1200	Complete the study guide questions for nervous system; pp. 194-223
Study Guide Cardiovascular	October 23, 2015	1200	Complete the study guide questions for cardiovascular system; pp. 272-306
Midterm Exam	October 27, 2015	1300-1600	Units 1- 7 inclusive
Case Study #1	November 10, 2015	1200	Respiratory System
Study Guide Digestive System	November 17, 2015	1200	Complete the study guide for digestive system; pp. 362-399
Study Guide Metabolism and Endocrine Control	November 27, 2015	1200	Complete the study guide for metabolism and endocrine control; pp. 400-430
Case Study #2	December 4, 2015	1200	Urinary System and Body Fluids
Final Exam	December 15, 2015	1300-1600	Units 1-13 inclusive; cumulative examination

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**.

Midterm Examination

This examination covers content from Units 1 to 7 inclusive. Content from Study Guide assignments and Case Study Assignments is testable. The examination will contain 100 multiple choice questions and the student will only have one attempt to complete the exam once it has started. The online exam must be completed within 2.5 hours and the student will submit their answers immediately before going on to the next question. The student will not be able to review/change answers during or at the end of the exam. The exam can be accessed via Moodle during the allotted time identified on the course timetable, however please note the allotted time for the exam is 1300-1600 hours and is not flexible.

Students are responsible for accessing the exam from a location and computer of their choice, including a personal or Keyano College computer. The student is responsible for discussing any computer/internet access issues with the Instructor at least one day prior to the exam date listed on the course timetable. Students are responsible to ensure they have a secure internet connection; WiFi is not a secure connection to the internet and may result in an internet disruption. Instructors will be available via telephone during the final examination to report any technology issues. Should any issue arise during the exam, students are responsible to contact their instructor immediately at the time of the issue.

Final Examination

This examination covers all course content; Units 1-13 inclusive. Content from Study Guide assignments and Case Study Assignments is testable. The examination will contain 100 multiple choice questions and the student will only have one attempt to complete the exam once it has started. The online exam must be completed within 2.5 hours and the student will submit their answers immediately before going on to the next question. The student will not be able to review/change answers during or at the end of the exam. The exam can be accessed via Moodle during the allotted time identified on the course timetable, however please note the allotted time for the exam is 1300-1600 hours and is not flexible.

Students are responsible for accessing the exam from a location and computer of their choice, including a personal or Keyano College computer. The student is responsible for discussing any computer/internet access issues with the Instructor at least one day prior to the exam date listed

on the course timetable. Students are responsible to ensure they have a secure internet connection; WiFi is not a secure connection to the internet and may result in an internet disruption. Instructors will be available via telephone during the final examination to report any technology issues. Should any issue arise during the exam, students are responsible to contact their instructor immediately at the time of the issue.

Case study

Case Study 1: Respiratory System Chapter 13; Title “Cigarette Asthma”

Read the entire case study entitled “Cigarette Asthma” prior to answering the questions. Answer all questions in chapter 13 pertaining to this case study; questions 13.1 to 13.15. Typed answers are to be submitted to instructor by noon on date specified.

Case Study 2: The Urinary System and Body Fluids Chapter 16; title “He’s having on eof those acid attacks”

Read the entire case study prior to answering questions. Answer all questions in chapter 16 pertaining to this case study; questions 16.1 to 16.20. Typed answers are to be submitted to instructor by noon on date specified.

Study Guide

Please refer to above table entitled, “Overview of course evaluation criteria” for specific study guide topics and submission dates. All answers for study guides are to be submitted, in typed format to instructor, by specified date/time in above table.

**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.

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.

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.

NURS 117 CLASS SCHEDULE

CLASS	DATE	TIME	SUBJECT
1	September 4	0900-1200	Course Orientation
2	September 8	1300-1600	Unit 1; Chapter 1; Form, function & life
3	September 11	0900-1200	Unit 1; Chapter 2-3; Chemistry, cells and tissues
4	September 15	1300-1600	Unit 2; Chapter 4; Chemical and electrical signalling
5	September 18	0900-1200	Unit 2; Chapter 5; Skin and membranes
6	September 22	1300-1600	Unit 3; Chapter 6; Bones and Joints
7	September 25	0900-1200	Unit 3; Chapter 6; Bones and Joints
8	September 28	1300-1600	Unit 4; Chapter 7; Muscles
9	October 2	0900-1200	Unit 4; Chapter 7; Muscles
10	October 6	1300-1600	Unit 5; Chapter 8; Nervous system
11	October 9	0900-1200	Unit 5; Chapter 8; Nervous system
12	October 13	1300-1600	Unit 6; Chapter 9; Somatic and special senses
13	October 16	0900-1200	Unit 7; Chapter 10; Blood
14	October 20	1300-1600	Unit 7; Chapter 11; Cardiovascular
15	October 23	0900-1200	Unit 7; Chapter 11; Cardiovascular
16	October 27	1300-1600	MIDTERM; Units 1-7 inclusive
17	October 30	0900-1200	Unit 8; Chapter 12; Immune and lymphatics
18	November 3	1300-1600	Unit 8; Chapter 12; Immune and lymphatics
19	November 6	0900-1200	Unit 9; Chapter 13; Respiratory system
20	November 10	1300-1600	Unit 9; Chapter 13; Respiratory system
21	November 13	0900-1200	Holiday
22	November 17	1300-1600	Unit 10; Chapter 14; Digestive System
23	November 20	0900-1200	Unit 10; Chapter 14; Digestive System
24	November 24	1300-1600	Unit 11; Chapter 15; Metabolism and Endocrine Control
25	November 27	0900-1200	Unit 11; Chapter 15; Metabolism and Endocrine Control
26	December 1	1300-1600	Unit 12; Chapter 16; Urinary system and Body Fluids
27	December 4	0900-1200	Unit 12; Chapter 16; Urinary system and Body Fluids
28	December 8	1300-1600	Unit 13; Chapter 17; Reproductive system
29	December 11	0900-1200	Unit 13; Chapter 18; Life
30	December 15	1300-1600	Final cumulative 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

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



(N117)
(Anatomy & Physiology)

This course outline has been reviewed and approved by the Program Chair.

Candi Muise BScN RN MN, Instructor

Bev Maron, Chair

Date Authorized

Dr Vincella Thompson Dean
School of Health Wellness and Human Services

Date Authorized