



Walters State Community College Course Syllabus

Course Information

Course Number and Name: RESP 1412 Cardio Anatomy and Physiology

Section ID: 81336.202380

Semester and Year: Fall 2023

Credit Hours: 4

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: CON - Conventional Methodology

Catalog Course Description: Cardiopulmonary Anatomy and Physiology is a study of the structure and function of the respiratory system, heart and circulatory system, and renal system and how these systems interact. The respiratory system study will include ventilation and oxygen transport. Topics will also include arterial blood gas sampling techniques and interpretation which will be used in patient management decisions.

Meeting Details: WR; 09:00AM - 11:30AM; GRNV 245A

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Catherine Everhart, BS, RRT

Role: Adjunct Faculty

Office Location: WSGC2 290

Office Hours: NA

Office Phone: 423-798-7941

Email: Catherine.Everhart@ws.edu

Supervisor Name: Sara Smith

Supervisor Phone: (423)798-7964

Secretary Name: Dawn Woodley

Secretary Phone: (423)798-8187

Name: Olivia Livesay, BS, RRT

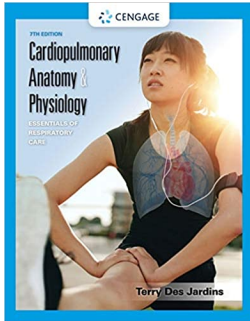
Role: Instructor
Office Location: WSGC 290
Office Hours: Tuesday/Thursday 3:00-4:30pm
Office Phone: 423-798-7941
Email: Olivia.Livesay@ws.edu
Supervisor Name: Sara Smith
Supervisor Phone: (423)798-7964
Secretary Name: Dawn Woodley
Secretary Phone: (423)798-8187

Name: Sara Smith, MHA, RRT
Role: Program Director & Associate Professor
Office Location: Niswonger Rm 288
Office Hours: Mondays, Tuesdays 2:30-4:30P
Office Phone: 423-798-7964
Email: Sara.Smith@ws.edu
Supervisor Name: Sheila Williams, Ph. D., APN-BC, RN-BC
Supervisor Phone: 423-585-6992
Secretary Name: Dawn Woodley
Secretary Phone: 423-798-8187

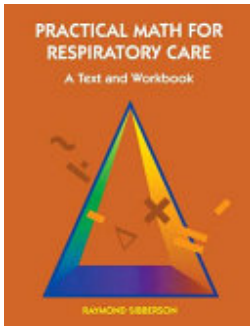
Name: Jennifer Thompson, BS, RRT
Role: Director Clinical Education & Instructor
Office Location: Niswonger Rm 292
Office Hours: Wednesdays, Thursdays 2:30-4:30p
Office Phone: 423-798-7965
Email: Jennifer.Thompson@ws.edu
Supervisor Name: Sara Smith, MHA, RRT
Supervisor Phone: 423-798-7964
Secretary Name: Dawn Woodley
Secretary Phone: 423-798-8187

Required Textbook(s) and Materials

Cardiopulmonary Anatomy & Physiology
ISBN: 9781337794909
Authors: Terry Des Jardins
Publisher: Cengage
Publication Date: 2020



Edition: 7



Practical Math for Respiratory Care

ISBN: 9780815180012

Authors: Raymond Sibberson

Publisher: Mosby Incorporated

Publication Date: 1996-01-01

Student Learning Outcomes/Objectives

- Explain the structure and function of the pulmonary system, including ventilation and oxygen transport.
- Explain the structure and function of the heart and circulatory system and renal system.
- Explain arterial blood gas sample collection techniques, hazards and interpretation of results.

Instructional Approach and Methods

Lecture, discussion, reading assignments, demonstrations, role play, audiovisuals, CAI programs, use of appropriate web resources, laboratory exercises and individual projects.

Methods of Evaluation

Evaluations in the course will be through written examination and laboratory competency measurements. All assignments, CAI programs and laboratory exercises must be completed by **November 27, 2023**.

