

**CONTACT INFO**

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**COURSE INFO**

Campus: West  
 Building & Room: AHS 230  
 Term: Spring  
 CRN: 20071  
 Credits: 4

**COURSE DESCRIPTION**

Course emphasis on the functions of the cardiopulmonary system as it relates to ventilation, regulation of breathing, respirations, gas exchange and delivery. We introduce common factors effecting oxygen and carbon dioxide transport. An emphasis on the cardiovascular system and cellular respiration compared to the manifestations of disease and blood gas analysis.

**COURSE DISCLAIMER**

The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, Blackboard, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

**OFFICE HOURS**

Location	DAY	FROM (am/pm)	TO (am/pm)
AHS 235 or 226	Monday	8:00 AM	9:00 AM
AHS 235 or 226	Tuesday	8:00 AM	12:00 PM
AHS 235 or 226	Wednesday	8:00 AM	9:00 AM
AHS 235 or 226	Thursday	8:00 AM	9:00 AM
Phone 407-582-5477 Email/Blackboard	Friday	8:00 AM	11:00 AM

**IMPORTANT DATES**

Term (Start and End Dates)	January 9 <sup>th</sup> to April 30 <sup>th</sup>
Withdrawal for "W" Grade	March 31 <sup>st</sup>
Drop/Refund Deadline (11:59PM)	January 17 <sup>th</sup>
Classes Do Not Meet	January 16 <sup>th</sup> and March 13 <sup>th</sup> -19 <sup>th</sup>
Final Examination	April 24 <sup>th</sup> -30 <sup>th</sup>

**ATLAS**

Students will need to check their Atlas account daily for email, helpful hints and updated information.  
<https://atlas.valenciacollege.edu/>

## COURSE OUTCOMES

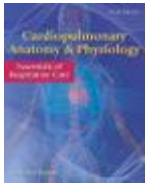
- The student will be able to describe the cardiopulmonary anatomy and physiology of patients.
- The student will be able to measure cardiopulmonary status of patients.
- The student will be able to evaluate the proper treatment for patients as it relates to their cardiopulmonary status.

## CORE COMPETENCIES

The Valencia Student Core Competencies (Think, Value, Act and Communicate) are an established component of the College's curriculum development and review process. A detailed overview can be found in the current Valencia catalogue or the Valencia Website:

<http://valenciacollege.edu/competencies/>. Developing these core competencies will be enhanced through critical thinking exercises, classroom discussions, and reasoned choices made by acquiring, analyzing, synthesizing, and evaluating knowledge. You will also need to read, listen, write and speak effectively.

## TEXTBOOK(S)



ISBN: 9780840022585

Cardiopulmonary Anatomy & Physiology. Des Jardin, 6th Edition

☒ **Required**, ☐ **Recommended**, ☐ **Supplemental** and ☐ **Optional Instructional Materials**

(Include titles, author, edition and ISBN's where applicable. If you have a policy concerning students needing instructional materials as a requirement, you must state this in your syllabus.

## BLACKBOARD

This course is web-enhanced. The student will be required to complete assignments, quizzes and participate in discussion topics online. Any problems or questions must be communicated to the instructor in a timely manner through blackboard. Emergencies may be communicated through faculty office email.

## BEHAVIORAL HEALTH STUDENT ASSISTANCE PROGRAM

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling **(800) 878-5470**. Three free confidential face-to-face counseling sessions are also available to students.

## SUPPORT SERVICES

1. West Campus Communication Center (reading, writing, english, and speech skills)
  - Building 5; Mon-Thur 8am-8pm; Fri 8am-5pm; Sat 9am-2pm
  - <http://valenciacollege.edu/learning-support/communications/>
2. West Campus Tutoring & Math Services
  - Building 7-240
  - <http://valenciacollege.edu/learning-support/math/>
  - Tutoring extension 1633
  - Tutoring Hours- Mon-Thur 8am-8pm; Fri 8am-7pm; Sat 10am-3pm
  - <http://valenciacollege.edu/learning-support/tutoring/>
3. Smarthinking is an online on-demand student support site
  - <http://smarthinking.com/>
4. Valencia College Skill shops
  - <http://valenciacollege.edu/studentservices/skillshops.cfm>

## STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

*West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326*

## DISABILITIES DISCLAIMER

The student must request accommodations through the proper channels in a timely manner. All compliance requirements for admissions into the program shall be kept up-to-date including immunizations, physicals assessment by a physician, and any changes that may occur while in progression.

