Instructor: Chelsea Procter-Willman, MS, LAT, ATC
Email: cprocter@angelo.edu
Phone: 325-456-6423
Office: Archer Building 222D
Office Hours: Via Collaborate and by Appointment Only

Course Information

Course Description
Introduces students to the skills necessary to be successful in entry-level healthcare positions. These skills include Basic Life Support, safe patient handling, vital signs, and basic diagnostic and treatment techniques used by healthcare professionals including medical terminology and appropriate professional behaviors.

Due to the recent COVID-19 Outbreak, we will need to be flexible with this course.

- You will be completing all of the online components to the course during the next 7 weeks. This will include reviewing the lectures and powerpoint slides, taking the online quizzes, and the online final exam. At the end of this semester, you will receive an incomplete in the course.
- During the Fall semester, you will complete the hands-on/practical portion of the course. The time scheduled for the practical portion of the course will be during FALL 2020, 1st 8 week session on Tuesdays/Thursdays from 2:30pm-3:45pm. Once you complete the practical portion of the course, your previous incomplete grade will be changed to your corresponding course grade.

Course Credits
(3-0-0)
Prerequisite and Co-requisite Courses
None

Program Outcomes
Upon completion of the program of study for the Health Science Professions program, the graduate will be prepared to:

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment during Sports Emergencies – Vitals</td>
<td>Practical Exam 1, Final Exam</td>
</tr>
<tr>
<td>Airway Management and Breathing – CPR, AED</td>
<td>CPR Training, Final Exam</td>
</tr>
<tr>
<td>Management of Spinal Injuries - Spineboarding</td>
<td>Practical Exam 1</td>
</tr>
<tr>
<td>Management of Traumatic Brain Injury – Concussion Management</td>
<td>Practical Exam 1, Final Exam</td>
</tr>
<tr>
<td>Immediate Care the Thoracic Region – Pulse Oximetry</td>
<td>Practical Exam 1, Final Exam</td>
</tr>
<tr>
<td>Management for Fractures and Soft Tissue Injuries – Taping, Splinting</td>
<td>Practical Exam 2</td>
</tr>
<tr>
<td>Recognition of General Medical Emergencies – Heart and Lung Sounds</td>
<td>Practical Exam 1, Final Exam</td>
</tr>
</tbody>
</table>

Course Delivery
This is a blended course with roughly 50% of the course delivered online via Blackboard\(^1\). The face to face portion of this course will provide time to learn and practice hands on skills that are appropriate for any future healthcare provider. The online content will supplement the course and will provide more in-depth information via PowerPoints, recorded lectures, and online quizzes.

Due to the recent COVID-19 Outbreak, we are going to provide the online content during the next 7 weeks and then will need to meet during the following FALL 2020 semester in order to complete the hands on requirements. The time scheduled for the practical portion of the course will be during FALL 2020, 1st 8 week session on Tuesdays/Thursdays from 2:30pm-3:45pm.
Required Texts and Materials

Technology Requirements
To successfully complete this course, students need to have access to reliable internet access in order to view online content and to complete quizzes. Because this course is considered a hybrid, please see below for additional information pertaining to the distance portion of this course.

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OS X 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- High Speed Internet Access
- **A WEB CAMERA**

Refer to Angelo State University’s Distance Education website for further technology requirements: Angelo State University’s Distance Education Website

Communication
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

**Written communication via email:** All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Grading
This course is graded strictly on points NOT percentages. The amount of points you earn determines your grade in the course. I DO NOT ROUND UP GRADES at the end of the semester. It is your responsibility to keep track of the total course points you have accumulated and take advantage of the bonus points available in the course.

**THE FINAL EXAM IS A CLOSED BOOK, WEB CAMERA PROCTORED EXAM.** THIS MEANS YOU ARE EXPECTED TO TAKE THE EXAM ON THE SCHEDULED DATE UNDER THE SUPERVISION OF a **WEB CAMERA.** ANY ABSENCE DURING A SCHEDULED TIME MUST BE DISCUSSED ON AN INDIVIDUAL BASIS WITH THE INSTRUCTOR PRIOR TO THE ABSENCE ON WHEN AND IF THE EXAM MAY BE MADE UP.
Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- **A** = 810-900 points
- **B** = 720-809.99 points
- **C** = 630-719.99 points
- **D** = 540-629.99 points
- **F** = 0-539.99 points (Grades are not rounded up)

Evaluation and Grades

Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Chapter Quizzes (25 points each)</td>
<td>400</td>
</tr>
<tr>
<td>Practical 1</td>
<td>100</td>
</tr>
<tr>
<td>Practical 2</td>
<td>100</td>
</tr>
<tr>
<td>CPR Attendance</td>
<td>50</td>
</tr>
<tr>
<td>Participation</td>
<td>50</td>
</tr>
<tr>
<td>Final Written Exam</td>
<td>200</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>900</td>
</tr>
</tbody>
</table>

*The Bolded portions above will be completed during Spring 2020. The Highlighted portions will need to be completed once Face-to-Face courses begin again in Fall 2020.*

Teaching Strategies

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions

*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.