Evaluation Criteria for Didactic Component and Laboratory of RESP Course

- Application of previously learned competencies from prerequisite science courses to content.
- Active participation in professional organizations.
- Class attendance and punctuality.
- Informed class participation.
- Ability to follow directions and adhere to policies and procedures.
- Completion of all assignments on time. Assignments are evaluated for content, clarity, neatness, and presentation.
- Successful completion of courses objectives.

Assessment, Evaluation and Testing Procedures

Testing Procedures:

The course grade will be determined as follows:

| | |
|-------------------------------|-------------------|
| Exams (4 @ 150 points each) = | 600 points |
| Quizzes, assignments = | 200 points |
| Affective Grade Criteria = | 50 points |
| Math Exercises= | <u>150 points</u> |
| Total Points = | 1000 points |

Unit Examinations:

1. There will 4 examinations during the term. The test items may be in NBRC-like format, fill-in-the-blank, matching, completion or short-answer and will cover material presented in class and any review information pertaining to respiratory care. All course material is cumulative. Content from prior prerequisite RESP courses may be tested in any subsequent course.

A student that is **Tardy*** for an examination may not enter the testing room. The student must sit for a make-up examination on the next scheduled class day.

***Tardy: Student not in their seat at the beginning of scheduled class start time, ready for attendance to be taken.**

2. The exam schedule is distributed with each course syllabus at the beginning of the semester. The instructor reserves the right to alter the exam schedule depending on the progress toward completion of the course content.

3. No book, papers or other materials are allowed into the testing room. No cell phones are allowed in the testing room even if they are turned off. No ball caps or visors are to be worn during testing. Students should come prepared with all necessary material (two #2 pencils and a pen only). If calculators are necessary they will be provided by instructor.

4. Student seating will be arranged by the instructor.

5. All examinations are timed. Lecture may follow a unit exam.

6. During examinations students must sit quietly, keep their papers flat on the desk and their eyes only on their own papers. If student behavior is inappropriate or if a student is suspected of cheating during an examination, the instructor may confiscate the examination papers or may elect to let the student continue with the examination and document the inappropriate behavior or possibility of cheating. In either case, the examination will be invalidated and that examination score will be a 0. The act of cheating is grounds for dismissal from the Respiratory Program.

7. After the exam is finished, the student should turn in all test materials and leave the room quietly. Students should not congregate in the hallway, as this is distracting to other students who may not have finished.

8. Every student must achieve a **70%** or higher on the final examination to pass the course regardless of other course grades or average. Students will be allowed **two** opportunities to do so. Any student receiving less than a 70% on the final exam will be required to take a make-up examination. Any student not achieving greater than 70% on that attempt has failed the course. When a student takes two opportunities to complete the final exam, the **original** exam grade is used for the computation of the final grade.

9. Review of exams: Each exam will be made available for review on the next scheduled class day for that course. The course instructor will review pertinent items from the examination.

- Any student not having yet taken the exam will not be allowed to participate in the exam review session.
- No note taking will be allowed during the exam review. All test material must be returned to the faculty member before a student leaves the room.
- Students may review their previous exams by appointment only in the presence of a faculty member.
- No writing of exam questions will be permitted.
- Students will NOT be allowed to review their exams on the day of an examination.

- **No cell phones are allowed during any review session of exams**
- Following the return of examinations and/or posting of grades, the student will have one week to challenge the accuracy of the grading and any mathematical computation involved in determining the grade. After one week, the quiz/examination cannot be challenged for these reasons. This does not preclude a grade appeal, which has to be filed within 45 days of the student receiving a final course grade. It is designed to insure that the entire final grade is built during the semester, and the individual grades are correct.

B. Affective Grade Criteria: The affective grade is determined by evaluating the student's performance in the following areas:

Attendance and punctuality.

- Includes beginning of class period, return from breaks and staying until class completion.
- A student that is Tardy for class may not enter the classroom until break time.