## SECURITY STATEMENT

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.

Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

## EXPECTED STUDENT CONDUCT

Refer to the Respiratory Care Student Handbook and Valencia College's Student Code of Conduct. Students are expected to demonstrate and model positive behaviors that are inclusive, ethical, offer dignity, and are considered professionally aligned with the AARC's Statement of Ethics and Professional Conduct.

<https://www.aarc.org/app/uploads/2015/05/aarc-statement-of-ethics-and-professional-conduct.pdf>

## CLASSROOM RULES OF STUDENT BEHAVIOR

Disciplinary action could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.

Any student who engages in any prohibited or unlawful acts that result in the disruption of a class to leave the class.

<http://valenciacollege.edu/generalcounsel/policy/>

A student will be removed from class if they:

- Demonstrate disruptive behavior like shouting, yelling and arguing.
- Demonstrate disruptive behavior being unable or unwilling to participate.

A student will be referred to the Dean of Students if they:

- Use actions that are violent or perceived threatening towards others.
- Use actions that are discovered to be violation of academic honesty.
- Are in need of due process for any student conduct issue.

A student will be referred to the Dean of Allied Health if they:

- Removed from a course or program resulting in delayed or halted progression.
  - o Refer to the Student Handbook guidance on progression.
- Are in need of due process for any student conduct issue.

## ACADEMIC HONESTY

Students are expected to be in complete compliance with Valencia College policy on academic honesty. This policy is written in the Valencia College Catalog and Student Handbook. Academic honesty, in terms of documentation, means that all work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project'.

When in violation of academic honesty:

- A student will be referred to the Dean of Students
- Examinations will be modified and repeated
- Writing assignments will be repeated and a reduction of 10% awarded
- Assignments will be invalid and a score of "0" awarded

## FOOD & DRINK IN THE LECTURE OR LAB ROOMS

Students are expected to clean and maintain the class and lab space where food and drink are allowed.

## MOBILE DEVICES

Refrain from using mobile devices during class unless otherwise directed for specific activities directed at using technology for formative learning and assessment.

- The use of mobile devices to record audio lectures is not permitted.
- The use of mobile devices to record video lectures is not permitted.
- The use of mobile devices during classroom activities and examinations is not permitted.

Students will receive a disciplinary warning if they are not compliant with the use of mobile devices. More than two warnings in any course will be interpreted as conduct related behavior and result in referral to the Dean of Students.

## ATTENDANCE/TARDINESS

Students must recognize the correlation between attendance and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's success in the course. It is the responsibility of the student to:

- Notify the faculty member in advance of knowable absence/tardy.
- Make up any missed coursework allowable.
- One letter-grade reduction towards final grade for more than two absences.
- Attendance will be graded daily using the rubric below.

Grading Rubric	Absent (define as being present for <1/2 scheduled class time)	Late/Left Early (excused or unexcused)	Early/On Time
Points	0	1	3

## WITHDRAWAL POLICY

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy 4-07 please go to: [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)

- The professor will not withdraw any student for any reason with exception to unsafe and/or ungovernable behavior.
- It is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.
- Students should consult an advisor or counselor before withdrawing from a course.
- In order to make an informed decision about withdrawal, the financial implications need to be explored by the student.
- Students who are receiving or have received some scholarships must pay the college for the cost of the class or repayment be made to the scholarship sponsor.

## STUDY TIPS

LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. Spend 1-2 hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often.

The meaning will sink in better😊.

Here are some study and classroom management tips that have assisted former students:

- Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.
- Read the textbook material prior to the scheduled class.
- Actively participate in classroom lectures and discussions over the chapter material.
- REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
- Create flash cards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devices and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of the professor's office hours.
- JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
- Get the telephone number of one or more buddies in case you are absent from a class.

