



# Abraham Baldwin AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

## Course Syllabus

<b>Course Name:</b> FIRST AID AND CPR
<b>Course Number:</b> PHED 1175:
<b>Course Description:</b> 2 hour. A course designed to teach the skills needed to respond to respiratory and cardiac emergencies, to reduce pain, and to minimize the consequences of injury or sudden illness until professional help arrives. PHED 1175 Counts for one PE activity course. Health requirement not satisfied by this course)
<b>Course Learning Outcomes:</b>
<ul style="list-style-type: none"> <li>➤ Students will develop and overall knowledge emergency situations and demonstrate ability to respond to emergencies (check , call , care)(<b>observation/skills check list and written exam</b>)</li> <li>➤ Student will demonstrate the initiation of emergency medical system (demonstrate how to call 911 and what information should a person have to make the call)(<b>observation/skills check list</b>)</li> <li>➤ Student will develop an overall knowledge and demonstrate methods of self protection (good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS) )(<b>written exam</b>)</li> <li>➤ Students will develop an overall knowledge and demonstrate life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(<b>observation/skills check list and written exam</b>)</li> <li>➤ Student will recognize, identify and apply appropriate first response to medical emergencies (Heat, Cold, Sudden Illness, Poisoning, allergic reactions, muscular Skeletal injuries and open or closed wounds)(<b>observation/ skills check list and written exams</b>)</li> </ul>
<b>Pre-requisites/Co-requisites:</b> none
<p><b>College Policy on Class Attendance:</b></p> <p>Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility. <b>Refer to the college catalog and/or student handbook.</b></p> <p>Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for Making arrangements for any assignments and class work missed because of the absence. <b>However, final approval for makeup work remains with the individual instructor.</b></p> <p>A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of “F” for the course. At the beginning of each semester, instructors will explain clearly to their student’s specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.</p> <p>A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC’s college catalog and student handbook.</p>

## **INSTITUTIONAL ABSENCE**

A student who serves as an official representative of the college is defined as one who: is authorized to use the college name in public relationships outside the institution; Regularly interacts with non-college individuals and groups over an extended period of time (at least one semester); represents the college as a part of a group and not as an individual; represents the college under the direct supervision of a college faculty or staff member; and is authorized in writing, in advance, by the President of the college. Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college. Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

### **College Policy on Academic Dishonesty:**

Because Abraham Baldwin Agricultural College has the dual responsibility of educating students and helping them mature into worthy citizens who take their place in the larger community, it has adopted a code for dealing with academic irregularities.

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic or clinical assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

#### **Due Process for Academic Dishonesty Cases:**

Step 1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will call the student into a private meeting in the faculty member's office. (The division chair will be notified of and will approve any action.)

Step 2. The faculty member will confront the student with the evidence of dishonesty and/or academic irregularity. The faculty member and the student will discuss the specifics of what occurred. If the student confesses and accepts responsibility for academic dishonesty, then the faculty member will ask the student to sign in his/her own handwriting, a statement that makes clear that the student admits responsibility for the academic dishonesty. The faculty member will then consult with the division chair. The faculty member is then free to reprimand the student, to give a failing grade for the assignment, or to require the student to resubmit the assignment in question. With approval of the division chair, the faculty member can increase the penalty up to and including a "WF" for the course if the incident(s) merit this severe penalty.

Step 3. If the student refuses to sign a statement accepting responsibility for the act(s) of academic dishonesty, then a full hearing on the matter must be held. The faculty member and chair will document this incident and schedule a meeting with the student. This information will be turned over to the Academic Dean, who will make the determination of charges against the student and notify him/her in writing. The charges will be mailed by the Academic Dean to the student along with a notice to appear at a hearing, and, if the student wishes, to bring witnesses. At least three days' notice is necessary unless the student waives the notice in writing.

Step 4. If the student requests a hearing, the Academic Dean has the option of hearing the case for administrative adjudication, convening a special hearing panel including faculty and students, or of referring it to the Student Life Hearing panel which handles all other disciplinary matters on campus. The committee will provide its recommendation to the Academic Dean. The Student Life Hearing Panel, when hearing cases of academic dishonesty, will include two faculty members, two students (one of whom will be the SGA president and the other an associate justice,) and the Director of Student Life, who oversees campus discipline and the Code of Conduct. The Chief Justice of the SGA chairs the panel. The Vice President for Student Affairs will serve as advisor to the panel for all academic dishonesty cases. In general, the decision of the Academic Dean or his/her designee will not be appealed to the Student Life Hearing Panel. An appeal of the Dean's decision will go directly to the President who may choose to use the Student

Life Hearing Panel to make a recommendation to him.