Quizzes

You will be responsible for completing several assignments during the semester. The assignments may come in the form of small group exercises, worksheets, on-line assignments. All assignments must be completed on time. $\frac{1}{2}$ of the assignment grade will be assessed for each day the assignment is late. It is the student's responsibility to insure that the assignment is turned in by the due date and time. A student should make all reasonable efforts to ensure the assignment is turned in at the proper time. There is no penalty for turning an assignment in early. All assignments are due before the beginning of class on the assigned day. Assignments are evaluated for content, clarity, neatness and presentation.

Quizzes will cover material that has already been presented or material that you should have prepared prior to class. The quizzes may be in-class or completed within D2L. Depending on the number of quizzes, the lowest quiz grade may be dropped. Each RESP course has possible quizzes. These will NOT be announced. Students should be prepared for a quiz each class day. The quiz will cover previously discussed material and the reading assignment for that day. The intention of these quizzes is to foster the habit of regular studying and reading the assignment PRIOR to class on that day. They do not comprise a significant portion of the grade, but may serve to provide examples of the type of questions, which will be seen on the unit examinations. If the student is not present at the beginning of quiz, he/she will not be permitted to start the quiz. The lowest quiz grade may be dropped. Makeup's for quizzes are not given. Absences or tardiness may thus compromise your quiz grade.

To pass any RESP course a final overall grade of 75% or higher is required. All examinations are comprehensive. Regardless of grades on unit examinations, or the average grade, students must pass the final examination with a 70% or higher. Students will be allowed two opportunities to do so.

Any student receiving less than a 70% on the final exam will be required to take a make-up examination. Any student not achieving greater than 70% on that attempt has failed the course. When a student takes two opportunities to complete the final exam, the original final examination grade will be used to calculate the course final grade.

A "C" or better is required to pass the course.

Grading Scale

| | |
|---|-------------|
| A | 920-1000 |
| B | 830-919 |
| C | 750-829 |
| D | 690-749 |
| F | 689 or less |

Assignments

Math Exercises

The following are the chapters from which math exercises will be assigned during the semester. You should review the example given with each formula, do the practice exercises, check your answers with the correct ones in the book's appendix and then turn in your assignment for grading. You must show **ALL** work when completing each problem. The completion date for each exercise will be given in class. ***Assignments may vary.***

Chapter 1 - All problem sets as assigned

Chapter 2 - Boyle's Law, Gay-Lussac's Law

Chapter 9 - Oxygen Content

Chapter 10 - Alveolar Oxygen Tension, Normal Alveolar Gases, The Alveolar Air Equation

Chapter 14 - Dead Space

Chapter 15 - Cardiac Output

Class Participation

Informed class participation. Criteria includes:

- 1 or 2 relevant involvements per class
 - evidence of prior preparation
 - active listening to other class members
 - the accuracy of statements made
 - the logic of arguments or discussion
 - the cognitive level of questions or discussion
1. Willingness to listen to opinions and views that differ from one's own.
 2. Willingness to change views or consider other views when one's own have been found faulty.
 3. Unambiguous and goal-directed verbal and written communication skills, using appropriate medical terminology.
 4. Honesty, professional ethics and integrity.
 5. Interpersonal skills including respect for others, personal rapport, courtesy, cooperativeness, positive response to constructive criticism, initiative and motivation.

Course and Class Policies/Procedures

Affective Grade Criteria

The affective grade is determined by evaluating the student's performance in the following areas:

1. Attendance and punctuality.
 - Includes beginning of class period, return from breaks and staying until class completion.
2. Informed class participation. Criteria includes:
 - 1 or 2 relevant involvements per class
 - evidence of prior preparation
 - active listening to other class members
 - the accuracy of statements made

- the logic of arguments or discussion
 - the cognitive level of questions or discussion
3. Willingness to listen to opinions and views that differ from one's own.
 4. Willingness to change views or consider other views when one's own have been found faulty.
 5. Unambiguous and goal-directed verbal and written communication skills, using appropriate medical terminology.
 6. Honesty, professional ethics and integrity.
 7. Interpersonal skills including respect for others, personal rapport, courtesy, cooperativeness, positive response to constructive criticism, initiative and motivation.

