

**Anatomy and Physiology  
For Health Care Professionals  
Course Handbook  
2021-2022**



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

Instructor: Lehua Lee Anatomy & Physiology 2021-2022 llee@mvrop.org

## ***Preface to Syllabus***

Hi everyone and welcome to Anatomy & Physiology. I know this year is going to be unique and filled with many firsts. Like you, this is all new to me and I am a little nervous and that's okay. I am also excited to be back in the classroom and I hope you are too. I wanted to let you know that I am going to do my best to make this experience as close to a "normal year" as possible. As such, I have decided not to make a lot of changes to my syllabus. The changes I have made will apply mostly to mandates and the safety of students in the classroom.

### **When does class meet?**

This class will follow the approved Irvington bell schedule.

### **What do I do if I am sick?**

All students should conduct a daily self-assessment for any signs or symptoms of illness. You should stay home and contact your school if you have any symptoms of an illness such as a fever, cough, sore throat or headache. Students should not return to school after an illness until they have been symptom free WITHOUT medication for 24 hours.

### **Expectations:**

**MASK REQUIREMENTS.** All students are required to wear a mask or face covering while inside any classroom or building on campus. A mask will be provided if needed.

**BE ON TIME.** As an ROP class, we have a focus on your professionalism and employability skills. Please make sure you are on time to our class meetings.

**BE APPROPRIATE AND PROFESSIONAL.** This applies to your dress and your behavior.

**NO FOOD IN CLASS.** There will be no food allowed in class. You will be allowed to have water/drinks in a reusable container or a container with a lid.

**BE SUPPORTIVE.** Everyone is going through different circumstances right now. Be understanding and supportive of each other. Kind words, offer to help a classmate if they are struggling, ask how someone is doing. A small compliment or simply asking how someone is doing can go a long way in making someone feel valued. If you have concerns about a classmate or if you are struggling yourself, PLEASE REACH OUT TO ME, WE ARE IN THIS TOGETHER!

**HAVE FUN!** We are here to learn, but I pride myself on having a classroom that is welcoming and informal. I want you to get to know me and each other. I don't want to lose this sense of community. If you have any suggestions along the way, let me know.

## **Course Expectations: A & P for Health Care Professionals**

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

**Information for this class will be through the MVROP Infinite Campus portal (not FUSD). Students will be provided log in information at a later date. If you have questions regarding your students progress, please email me at [lee@mvrop.org](mailto:lee@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, 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., Brown, E.. Anatomy, Physiology & Disease: An Interactive Journey for Health Professionals, 4th ed. , 2017, 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 sy
- ❖ Energy: Digestive systems
- ❖ Career exploration

## Materials

**Binder:** Each student will need a 2", 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

40% Formative (homework, classwork, participation, attendance. etc.)

60% Summative (tests, labs, projects, etc.)

## Class Policies

- 1. Participation/Attendance:** Students are expected to attend and participate in 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 it 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 work readiness. Work readiness relates to skills that employers want to see in their employees and contributes to your formative grade. The qualities include:

- ❑ punctuality
- ❑ attendance
- ❑ assignments that are neat, complete, on-time and accurate
- ❑ initiative
- ❑ proper use of cell phones

#### 4. In-class assignments this still applies to virtual/hybrid learning

- 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 is a career technical class; therefore we will adhere to a professional environment in the classroom. Students will conduct themselves in a way becoming of 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**

**Please print out, initial and sign. Then scan or take a picture of the document and return to the instructor through the google classroom assignment entitled Expectations**

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 the FUSD Infinite Campus portal. It will be posted on the MVROP Infinite Campus portal. If I need information regarding my student's progress, I should email [lee@mvrop.org](mailto:lee@mvrop.org) or call 657-1865 x15224 or check the MVROP Infinite Campus portal

\_\_\_\_\_    \_\_\_\_\_ I have read and understand the procedures listed in the Anatomy & Physiology Course Handbook and agree to abide by them.

\_\_\_\_\_  
Student Name-Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name-Print

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Email

\_\_\_\_\_  
Parent Phone