## GRADING CONSIDERATIONS

- One letter-grade reduction towards final grade for more than two absences
- All late assignments will result in an automatic grade reduction of 10%.
- No assignment or test will be accepted after one week past the due date.
- Assignments may be placed in the instructor's mailbox in building 2-208 and stamped indicating date submitted for credit.
- Quizzes will **NOT** be made up beyond the due date.
- There will be **NO CURVE** for any test (lecture or practical). The only extra points applied will be based solely on statistical data from the class score report where the overall AND the top 27% of the class scored less than 60% on any single question.

## EXTRA CREDIT POLICY & PROCEDURE

The only extra point opportunities are solely based on your cumulative final examination whereby the final exam score may replace your lowest written examination grade. However, if you do not turn in the syllabus contract, you will not be given these extra points. No exceptions or other accommodations will be given to earn extra points.

## GRADE BREAKDOWN

### 5%- Attendance

Attendance is essential to success in this course. Absences or failure to do the assigned reading will result in difficulty mastering the material. It will be assumed by the instructor that all assigned material has been read prior to scheduled class time.

### 10%- Participation

Participation is essential to success in this course. Failure to engage in live and online discussions will result in difficulty in mastering the material.

	NEVER	SELDOM	OFTEN	ALWAYS
Engages in organized classroom conversation	0	2	3	4
Utilizes office hours and email with faculty	0	2	3	4
Demonstrates appropriate communication	0	2	3	4
Attentive during class	0	2	3	4

### 10%- Quiz

Quizzes will be given at the beginning of class or online. The content of each may include assigned reading material and/or previously covered material.

Quizzes may or may not be announced.

### 60%- Examinations: (will be averaged towards final grade)

Formats may be multiple choice, short answer and/or essay.

Content will include assigned reading material, handouts and/or lecture material.

Calculators may be used. No scientific calculators or those capable of storing formulas can be used

### 15% Final Exam worth (Cumulative)

This is a cumulative exam. Format may be multiple choice, short answer or essay. See Valencia catalogue for dates and times.

## GRADING SCALE

A= 90-100

B= 83-89

C= 75-82

D= 70-74

F= Less than 70%

Note: A minimum grade of "C" is required to be considered for participation in RET 1874L Clinical Practice I.

## FINAL EXAMINATION POLICY

Students must attempt the final examination. Missing the final exam will result in a course grade of "F" until the student takes a make-up final, at which time a course grade of A, B, C, D or F will be awarded. Final examinations are multiple choice and will be held during "final examination" week in the designated classroom for that course during normal classroom hours.

## **COURSE ITINERARY**

### **Week 1 The Anatomy and Physiology of the Respiratory System**

-Des Jardin chapter 1

### **Week 2 Ventilation**

-Des Jardin chapter 2

### **Examination #1**

### **Week 3 Diffusion of Pulmonary Gases**

-Des Jardin chapter 4

### **Week 4 The Anatomy and Physiology of the Circulatory System**

-Des Jardin chapter 5

### **Examination #2**

### **Week 5 Oxygen Transport & Carbon Dioxide Transport**

-Des Jardin chapter 6

### **Week 6 Acid-Base Balance and Regulation**

-Des Jardin chapter 7

### **Examination #3**

### **Week 7 Ventilation-Perfusion Relationship**

-Des Jardin chapter 8

### **Week 8 Control of Ventilation**

-Des Jardin chapter 9

### **Examination #4**

### **Week 9 Spring Break**

### **Week 10 Fetal Development and the Cardiopulmonary System**

-Des Jardin chapter 10

### **Week 11 Aging and the Cardiopulmonary System**

-Des Jardin chapter 11

### **Examination #5**

### **Week 12 Electrophysiology of the Heart**

-Des Jardin chapter 12

### **Week 13 The Standard 12-lead ECG**

-Des Jardin chapter

### **Week 14 ECG Interpretation**

-Des Jardin chapter 14

### **Examination #6**

### **Week 15 Hemodynamic Monitoring**

-Des Jardin chapter 15

### **Week 16 Final Examination**