



School of Health Sciences  
Division of Allied Health  
Respiratory Therapy

## Cardiopulmonary Structure and Function RESP 1300 Course Syllabus

**INSTRUCTOR**

**OFFICE:**

**OFFICE PHONE:**

**E-MAIL ADDRESS:** \_\_\_\_\_

**Office HOURS:**

### **COURSE DESCRIPTION:**

Provides the essential concepts of cardiopulmonary structure and function with an emphasis on pulmonary homeostasis.

### **REQUIRED TEXTBOOKS AND MATERIALS:**

1. Des Jardins, T. (2020). Cardiopulmonary Anatomy and Physiology, Essentials of Respiratory Care 7<sup>th</sup> edition. ISBN: 978133794909
2. Respiratory Care Calculations Revised. Fourth Edition. David W. Chang, EdD, RRT; ISBN: 9781284196139

*Note: Students may need to perform additional research outside the required text for supplemental learning. Please have a device with internet access with you during class.*

### **SYLLABUS CHANGE POLICY**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **STUDENT LEARNING OUTCOMES:**

1. Label the structures of the respiratory, cardiovascular, and renal systems as they relate to respiratory care.
2. Identify the functions of the respiratory, cardiovascular, and renal systems as they relate to respiratory care.
3. Identify the role of ventilation in respiratory homeostasis.

COURSE SCHEDULE: Located on Canvas

### **SALT LAKE COMMUNITY COLLEGE LEARNING OUTCOMES**

1. Acquire substantive knowledge.
2. Communicate effectively.
3. Develop quantitative literacies.
4. Think critically.
5. Express creatively.

6. Knowledge and skills to be civically engaged.
7. Work with others in a professional and constructive manner.
8. Develop information literacy.
9. Develop computer literacy.

**LATE ASSIGNMENT POLICY**

Deadlines are absolute. Late work is NOT accepted for credit. Exceptions to the rule may be made for extenuating circumstances at the discretion of the instructor and Program Director.

**ASSIGNMENT DESCRIPTIONS**

Please see Canvas for descriptions and due dates.

**EXTRA CREDIT POLICY**

If all students do the required assignments outlined in the syllabus satisfactorily there is no need for extra credit. Please do not expect or question if extra credit will be given throughout the semester. Extra credit may be issued during rare instances, if at all.

**EVALUATION\***

Your grade will be determined by:

<b>LEARNING ACTIVITIES</b>	<b>PERCENTAGE</b>
Professionalism	5%
Attendance	10%
Warm Up/Assignments	25%
Quizzes	25%
Midterm/Final Exam	35%
<b>Total:</b>	<b>100%</b>

\*\*Assignments, objectives, due dates and point values are subject to change per instructor. Changes will be noted in the Announcement area of Canvas course site and/or stated in class. It is the student's responsibility to check the site frequently for updates.

**GRADING SCALE:**

95-100%	A	77-79%	C+	60-62%	D-
90-94%	A-	74-76%	C	0-59%	E
87-89%	B+	70-73%	C-		
84-86%	B	67-69%	D+		
<b>80-83%</b>	<b>B-*</b>	63-66%	D		

**\*80% or higher is required to continue in program**

**TESTING POLICY**

If you are absent on the day of a test or quizzes, without notice, you will not be allowed to take the test or quiz. If you notify the instructor in advance, you will be allowed a re-take at the professor's convenience. Unscheduled/pop quizzes will not be allowed re-takes with any tardy or absence. You may take the test in advance without penalties, this must be scheduled in advance with your instructor. Competency pass-offs are timed and may require another student to participate. If the student misses the scheduled competency the student fails, the competency and immediately moves to their second attempt with percentage penalty.

## **STUDENT ATTENDANCE AND ABSENCE POLICY**

Attendance is vital to be successful in the SLCC Respiratory Therapy Program. Absences will interfere with one's ability to meet required class, lab, and clinical course objectives.

Attendance is extremely important to meet class requirements and to function safely in the clinical arena. You will not learn the clinical skills if you are not here. Each course in the Respiratory Therapy Program has planned activities which have specific objectives and often lead to course competencies. Most of these activities will not be duplicated. Missing these activities will result in loss of points and potentially prevent the student from successfully completing the course and progressing in the program.

Infrequent legitimate reasons for absence may include:

- unexpected personal/immediate family illness verified by a physician's note.
- an accident verified by a police report/insurance claim.
- verified death in one's immediate family.

\*\*Health care and other personal appointments are NOT considered legitimate reasons for absence and MUST be scheduled during non-class hours.

Legitimacy of absences will be determined by SLCC Respiratory Therapy faculty/administration and will then be recorded as either "excused" or "unexcused". A **SINGLE** excused absence (not clinicals) will be allowed per course during each semester. **UNEXCUSED** absences are considered evidence of negligence or a lack of commitment on the student's part; hence, two (2) unexcused absences (not clinicals) will result in dropping one full letter grade and the student being placed on academic probation. Three (3) unexcused absences (not clinicals) recorded during a semester will result in the dismissal from the program.

