



SYLLABUS

Your Course Learning Plan

YAVAPAI COLLEGE COURSE SYLLABUS FOR:

COURSE: **HIM 240 Disease Process - CRN 30944**

INSTRUCTOR: **Beth Bazevage, MSN, RN**

TIME & DAY/ TIME FRAME: **Online**

Fall Semester: **August 22 – December 9, 2016**

A. Instructor Contact & Communications

Classroom Location

Online

All assignments, discussion board responses, quizzes, exams and communications are in Canvas. Students are expected to check their Yavapai College Scholar e-mail and Canvas Announcements daily for this online course.

YC Email Address

beth.bazevage@yc.edu

All instructor/student e-mail communication must be limited between the above address and your assigned Yavapai College Scholar e-mail address. Response time is 24 to 48 hours on weekdays and 48 to 72 hours on weekends. I may not always be immediately available to respond on weekends or holidays, but your email will be dated and timed for receipt. Use this Subject Line when emailing the instructor: Course Number, Assignment Number.

EXAMPLE: HIM 240, Assignment #2

Only use your YC email account

Office/Campus Location

Online Course

Office or Online Hours

<https://www.yc.edu/academics/faculty/44912/beth-bazevage>

Phone

(928) 771-6182

B. General Course Information, Content, & Learning Outcomes	
Credit Hours	4.000 Credit Hours 4.000 Lecture hours 0.000 Lab hours
Course Description	HIM 240 Disease Process. Examination of the most common diseases of each body system, with normal anatomy and physiology compared to pathologic anatomy and physiologic malfunctioning due to disease process. Diagnostic methods, etiology, management, treatment, modalities, pharmacology and prognosis are discussed. Prerequisite: BIO 160 or (BIO 201 and BIO 202). Reading Proficiency.
Prerequisite/ Co-requisite	Prerequisite: BIO 160 or (BIO 201 and BIO 202). Reading Proficiency.
Course Content	<ol style="list-style-type: none"> 1. Basic concepts of disease process 2. Physiologic effects of disease 3. Pathological terminology 4. Fluid, electrolyte, and acid/base imbalance 5. Major body organs and systems 6. Neoplastic disease: signs, symptoms and treatment 7. Effects of altered status, growth and development 8. Clinical manifestation of disease 9. Methods of diagnosis 10. Short and long-term effects of disease process 11. Treatment, therapy and restoration strategies
Learning Outcomes	<ol style="list-style-type: none"> 1. Describe the structural, functional and normal variants in the body that may produce disease. (1) 2. Describe the common physiologic effects of disease on the body: infection, inflammation, tumors and immune response. (2) 3. Identify and spell correctly major pathological terminology and conditions. (3) 4. Describe the diagnosis, effect, and treatment of fluid, electrolyte and acid-base imbalances in the body. (4) 5. Describe major body systems and organs and their primary functions. (5) 6. Determine the causes, incidence, prevention methods, signs, symptoms, and treatment of cancer for body systems. (6) 7. Describe common diseases and conditions, methods of diagnosis, short and long term effects of disease processes, treatment and therapy, and restoration strategies for all major body systems. (5, 8-11) 8. Define and list special considerations for the effects and altered status, growth and development on disease processes. (7)

