

**Anatomy and Physiology
For Health Care Professionals
Course Handbook
2019-2020**



**Instructor
Mrs. Lehua Lee ATC, MEd**

Course Expectations: A & P for Health Care Professionals

Mrs. Lehua Lee, ATC, M.Ed.
Office Hours: By appointment

Information for this class will not be on School Loop. If you have questions regarding your students progress, please email me at llee@mvrop.org or call me at 657-1865 x15224

Course Description

This is a one-year, college preparatory course which satisfies the UC-d (lab science) requirement. It is required at the junior level for the SHAPE Career Pathway. This rigorous course allows students to:

- 1) Gain a strong foundation in anatomy and physiology that is needed for any health care profession
- 2) Gain knowledge about a variety of healthcare professions including nursing, medical, dental, sports medicine, rehabilitation and emergency medical services

Course Goals

Upon successful completion of the course, students will:

- ❖ Understand the education, job duties, scope of practice and day-to-day activities of various health care professionals.
- ❖ Demonstrate basic skills performed by practitioners in specific areas.
- ❖ Demonstrate an understanding of anatomy and physiology, including key concepts such as homeostasis, human growth and development and disease processes through experimentation in lab, group projects, critical thinking and problem solving.
- ❖ Be able to narrow their interest of health/fitness careers to those best suited to their abilities and interests.

Text

Colbert, B., Ankney, J. & Lee, K.. Anatomy & Physiology for Health Professions: An Interactive Journey, 4th ed. , 2020, Prentice

Covered in Course

- ❖ Job employment skills
- ❖ Introduction to Anatomy & Physiology
 - Cells, tissues, systems, medical terminology
- ❖ Growth and Development
 - Integumentary, skeletal and muscular systems
- ❖ Homeostasis
 - Reproductive, nervous, endocrine, lymphatic, respiratory and urinary systems

- ❖ Energy
 - Digestive systems
- ❖ Career exploration

Materials

Binder: Each student will need a 3-ring binder with dividers, which contains work only for A & P. The binder will contain class notes, handouts, returned work and quizzes. The notebook will be checked periodically and is part of your overall grade. More information on the contents, set-up and grading of the notebook will be passed out at a later time.

Grading

A = 100-93%	A- = 92-90%	
B+ = 89-87%	B = 86-83%	B- = 82-80%
C+ = 79-77%	C = 76-73%	C- = 72-70%
D+ = 69-67%	D = 66-63%	D- = 62-60%
F = Below 60%		

Breakdown of Points

- 30% Work readiness (attendance, participation, neatness, work ethic, etc.)
- 70% Tests/Labs (to include ROP Portfolio)

Class Policies

1. **Attendance:** Students are expected to attend class every day. **If you are tardy or miss class multiple times, your grade will be adversely affected.** Points for class participation are also dependent on the presence and punctuality of the student. Any absences or tardies will have a negative effect on job readiness and thus on the student's grade.
2. **Missed Work:** It is the **student's responsibility** to obtain any notes, handouts and assignments that were missed for an excused absence. If class was missed for a school function (i.e. athletic contest, field trip) it is the student's responsibility to see the teacher prior to the event to make arrangements for the missed work. If arrangements have not been made prior to the event, no make-up work will be allowed. **All make-up work must be completed within one week of the absence. A student may NOT make-up any assignment, quiz or test due to an unexcused absence or tardy.**

There will be a significant number of labs in this course. Lab work will be difficult to make-up. The set-up required and the fact that I am only on campus for

3rd and 4th period make is very challenging to make-up labs. Therefore, every effort should be made to not miss class periods in which we will be completing a lab.

3. **Work Readiness:** You will be graded on your employability skills. Employability skills are worth 30 % of your grade. work readiness relates to skills that employers want to see in their employees and include:
 - punctuality
 - attendance
 - assignments that are neat, complete, on-time and accurate
 - initiative
 - proper use of cell phones

4. **In-class assignments**
 - All assignments are due on the day announced. Late material will not be accepted unless there is an excused absence. All make-up work must be turned in within a week of returning to class.
 - It is the student's responsibility to find out what material was missed during an absence and to make it up. For example, copy the notes from a classmate, check the bulletin board or web site (google classroom) for missed assignments, and check the file box for missed assignments.
 - Work must be neat and professional to receive full credit. If I can't read it, I won't grade it! If there is not a name on it, it will not get graded and will be thrown away!**
 - **All assignments are worth 20pts. The breakdown of points is as follows.**
 - **5pts: neat (name is on the paper, heading is correct, I can read the assignments, minimal cross-outs, no doodles)**
 - **5pt: complete (all questions were answered, answers are complete)**
 - **5pts accurate (the information provided is accurate and thorough)**
 - **5pts: ontime (the assignment was submitted on time)**

5. **Contracts:** Please be advised that this is a Mission Valley ROP course which is taught on the Irvington campus. There are some important differences that you need to be aware of
 - **YOU CAN RECEIVE A "D" OR AN "F" IN THIS CLASS**
 - **I DO NOT GIVE CONTRACTS**

The reason for this is simple, you are all interested in becoming health care professionals and I am treating you as such. With that being said, do not be nervous about the class. If you come in with a positive attitude and put forth a reasonable effort you will do fine in the class and hopefully have some fun too.

6. **Behavior:** This class is offered as a SHAPE class; therefore we will adhere to a professional environment in the classroom. Students will conduct themselves in a way becoming to any health care professional. Any behavior that would not be

tolerated in a healthcare setting or is disruptive to the learning process will not be tolerated and will affect your grade. The following rules will be observed in the classroom at all times:

- **NO CELL PHONES UNLESS GIVEN SPECIFIC PERMISSION TO HAVE THEM OUT**
- No eating or drinking in the classroom (with the exception of water)
- No profanity or offensive language
- No cheating
- Have a positive attitude
- Be respectful
- Have fun!!

**Anatomy & Physiology for Health Care Professionals
Expectations**

10 point assignment

Must be signed and returned to instructor by _____

Student _____

Please initial the following

parent student

_____ _____ I understand that this is an ROP class taught on the Irvington campus. Therefore, there is a possibility that students may receive a D or F and **will not** be given a contract.

_____ _____ I understand that information for this class **will not** be posted on School Loop. If I need information regarding my student's progress, I should email llee@mvrop.org or call 657-1865 x15224.

_____ _____ I have read and understand the procedures listed in the Anatomy & Physiology course syllabus and agree to abide by them.

Student Print

Student Signature

Date

Parent Print

Parent Signature

Date

Parent email

Parent phone number