*Yellow Highlighted Assignments/Activities will be completed in Spring 2020*

*Blue Highlighted Assignments/Activities will be completed in Fall 2020*
**Online Quizzes:** There are 16 online quizzes that will be due throughout the 7 week course. Each quiz can be accessed via Respondus LockDown Browser and will be open for a 24 hours period. Quizzes can NOT be made up, so be sure to pay attention to the quiz schedule listed below. Quizzes will contain 10 multiple choice or True/False questions over the Chapter noted for each quiz. Only one attempt may be made and each quiz will have a 20 minute time allotment.

**Practicals:** The two practicals will test the student’s ability to recall skills that are taught in the face to face portion of this course. The skills are randomly assigned and will include both individual skills and team skills.

**CPR Attendance:** CPR certification is an important, and often required, skill of healthcare providers. You will have the opportunity to earn your CPR certification or have a refresher of the techniques needed to possibly save or prolong a life.

**Participation:** Attendance is critical in the 8 week course as we only meet twice a week. New skills will be taught on a weekly bases and any missed class days could be detrimental in the outcome of the course grade.

**Final Written Exam:** The final exam consists of 100 multiple choice questions which will test your retention over information covered in the online content.

**Assignment Submission**
All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at cprocter@angelo.edu and attach a copy of what you are trying to submit or complete. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

**Late Work or Missed Assignments Policy**
Late work will not be accepted unless you have received permission from the instructor prior to the due date. If you miss an assignment due to an unexcused absence, you are out of luck. Show up for class!

**General Policies Related to This Course**
All students are required to follow the policies and procedures presented in these documents:
Student Responsibility and Attendance

It is the student’s responsibility to be on time for class, participate in class discussions, and be actively engaged in the learning process. Instructions and assignments will often be given during class, therefore it is in your best interest to attend. If you have to miss class due to an unforeseen event/accident or illness, please contact the instructor prior to the start of class. Pending the reason for your absence, the instructor may inform you of any missed homework assigned during class. Not acceptable reasons for absences include but are not limited to: oversleeping, work, wanting to leave early or come back late from the weekend, and celebrating a friend, relative or pet’s birthday. If you are sick, let the instructor know and bring a physician’s note when you come back to class.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:
Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.
You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences. Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
4. Acquiring skills in working with others as a member of a team
5. Learning to apply knowledge and skills to benefit others or serve the public good
<table>
<thead>
<tr>
<th>Date</th>
<th>Quiz Number</th>
<th>Chapters Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-24-20</td>
<td>1</td>
<td>1 and 2</td>
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<tr>
<td>3-26-20</td>
<td>2</td>
<td>3</td>
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<td>5-5-20</td>
<td></td>
<td>FINAL EXAM: Open from 10:30am-12:30pm</td>
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</tbody>
</table>
# FALL 2020 Practical Portion Course Schedule

**Date** | **Topic/Skills Practiced**  
--- | ---  
**Tuesday, 8/25/2020** | Introduction to Practical Portion & Vitals  
**Thursday, 8/27/2020** | Heart Sounds, Lung Sounds  
**Tuesday, 9/1/2020** | CPR Training  
**Thursday, 9/3/2020** | Spine Boarding  
**Tuesday, 9/8/2020** | Spine Boarding  
**Thursday, 9/10/2020** | Cranial Nerve Assessment / Review  
**Tuesday, 9/15/2020** | Practical 1  
**Thursday, 9/17/2020** | Practical 1  
**Tuesday, 9/22/2020** | Fractures and Soft Tissue Injuries  
**Thursday, 9/24/2020** | Fractures and Soft Tissue Injuries  
**Tuesday, 9/29/2020** | Fractures and Soft Tissue Injuries  
**Thursday, 10/1/2020** | Fractures and Soft Tissue Injuries  
**Tuesday, 10/6/2020** | Fractures and Soft Tissue Injuries  
**Thursday 10/8/2020** | Fractures and Soft Tissue Injuries  
**Tuesday 10/13/2020** | Practical Exam 2  
**Thursday, 10/15/2020** | Practical Exam 2  

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End of Syllabus

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1. [https://blackboard.angelo.edu](https://blackboard.angelo.edu)
2. [https://www.angelo.edu/student-handbook/](https://www.angelo.edu/student-handbook/)
3. [https://www.angelo.edu/catalogs/](https://www.angelo.edu/catalogs/)
5. [https://www.angelo.edu/services/disability-services/](https://www.angelo.edu/services/disability-services/)
6. [https://www.angelo.edu/content/files/14197-op-1011-grading-procedures](https://www.angelo.edu/content/files/14197-op-1011-grading-procedures)
7. [https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of](https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of)