<p>Assessment Measures</p>	<p>The work in this course will be submitted in Canvas.</p> <p>Assessments in this class will be based on the readings from the designated textbook, reading designated articles of interest, reviewing web pages, reviewing the chapter powerpoint presentations and viewing video posted by your instructor.</p> <p>Assessments will include reading answering discussion questions, exams, quizzes, and writing assignments.</p> <p>The accompanying Study Guide for Pathophysiology for Health Care Professions, 5th Edition is recommended to prepare for quizzes and exams.</p> <p>Chapter Quizzes, Exams, Discussion Questions and all assignments are completed and/or submitted online in Canvas.</p> <p>8 – Discussion Questions = 320 points (25 points for first post, 15 points for response to classmate; posts must be substantive and demonstrate understanding of the material for full credit)</p> <p>4 – Assignments = 300 points (75 points each)</p> <p>7 – Timed Chapter Quizzes = 175 points (25 points each)</p> <p>4 – Timed Course Exams = 400 point total (100 points each)</p> <p><u>Total Possible Points = 1195</u></p> <p>If you have a dispute about a Quiz or Exam question, contact your instructor directly. Cite a verifiable reason using a source such as your text with the page number and paragraph. Justify why you believe you should receive credit. Disputes are handled on a 1:1 basis. The final decision is determined by the instructor.</p>
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<p>Grading (credit) criteria</p>	<p>Minimum Competency</p> <ol style="list-style-type: none"> 1. Achieve learning outcomes 2. Grades are weighted as follows: <p><u>Weighted total breakdown for the course 100%:</u></p> <table data-bbox="475 1787 876 1860"> <tr> <td>Discussion Questions</td> <td>27%</td> </tr> <tr> <td>Assignments</td> <td>25%</td> </tr> </table>	Discussion Questions	27%	Assignments	25%
Discussion Questions	27%				
Assignments	25%				

Quizzes	15%
Exams	33%

The student must have an overall average of 74.5% (letter grade C) or above to pass this course.

A = 89.5 – 100%

B = 79.5 – 89.49%

C = 74.5 – 79.49%

D = 64.5 – 74.49%

F – below 64.49%

3. Students are expected to take quizzes, exams, submit discussion questions and assignments on the scheduled dates and to complete them by the scheduled time. NOTE: The deadline will always be 11:59 pm of the testing date.
If a student cannot take an exam on the scheduled date, the student must call or email the instructor prior to the exam deadline. Without this prior notification, the exam grade will be zero. The instructor may require written documentation of an illness by a health-care provider or other documentation to verify the reason for the absence. Exams must be made up within 2 days of the original due date.

All Quiz and Exam assignments are timed and are due in Canvas by 11:59 pm of the due date.
4. There is no extra credit work in this course.
5. Students are graded for grammar, spelling and sentence structure in all exams and assignments. Initial response to discussion questions must be a minimum of 150 words. First reply to student must be a minimum of 50 words and include at least one new concept inspired by your peer's discussion post.
6. Final grades are **not rounded** to the next high number, For example, if your final grade is 95.52% your grade **will not be rounded** to 96% but will remain 95.52%.
7. If the student has a failing grade on more than one assignment, quiz, or exam it is the student's responsibility to seek assistance through the instructor, the learning center or tutoring options. The instructor is available by appointment assist in developing an improvement plan.

Textbook	<p>Required</p> <p>Pathophysiology for the Health Professions, Fifth Edition (ISBN 978-1455754113). Gould.</p> <p>Study Guide for Pathophysiology for the Health Professions, Fifth Edition (ISBN 978-0323240864) Gould.</p> <p><u>Not required – But Recommended</u></p> <p>Mosby’s Manual of Diagnostic & Laboratory Tests Davis Drug Guide for Nurses Diseases & Disorders</p>
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Student Resources (as applicable)	
Campus Resources:	<p>Campus Resources available through Student Services (http://www2.yc.edu/content/studentaffairs/default.htm).</p>
myYC Portal:	<p>All Yavapai College students will be required to use the <i>myYC</i> Portal to register, add, or drop classes online at http://my.yc.edu/. First-time students will create a log-on username and password. The <i>myYC</i> Portal includes:</p> <ul style="list-style-type: none"> • Links to your College email • Your degree audit system – <i>DegreeWorks</i> – to track your progress • Registration information - also your schedule • View transcripts, update information, and more! <p>For assistance with the Portal, go to http://portalinfo.yc.edu/support.asp</p>
Student Email Accounts:	<p>Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar', accessed by clicking on the email icon in your <i>myYC</i> portal.</p> <p>Students are expected to check their Yavapai College Scholar account for college-related information and for class information and announcements, as directed by the instructor. For assistance, go to http://www.yc.edu/content/myyc/emailinfo.htm</p> <p>Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location.</p>
Library Services:	<p>Library services are available at the Prescott and Verde Valley Campuses. Both are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Both libraries also include public computer access.</p>