Academic Integrity

To assure academic integrity, students may be tested using lockdown browser, Respondus monitor, zoom, or in person proctoring.

Consistent with the Policies and Procedures of Conduct of Walter's State Community College, unacceptable behavior includes but is not necessarily limited to the following:

1. Failure to comply with directions of respiratory faculty or other college officials acting in the performance of their duties.
2. Disorderly, lewd, indecent, obscene conduct or expressions, or any other disruptive conduct.
3. Cheating on an examination.
4. Writing notes or recording in any manner during examination review sessions.
5. Retaining a test or any test-related materials (including previous class examination reference sheets) or copying examination questions.
6. Sharing or discussing examination questions with anyone other than with the involved instructor or those who took the same test.
7. Taking notes into the testing room or any test area. Plagiarizing – to use words or ideas of another without crediting the course whether these are purchased, borrowed or otherwise obtained. This includes copying from a book, journal or another student.
8. Submitting work previously presented in another course.
9. Willingly collaborating with another student in any of the above actions which results in work being submitted that is not the author's own and original work.

Violation of accepted standards of integrity may lead to sanction up to and including suspension or dismissal from the College.

Attendance

- Students should attend the first day of class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. **Attendance is taken at the beginning and end of the class period.** Attendance and punctuality include the beginning of the period, return from breaks and staying until class completion. Attendance grading is reflected in the Affective Grade Criteria (see above).
- A student that is **Tardy*** for class may not enter the classroom until break time.
- Students are required to be present at each class, laboratory and clinical meeting. The student will be held responsible for making up missed work due to absences. Any missed laboratory session must be made up.
- The student has the responsibility to inform the course instructor of an absence on an examination day at least 30 minutes prior to the beginning of the examination. Failure to inform the instructor will result in the following: the make-up examination may be of any type determined by the instructor; the final course grade will be lowered by 2%.
- A student that is **Tardy*** for an examination may not enter the testing room. The student must sit for a make-up examination on the next scheduled class day.
- The program reserves the right to schedule classes outside of the regular college schedule with sufficient notification.

****Tardy: Student not in their seat at the beginning of scheduled class start time, ready for attendance to be taken.***

A "C" or better is required to pass the course. Students who have absences must complete any make-up work the next class day following the absence. Daily quizzes given constitute 10% of the course grade; failure to attend class may compromise successful completion, since there are NO MAKE-UP quizzes.

Cellular Phones

Cellular phones and **smart watches** that have internet, texting capability etc. are **prohibited** during class. Cellular phones must be turned to the non-audible mode until after class, unless used as a class activity i.e., Kahoot. Phones can be used during breaks. (See the *Walters State Catalog/Handbook*)

NOTE: Students should listen to the radio and TV stations list in the college catalog for school closings or delays. Also use the Walters State Community College website for weather related closing information: www.ws.edu

The student should refer to the Respiratory Care Handbook for further policies.

Online/Web-Enhanced Course Supplementary Information

Students are responsible for accessing their assignments through their Elearn account. Class content and assignments will be uploaded with instructions for completion.

Additional Course Requirements/Details/Information

Disclaimer: The schedule, policies, procedures, and assignments in the course are subject to change in the event of extenuating circumstances, and/or ensure better student learning.

Academic Program Standards/Policies/Accreditation Information

Prerequisites/Corequisites - RESP 1211,1410, 1225

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

- d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.ws.edu)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog.\(opens in new window\)](#)
catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](#)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](https://www.waltersstate.edu/home/)
[ws.edu/home/](https://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://www.waltersstate.edu/set/)
[ws.edu/set/](https://www.waltersstate.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#).