## **TARDIES**

Students are expected to report to class prepared and on time. THREE (3) TARDIES equal ONE ABSENCE.

- A tardy indicates less than 10 minutes of total class time missed. If more than 10 minutes are missed either from coming in late, leaving early, or both, it is counted as a tardy.
- Six (6) tardies will result in 2 absences, a full grade drop and placement on academic probation. A seventh (7) tardy will result in dismissal from the program.

## **ACADEMIC PROGRESSION**

The student is required to achieve a grade of "B- "or better in all RESP courses to progress in the program as outlined in the Student Handbook. Every semester is a prerequisite for the future semesters and must be passed with the grade of "B- "or better. Minimum grades are set in each course as a B- (80%) as required for graduation from the program and approval to take the Respiratory Therapy Credentialing Exam.

A minimum grade of B- (80%) is necessary in laboratory-based classes and clinical. Laboratory based classes also contain course competencies. Each competency is required to be passed at an 80% or higher. If a course final grade is 80% or above but not all competencies have been successfully completed the course minimum requirements have not been met. Students will be given no more than two attempts at each competency.

The Program Director will not automatically withdraw or drop a student during a semester due to academic performance or personal reasons. It is the students' responsibility to complete the required documents needed to drop or withdraw from a course. Withdrawing from a course in the Program will lead to immediate dismissal as all courses are completed in a required sequence. Failure to withdraw or drop a course by the deadlines listed on the college academic calendar will result in an "E" on the student's transcript.

### **PROFESSIONALISM**

Respiratory Therapy students represent the Program, the profession, Salt Lake Community College, and all clinical affiliates; therefore, students are expected to conduct themselves in a dignified manner which conforms to the ethics of the profession, and which instills confidence in their abilities. Any student who does not adhere to the scholastic and professional standards of the school and its clinical affiliates is subject to written warnings and possible dismissal. If the situation is based on unacceptable, intolerable, illegal, or unprofessional actions by a student which violate the clinical policies set forth in the Student Handbook, or which violate any local, state, or Federal laws, the student will not be allowed to re-enter the Program at any time in the future.

As a professional, you are expected to come to clinical, and to come prepared. You are expected to thoughtfully study all assigned material and complete all assignments. Always be ready to discuss the assigned materials. Ask questions to clarify any parts of the material that you do not understand. You are expected to participate in clinical appropriately.

### **Academic Integrity**

Academic dishonesty is unacceptable behavior for any student and is a clear violation of the Student Affairs Code of Student Rights and Responsibilities and the higher level of conduct expected of a health care professional and may warrant immediate dismissal from the program. Academic dishonesty is defined as: "Any unauthorized act that may give a student an unfair advantage over other students", which includes but is not limited to:

- Cheating, or assisting another student to cheat on assignments, presentations, or written/clinical examinations of any kind. Talking to other student(s) during a quiz or examination will be presumed to be cheating.
- Plagiarism of any kind, including presenting the scholarly work of another as one's own
- Representing another's assignment, project or clinical work as one's own
- Falsifying or forging patient/student/other clinical records, including attendance records.
- Misuse of SLCC equipment and/or supplies, including the use of equipment and/or supplies for unauthorized purposes.
- Misconduct in patient care such as:
  - Initiating patient treatment without authorization
  - Providing treatment without proper supervision
  - Providing unauthorized/unnecessary treatment
  - Treating patients while under the influence of alcohol and/or drugs
  - Behaving in a way that could be construed by the patient as verbal/sexual harassment or as being verbally/physically abusive.
  - Abandoning a patient prior to completion of treatment without notification

The code of Conduct can be found online at

<https://www.slcc.edu/concurrentenrollment/Students/code-of-conduct.html>

**NOTE:** Additional academic and non-academic disciplinary offenses are actionable by SLCC as stated in the Student Affairs Code of Student Rights and Responsibilities.

### **The Disability Resource Center**

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center:

Although pregnancy is not a disability, our DRC advisors are trained to assist with pregnancy related accommodations in addition to disability related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify the DRC. This will allow preventative measures to be taken, safety process in place to protect the student and the unborn child and allow for accommodations.

**Due to risk of fetal exposure to radiation and chemicals while in the program it is strongly recommended that all pregnant students work closely with the DRC.**

Phone: 801-957-4659

Email: [drc@slcc.edu](mailto:drc@slcc.edu)

Website: [www.slcc.edu/drc](http://www.slcc.edu/drc).

- Watch the following video to learn more about the DRC: [DRC Accessibility](#)

## Academic Grievance Policy School of Health Sciences

In accordance with the Salt Lake Community College Student Code of Conduct, <https://www.slcc.edu/policies/docs/8.1.050---code-of-student-rights-and-responsibilities.pdf>, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible. It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted, it is up to the faculty member's discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized that in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

**STEP ONE:** A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

**STEP TWO:** If a resolution cannot be made, the student must request in writing, five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will

serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

**STEP THREE:** If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

### **CELL PHONE AND ELECTRONIC DEVICES POLICIES:**

The SLCC Respiratory Therapy Program recognizes that technology is an important tool for all health care professionals as well as students. Within the program students will be required to take classes with technological requirements such as online and hybrid format. Many courses also use electronic resources. Electronic devices are encouraged to be used in a way that supplements and supports learning. However, they are not to be used in a way that distracts from learning of the student or used in a way that distracts their classmates.

