



Course Syllabus SEMESTER

School of Business, Hospitality Management and Public Safety

Course Name: Anatomy and Physiology for Paramedics

Course & Section Number: EMM 274-XXX

Meeting Day(s) and Time(s):

Credits: 3

Contact Hours: Lecture: 3 Lab: 0

Instructor's Name:

Office Hours & Location:

Campus Phone:

Campus E-mail: * Please use your Owens email to contact me. *

Catalog Description:

This course is designed to introduce the fundamental terminology, structure and function of the human body. The main emphasis of this course will focus on the major organ systems and their association with health and disease, and knowledge in anatomy and physiology necessary to function as an entry-level paramedic. The course will be based on recommendations under the paramedic curriculum issued under the National Highway and Transportation Safety Administration (NHTSA)

Prerequisites:

None

Co-requisite:

None

Required Materials:

Anatomy & Physiology for Healthcare Professionals 3rd Edition, Jahangir Moini, Jones and Bartlett Learning, 2020

Course Objectives:

- Expose the student to the composition and function of the human body.
- By body system, provide students with the knowledge of how the body functions to maintain a homeostatic state.
- By understanding the body's homeostatic function, provide students with the required knowledge to recognize dysfunction in individual body systems or the body as a whole.

Course Outcomes:

Upon completion of this course, the student shall be able to:

- Recognize the normal anatomical arrangement of the various body systems
- Explain the basic physiological processes inherent to each body system
- Distinguish a disease process from a normal bodily function

Student Learning Outcomes

Outcome	Assessment/Learning Activity
Recognize the normal anatomical arrangement of the various body systems	Lecture: Introduction to Emergency Medical Care, The Well-Being of the EMT Lab: Lifts and Moves
Explain the basic physiological processes inherent to each body system	Lecture: Medical/Legal and Ethical Issues
Distinguish a disease process from a normal bodily function	Lecture: Medical Terminology, Anatomy and Physiology

Technology, lab, and file requirements:

All students must have access to a laptop with an internet connection. A laptop with internet will be used for all homework along with other assignments.

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester. Any document you turn into your instructor, should be saved.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: In this course, students are encouraged to explore and utilize generative AI tools, such as chatbots, text generators, paraphraser, etc., as part of their learning and coursework. Proper attribution and transparency about your usage of an AI tool are expected. Here are some examples of ethical and responsible generative AI use.

- Use AI tools only for tasks that are appropriate for your level of learning and understanding. Do not use AI tools to replace your own thinking or analysis, or to avoid engaging with the course content.
- Cite any AI tools you use properly, following the citation style specified by the instructor. APA Example:
 - OpenAI. (2024). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>
- Provide evidence of how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.
- Take full responsibility for any mistakes or errors made by the AI tool. Do not rely on the AI tool to produce flawless or correct results. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.
- If you are working on a group assignment, discuss the use of AI tools with your group members and agree on how you plan to use them and how you will be transparent with the instructor regarding their use.

If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

Health & Safety Information:

Please note, that while unlikely, there is a possibility courses might need to change delivery methods due to public health concerns. If this happens, the College will communicate any changes. Currently, masks are permitted but not required on campus; however, this requirement may change depending on circumstances. If changes are made, you will be informed via email and/or other communication methods.

SPECIFIC COURSE RULES / CLASSROOM PROCEDURES

The course will adhere to the rules and procedures of the Department as stipulated in the Emergency Services Technology Program Student Handbook. All students are responsible for all rules and policies whether listed in the syllabus or not.

Class Participation

- The student should spend time prior to any class reviewing/reading the material that will be presented that day. This will help the student to gain familiarity of what will be covered, and to allow more time for questions, and explanation of the material.
- The student should also review the previous class material, or material that may be tested on prior to the class and bring any and all questions they may have. Time will be set-aside at the beginning of each class for review and questions before a quiz/test occurs.
- It is imperative that the student plans for a lot of material to be delivered in a short period of time.
- During class, the student should ask questions for clarity, and remain attentive (awake). The instructor will deal with repeated incidents of falling asleep, or other distracting behavior on a case-by-case basis.
- Food and drink will be allowed in class, but it is the student's responsibility to dispose of trash and clean up their area as several other students and classes use these classrooms.

