NURSING 117

ANATOMY AND PHYSIOLOGY

UNIVERSITY OF ALBERTA

COLLABORATIVE BACCALAUREATE NURSING PROGRAM:

KEYANO COLLEGE

SEPTEMBER 6th – DECEMBER 8th, 2017

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

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Office Hours: Mondays 0900-1200 hours

Revised Spring 2017
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**


**Recommended Textbooks**


**Required Resource**

You must ensure that you have accessed thePoint resources for students prior to start of course. Visit: [http://thepoint.lww.com/McConnellandHull](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.

**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. 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. Exam 1 30%
2. Exam 2 30%
3. Final Exam 40%

100%

Overview of Course Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Date/Time</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>See Timetable</td>
<td>Units 1-4 Inclusive</td>
</tr>
<tr>
<td>Exam 2</td>
<td>See Timetable</td>
<td>Units 5-7 inclusive</td>
</tr>
<tr>
<td>Final Exam</td>
<td>See Timetable</td>
<td>Units 1-13 inclusive; cumulative examination</td>
</tr>
</tbody>
</table>

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.

Examination 1

This examination covers content from Units 1 to 4 inclusive. 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 not flexible. This is not an open-book examination. This examination is to have been studied for prior to the examination date and is to be completed independently; that is by oneself, not in collaboration or company of another person. The exam will be invigilated by an instructor in a classroom in Keyano College.

**Examination 2**

This examination covers content from Units 5 to 7 inclusive. 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 not flexible. This is not an open-book examination. This examination is to have been studied for prior to the examination date and is to be completed independently; that is by oneself, not in collaboration or company of another person. The exam will be invigilated by an instructor in a classroom in Keyano College.

**Final Examination**

This examination covers all course content; Units 1-13 inclusive. 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 not flexible. This is not an open-book examination. This examination is to have been studied for prior to the examination date and is to be completed independently; that is by oneself, not in collaboration or company of another person. The exam will be invigilated by an instructor in a classroom in Keyano College.

**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 CARN A 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.
## Keyano College Percentage - Alpha Grading System

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<th>Descriptor</th>
<th>Percentage Scale</th>
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<tbody>
<tr>
<td>Excellent</td>
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<tr>
<td></td>
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<td>80-84</td>
<td>B+</td>
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<tr>
<td></td>
<td>76-79</td>
<td>B</td>
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<tr>
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<td>72-75</td>
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<tr>
<td>Satisfactory</td>
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<tr>
<td>Minimum Pass</td>
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<td>55-59</td>
<td>D+</td>
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<td></td>
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</tr>
<tr>
<td>Failure</td>
<td>0-49</td>
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</tbody>
</table>
This course outline has been reviewed and approved by the Program Chair.

Nursing Instructor

Bev Maron, Chair  Date Authorized

Dr Vincella Thompson Dean  Date Authorized
School of Health Wellness and Human Services