The following policies are in effect in all courses of the Respiratory Therapy Program courses;

- Any device (excluding ADA authorized devices) that contain a camera, speakers, microphone/recording device (including but not limited to cell phones, iPods, pagers, Swatch, Spy Pens) that may distract from the class must be silenced before entering the classroom and may not be on the desk during class or exams.
- If you have an emergency and must use your cell phone, please exit the classroom to take the call. If you are discovered reading/sending text messages during class, you could be asked to leave the class and will be counted absent for the class period.
- You are expected to engage in discussion for the class. You may use your computer to access the textbook, take notes and to research the discussion topic. You are prohibited from engaging in computer activities not directly related to the class. If you are discovered engaging in these activities, you will be asked to leave the classroom and will be recorded absent for the class.
- You may not record or publish information from any Respiratory Therapy course without written authorization from the course instructor. This includes video recordings, audio recordings and photographs. If course material is used without authorization, you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS and you will be subject to disciplinary action up to being dropped from the Respiratory Therapy Program.
- Laptops/smart phones may be used during class time to enhance a student's learning experience at the request of professor or instructor. However, they are not to be used for checking e-mails, playing games, or other non-educational purposes. The course instructor has the right to ask the student to turn off the devices during the class period.
- Cell phones are not to be used as calculators during class, lab or exams and texting is not allowed during class lecture, lab and/or discussion time.
- MP3 players, audio adaptors, or other electronic devices that create noise or distraction will not be tolerated in the classroom and will be confiscated. Use only with instructor permission.

## **DISCLAIMERS**

Serious effort and consideration were used in formulating the syllabus presented in the Web Pages. While viewed as an educational contract between the instructor and student, unforeseen events may cause changes to the course requirements, scheduling of exercises, quizzes, and/or assignments based on new material, class discussions, or other legitimate pedagogical objectives. Every effort will be made NOT to change scheduled items. Nonetheless, the instructor reserves the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means. This disclaimer does not abrogate any student rights as described by Salt Lake Community College rules and regulations.

*\*Student should refer to the Respiratory Therapy Program Handbook for more information on the Program's policies and procedures.*

## **WEATHER INFORMATION:**

Classes may be cancelled in case of inclement weather conditions as defined by SLCC. Please call SLCC at 801-957-4636 for weather and emergency information.

## **Important Information for Students**

- Please see the Institutional Syllabi located on Canvas
- Salt Lake Community College's Learning Outcomes; <http://www.slcc.edu/gened/learning-outcomes.aspx>
- Building evacuation information; <https://i.slcc.edu/emergency-prepare/building-evacuation.aspx>

## **acknowledge,**

- That I have received, read, and understand the syllabus for RESP 1300 Cardiopulmonary Pathophysiology.
- I understand that it is my responsibility to utilize all the books, tutorials, and online resources available to me.
- I understand that if I am not meeting performance levels, I will be required to meet with Respiratory Therapy faculty and complete a performance plan.
- No late work is accepted.
- Cheating is not tolerated.
- Instructors have listed ways in which I can communicate with them when they are away from their offices. These are in the syllabus.
- All exams, midterms, finals, and quizzes are to be taken on the assigned date at the assigned time. I agree to not plan trips, surgeries, honeymoons, family outings, work, or participate in any other activity during testing times.
- I must earn 80% to pass the course. Exam, quizzes, and assignment scores are not rounded.
- If for any reason, the faculty feel I am a disruption to the class and inhibiting the learning of other students, I will be required to leave the room and forfeit any quiz/classroom assignment/project points for that day.
- I understand that recording and posting class activities on any type of social

media, spreading rumors, sharing person information about others, making derogatory comments, or sharing exam information is not considered professional behavior.

- I understand that if I am deemed cognitively impaired, I will be sent home immediately. Causes of impairment include, but are not limited to, medication with or without a prescription, illegal drugs, alcohol use, working the night before, etc.
- I understand that if I am not passing the course by midterm, it is my responsibility to meet with my instructor for guidance. During this meeting I will be placed on a performance plan which will give me direction on how to improve my learning.
- I acknowledge that I have seen the grievance procedure located in the Respiratory Therapy Program handbook.
- I understand that there are no make-up times.
- I understand that I am joining a profession, as such, I will act in a professional manner.



## **Respiratory Therapy Program Acknowledgement of Syllabus**

I \_\_\_\_\_ have read and I agree  
to (Print)  
the terms and requirements of the following course syllabus.

Fall Semester 2023

RESP 1300 – Cardiopulmonary Structure and Function

Student: \_\_\_\_\_ Date: \_\_\_\_\_

RESP 8/2023