<p>Learning Centers & Tutoring:</p>	<p>Learning Centers are available on both the Prescott and Verde Valley Campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and learning equipment for students with disabilities, and a networked general computer lab for registered students. Please call for details: Prescott - 776-2085, or Verde Valley – 634-6562. Web link: http://www.yc.edu/v4content/learning-center/</p>
<p>Online resources and services:</p>	<p>Online writing tutoring for any academic subject is available at http://www2.yc.edu/content/learningcenters/</p>
<p>Open Computer Labs:</p>	<p>Most campuses have open computer lab hours for currently enrolled students. Please check your campus site for availability and schedules.</p>
<p>Holidays & Closures:</p>	<p>Labor Day – September 5 Veterans Day – November 11 Thanksgiving – Wed-Fri November 23-25, 2016</p>
<p><u>Important Dates:</u></p>	<p>Instruction Begins – August 22, 2016 Last Day to Add Regular class - August 25, 2016 Last Day to Drop Regular class - August 28, 2016 Last Day for 100% refund - August 28, 2016 Last Day of Student-initiated Withdrawals (no refunds)–October 10, 2016 Last Day of classes - December 9, 2016</p>

Institutional Policies and Instructor Procedures

Attendance:	<p>Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. All course work must be made up as directed by the instructor. A student who does not adhere to instructor and College attendance requirements may be dropped from the course as defined in the Yavapai College General Catalog.</p> <p>If a student has no measureable (graded) activity during a period of two active class weeks, the student may be dropped from the class. Please communicate with your instructor to make prior arrangements before an extended absence to avoid being dropped from the class.</p> <p>IMPORTANT PLEASE READ:</p> <p>**Log in to Canvas. To avoid being dropped from this class, you MUST post your Syllabus Agreement statement in the appropriate Discussion Board Forum before August 25, 2016 11:59PM. If you have questions or difficulty accessing the discussion board, contact your instructor at once to avoid being dropped.</p> <p>If you do not do this for any reason, you will be dropped from this class.</p>
Course Withdrawal:	<p>A student-initiated drop date is established by the College, as noted in the above section “Important Dates”.</p> <p>Students are responsible to drop a class through the Self-Service option on the <i>myYC</i> Portal. If you have not withdrawn from a class by the student-initiated drop date, you will receive the letter grade earned in the course at the end of the semester. An instructor may withdraw students from class after the student-initiated date. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student’s permanent record.</p>
Satisfactory (S)/ Unsatisfactory (U) Grades	<p>An “S” grade is defined as equivalent to a grade of “C” or better on the conventional grading scale of A-F. A course completed with an “S” grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.</p> <p>Specified courses are grades only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:</p>

	<ul style="list-style-type: none"> ● Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses. ● A maximum of twelve (12) hours of “S” credit from 100- and 200-level courses may be applied toward Yavapai College graduation requirements ● S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). ● S/U grades are not computed in the student’s Yavapai College grade point average.
<p>Academic Integrity:</p>	<p>Honesty in academic work is a central element of the learning environment. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct (http://www.yc.edu/v4content/student-affairs/code-conduct.htm)</p>
<p>Student Code of Conduct:</p>	<p>Respect for the rights of others and for the College and its property are fundamental expectations for every student. The “Code of Conduct” outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.</p> <p>Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.</p> <p>Web link for the Student Code of Conduct If the link does not open, paste this link into your browser: https://www.yc.edu/v5content/teaching-and-elearning-support/students/integrity.htm</p>
<p>Internet Downloading:</p>	<p>Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.</p>

<p>Disability Resources:</p>	<p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through the Disability Resources Coordinator (Prescott Campus: 928-776-2079 or Verde Valley Campus: 928-634-6563).</p>
<p>Cell Phone, Pages & Texting:</p>	<p>Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas.</p> <p>Cell phones and pagers need to be used outside the classroom and these facilities.</p>
<p>Tobacco Use:</p>	<p>Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents.</p> <p>In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.</p>
<p>Drug & Alcohol Free Environment:</p>	<p>Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited.</p> <p>Medical Marijuana Act (Proposition 203)</p> <p>In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes.</p> <p>Because of its obligations under federal law, however, Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.</p> <p>Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because</p>