Attendance

- It is expected that the student will be on time to class, as the class material will not be repeated for those that are late. Repeat tardiness will affect your grade.
- Points for daily attendance and participation will be adjusted throughout the semester; 10 points per class.
- After more than one absence, the student can be removed from the class.

Cell Phone Usage

- Students will have all cell phones set to vibrate or silent mode while in class.
- Cell phone use should be very limited during class time; the student is expected to be respectful of their peers and instructor while in class.
- Please limit cell phone use to quick texts, emergency phone calls, or for other class related needs. Use of social media, and other games will not be tolerated.
- The instructor reserves the right to prohibit cell phone use if the need arises and during testing.

Dress Code

- When attending a class in the CEP, we are expected to dress appropriately. All other classes and programs in our building have strict uniform rules. In order to maintain a professional appearance to match, there are certain dress guidelines that you will be expected to follow
- No short-shorts (think fingertip length), cut off shirts, crop tops, heavily distressed jeans, pajama pants, see through leggings, or slippers.
- Appropriate clothing is the discretion of the Instructor and Program Chair, and will be handled on a case by case basis.

Assignments/Testing

- Progress Checks, Lab Assignments and Research Papers will be posted on Blackboard, and will be due by the beginning of the following class (Tuesdays at 09:00AM), or what is specifically listed in the schedule
- Final will be completed on the scheduled class date, in the CEP computer lab.

- Cell phones are prohibited in the computer lab while testing is in progress.

Make-Up Test/Assignment Policy

- Assignment due dates will be communicated for all work due.
- The student will be able to make up missed work from a class for partial credit (-10% per day late).
- If the student does not complete a make-up within 5 days, the final score for the test/quiz will be recorded as a zero (0).
- Please be conscious of what could be construed as cheating if communicating with your peers outside of class. Cheating on examinations will result in failure of this course and may subject the student to dismissal from Owens Community College

Teaching/Learning

Lectures will normally involve a review by the instructor/students of required readings, use of blackboard, audiovisual aids, independent learning/self-directed study, discussion, and multimedia technology. Class could be transitioned to an online platform without notice due to state or local mandates. Class requirements could change based on State and local mandates.

Grading Scale:

Students must receive a minimum of 77% to pass the course along with passing final written. There will be no rounding up of grades.

Basis for determination of the final letter grade in EMM 270 will be as follows:

Letter Grade		Percentage
A	Superior	92-100%
B	Good	85-91%
C	Passing	77-84%
D	Poor	76-60%
F	Fail	59% and below

Students can view their official grade on their Ozone account after 4PM of the Tuesday following the last day of the term.

Zero's will be applied to any and all assignments not turned in on time. Grade may not reflect any zero's until after the instructor applies them in Blackboard.

Grading Procedure:

Grade breakdown for total semester is as follows:

Lab Worksheets	10%
Progress Checks	10%
Research Papers	10%
Exams	50%
Final Exam	20%

Points per Assignment:

Lab Worksheets	5 pts. (115 pts. Total)
Progress Checks	5 pts. (115 pts. Total)
Research Papers	25 pts. (100 pts Total)
Exams	100 pts. (500 pts. Total)
Final Exam	200 pts.
Total Points	1030 pts. (77% = 793/1030pts)

This breakdown is an estimate, and can be changed as needed throughout the semester

Blackboard

The course syllabus, lecture objectives and lecture handouts will be available on the course's campus (LMS) Blackboard web site, accessible by students registered for the course through the Owens' website.

It is the student's responsibility to access these course materials and print them as necessary to be prepared for class and homework assignments.

Classroom Conduct (Student Handbook)

Behave in a manner that does not interrupt or disrupt classroom activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, sleeping in class, inappropriate or offensive behavior, defiance of or disrespect toward the instructor, ignoring the instructor's instructions, or attempting to redirect or disrupt the orderly flow of instruction. Disruptive behavior may result in the removal of the student from the class presently.

Assignments

Assignments are to enrich the student's learning and to ensure that students are working to accomplish satisfactory work to complete the course successfully. Assignments can be homework assignments, note cards, flashcards, pharmacology cards, workbooks, e-work books, or other assignments to engage students to actively learn the material.