	<p>Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.</p> <p>Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)</p>
<p>Additional Instructor Procedures:</p>	<p>Some general exam guidelines:</p> <p>A. Plan your schedule so you will have uninterrupted time to complete the quizzes and exams.</p> <p>Use a reliable network to connect to the internet. Avoid taking exams on computers that have dial-up internet service. If you do not have a reliable internet provider in your home, you should schedule time to take the exams at another location such as the Computer Commons at the Prescott, Prescott Valley or Verde Valley Campuses.</p> <p>B. Don't open (or enter) the exam until you are ready to complete the entire exam. You cannot exit the exam or return to it later. Problems like low laptop batteries, lightening, internet failures, distractions, etc., are not acceptable reasons for requesting repeat attempts.</p> <p>C. All quizzes and exams are timed. There is a built in 5 minute grace period in each exam. Answer the easier questions first, then go back and work on the difficult questions.</p> <p>D. Before submitting a completed exam, press the CTRL key + P to print a copy of your exam. You will need a copy of your exam if not successfully submitted to prove you took your exam. Otherwise, you will not receive a score for that exam. Please use the "SAVE" feature after each question or at the end of the exam. At the end of the exam, click "submit".</p> <p>E. To see if an exam was successfully submitted, go to Canvas' "Gradebook" and click on "View Grades." If there are concerns about whether the exam was successfully submitted, contact your instructor immediately.</p> <p>**Syllabus Agreement**</p> <p>The Syllabus Agreement can be completed by logging on to the Discussion Board and creating a thread confirming you have read and accept the terms of the Course Syllabus. This is mandatory.</p>

	<p>You MUST complete this by August 25, 11:59 pm to avoid being dropped from the class.</p>
<p>Online System & Assignment Requirements</p>	<p>Computer Hardware/Internet Connection To find help with technical requirements and new learner support please begin at the Home page for YC College. On the top of the screen, you will see "A-Z Index", click on this and choose the letter "T".</p> <p>Once in the index under "T" choose Technology Enhanced Learning Services "TELS:" In the TeLS screen on the far right you will see these selections. Click on the selection that will answer your question.</p> <p>TeLS Student Support Student Support Hardware/Software Recommendations Live Orientation Schedule Best Practices Academic Integrity Distance Learning Complaint Process</p> <p>Checking Grade Center To check your grades in the Grade Center just click on the Blue Link on the left of the course screen. Assessment grades will be posted one week following the due date. Your instructor will inform you of unanticipated delays.</p>
<p>Additional General Allied Health Program Information</p>	<p>Additional General Allied Health Program Information: Please meet with your academic advisor every semester. If your Allied Health certificate program requires an internship, you must complete all prerequisite courses prior to applying for the internship. Students must obtain all immunizations, CPR training, DPS Fingerprint Clearance Card and provide documentation to verify that these have been done as part of the application for internship. Students may need to devote up to 40 hours per week for 3 weeks to complete the 120 hour internship and should be available to do so anytime within the semester that they plan to do the internship.</p> <p>Allied Health students that participate in internships or a clinical experience are tested for illegal drug use. Students with positive drug screens are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure. Please meet with an academic advisor for further directions.</p> <p>Information pertaining to internships can be found at this site: www.yc.edu/alliedhealth.</p>

[DO NOT COMPLETE THIS FORM.
Follow the directions posted in your online Canvas class.
Submit your Syllabus Agreement through the Discussion Board.]



S Y L L A B U S
A G R E E M E N T

Course: HIM240 CRN 30944 Disease Process
Instructor: Beth Bazevage, MS, RN
Time Frame: Fall, 2016: August 22 to December 9, 2016

I have been provided with a copy of the syllabus for this course in either electronic or paper format. I have read this syllabus and have been given a chance to ask questions about it.

I understand the syllabus requirements and agree to them.

Student Signature

Date