Professional Behavior

Professional demeanor must be upheld at all times. Disruptive behavior will not be tolerated in the lecture, lab or clinical environment. Disruptive behavior is described as but not limited to:

- Talking while lecture or lab instruction is in progress
- Side bar conversations during study time
- Any activity that disrupts the learning environment (eating, drumming, humming, whistling, singing, etc.)
- Cell phone use for calls, texting, or any other purpose

A verbal request will be made to the offending individual to cease the disruptive behavior. Failure to comply with the request or repeated disruptions will result in dismissal from the lecture, lab or clinical site. This dismissal will then be counted as an absence for the day, and disciplinary action will follow for failing to maintain a professional demeanor (Please see the EST Handbook for more information).

Instructor Discrepancies

If at any time throughout the semester you have a problem with the course and/or instructor, contact the instructor. If the issue cannot be resolved after discussion with the instructor, see the Chair/Program Director.

Resources:

- Students will have access to Jones & Bartlett Navigate 2 for the course textbook, with purchase of hard copy. Students are encouraged to take full advantage of this resource in preparing and reviewing course material.
- Additional information provided in lecture may be sourced from Paramedic book
- Instructors reserve the right to add assignments to this resource based on overall class progress.
- Additional virtual lab in class, and other material may be utilized.

The library provides a variety of resources from digital to print. Owens participates in the Express Link program affording students additional resources across the state of Ohio. Please become familiar with the library and all it has to offer. Their hours may be found at the following Web page:

<https://www.owens.edu/library/>

Assignment Calendar – SEMESTER

Date	Lecture Topic	Assignments Due (All due at TIME on the DATE they are listed)
	Chapter 1: Introduction to Human Anatomy & Physiology Chapter 2: Chemical Basics of Life	Nothing Due
	Chapter 3: Cells Chapter 4: Cellular Metabolism Chapter 5: Tissues	- Ch. 1 & 2 Progress Check - Ch. 1 & 2 Lab Worksheet
	Chapter 6: Integumentary System Section 1 Exam	- Research Paper 1 - Ch. 3 & 5 Progress Check - Ch. 3 & 5 Lab Worksheet
	Chapter 7: Bone Tissues and the Skeletal System Chapter 8: Articulations	- Ch. 6 Progress Check - Ch. 6 Lab worksheet
	Chapter 9: Muscle Tissue Chapter 10: Muscular System	- Ch. 7 & 8 Progress Checks - Ch. 7 & 8 Lab Worksheet
	Chapter 11: Neural Tissue Section 2 Exam	- Research Paper 2 - Ch. 9 & 10 Progress Check - Ch. 9 & 10 Lab Worksheet
	Chapter 12: Central Nervous System Chapter 13: Peripheral Nervous System and Reflex Activity Chapter 14: Autonomic Nervous System	- Ch. 11 Progress Check - Ch. 11 Lab Worksheet
	Chapter 15: Special Senses Chapter 16: Endocrine System	- Ch. 12, 13, & 14 Progress Check - Ch. 12, 13, & 14 Lab Worksheet
	Chapter 18: The Heart Chapter 19: Vascular System Section 3 Exam	- Ch. 15 & 16 Progress Check - Ch. 15 & 16 Lab Worksheet
	Chapter 17: Blood Chapter 20: Lymphatic System and Immunity	- Ch. 18 & 19 Progress Check - Ch. 18 & 19 Lab Worksheet
	Chapter 21: Respiratory System Section 4 Exam	- Research Paper 3 - Ch. 17 & 20 Progress Check - Ch. 17 & 20 Lab Worksheet
	Chapter 22: Urinary System Chapter 23: Fluid, Electrolyte, and Acid-Base Balance	- Ch. 21 Progress Check - Ch. 21 Lab Worksheet
	Chapter 24: Digestive System	- Ch. 22 & 23 Progress Check - Ch. 22 & 23 Lab Worksheet
	Chapter 25: Reproductive System Chapter 26: Pregnancy and Development Section 5 Exam	- Research Paper 4 - Ch. 24 Progress Check - Ch. 24 Lab Worksheet
	Final Exam	

Disclaimer: This is a tentative assignment schedule, and the instructor reserves the right to amend this schedule, and syllabus as deemed necessary. All amendments will be communicated in class, and either by email, or under "Announcements" on Blackboard.