Step 5. The student has a right to appeal the decision of the hearing officer or hearing panel within ten calendar days of the decision. The appeal will be to the President or his designee. The President's decision is final. The President reserves the right to review all disciplinary cases and the judgments made during the process.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

**Instructor:** DONNA KAY SLEDGE

**Web Site:** <http://www.abac.edu/pe/dsledge/>

**Office:** Gressette Gym, Room 211

**Phone:** C: (229) 848-2506 O: (229) 391-4940

**E-Mail:** [dsledge@abac.edu](mailto:dsledge@abac.edu)

**Class Location:** Gressette, Room 208

**Text:** FIRST AID, CPR, AND AED FIFTH EDITION (AMERICAN COLLEGE OF EMERGENCY PHYSICIANS). Additional resources at <http://www.abac.edu/pe/dsledge/> and on Web Vista site

**Web Vista:** Course resources located on Vista include but are not limited to: a syllabus, a course calendar, study guides, course grades, attendance and punctuality reports, and exam information. *Students must have accessed the VISTA site no later than the third class meeting to avoid penalty.*

**COURSE WITHDRAWALS:** Withdrawing from a course is the responsibility of the student. If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of "W," provided he/she takes this action before the mid-point in the semester (see the college calendar). Course withdrawals processed after the "drop" or mid-point deadline will result in a "WF" in the course. The student who wants to withdraw from a course must first see his/her academic advisor for permission to withdraw. At that point the advisor completes a drop form and the student follows the steps outlined on the form and submits it to the Registrar's Office. Official withdrawals can be made only if the student has not already abandoned the course and been dropped from the course with a penalty.

**COLLEGE WIDE HARASSMENT POLICY:** Sexual or racial harassment in the University System is prohibited and shall subject the offender(s) to the appropriate disciplinary action. A student who feels subjected to any type of harassment should consult the instructor immediately. *Refer to the college catalog and/or student handbook.*

**ABAC'S POLICY ON MIDTERM ADVISORY GRADES:** Midterm Advisory Grades will be reported on Banner Web to any student who has a C, D, or an F in any class. The Number of class absences will be posted for all students. Advisory grades are not Entered on the student's permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in the course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students also should take advantage of study groups and the free tutoring services offered by the Academic Assistance Center (AAC).

**CLASS POLICY:**

Points will be given daily for punctuality, participation, and attendance. Failure to attend class, to participate, and/or to be on time will affect this grade.

**Absences:**

0-2 excused or unexcused Student eligible for 100% of possible grade no penalty  
3 excused or unexcused = 10% of class missed eligible for 90% of possible grade  
4 excused or unexcused = 2 weeks of class missed eligible for 80% of possible grade  
5 absences regardless of reason student encouraged to drop or fail the course

**Make-ups:** Students may makeup two (2) absences and may do so by attending another class if offered. No class no makeup. All absences must be made up **before** the last two weeks of class.

**Tardies:** Tardiness (entering class after roll call) will result in point deduction from the participation grade. **Students entering class later than ten minutes after the hour will receive an absence.**

**Evaluation:** The grading format for this course will be based on a points system. Points will be awarded for class participation, written exams, abstracts, assignments, project and labs. **CERTIFICATION CARDS ISSUED FOR B AND ABOVE (CPR AND 1<sup>ST</sup> AID)**

**GRADING POLICY:**

SIX WRITTEN EXAMS (100 PTS)	500	points
CLASS PARTICIPATION	100	points
POP QUIZZES	TBA	
FOUR SKILL ASSESMENTS (25 PTS)	100	points
SPECIAL PROJECT	TBA	
TAPING UNDER 3 MIN	200	points
FINAL COMPREHENSIVE (200 PTS)	<u>200</u>	<u>points</u>
Total Points	1,100	points

<b>Total Points Grading Scale:</b>	<b>A = 90%-100% of total points</b>
	<b>B = 80%-89% of total points</b>
	<b>C = 70%-79% of total points</b>
	<b>D = 60%-69% of total points</b>
	<b>F= 0 %-59% of total points</b>

**Description:**

**Class participation(100):** points will be earned daily for verbal and physical participation and attendance. Failure to attend class and /or participate will affect student's grade.

**POP quizzes(TBA):** Given at various time throughout the semester (cannot be made up) **Written Exams (500):** Given periodically over text, video, power points, lectures, labs, skills and class discussion. Web vista and instructors web site may provide additional information.

**Skills assessments (100):** Students will be assigned points based on skill performance (rescue breathing, CPR, AED, obstructed air way, wound care bandaging, taping etc.) pass/fail

**Taping (200);** Student required to apply a basic FUNCTIONAL ankle wrap including all outlined components in under three minutes. Ankle wrap includes basic principles of splinting/bracing and immobilizing a joint using tissue protection, circulation maintained, anchor, spiral wrap, figure 8 and heel locks(pass/fail).

**SPECIAL PROJECT:** to be announced.

**Final Exam (200): Comprehensive review of emergency care.**

**Class regulation:**

- All students are responsible for missed work
- Students are expedited to be prompt. Classes will begin and end on time.
- Student must initiate their own makeup work
- Missed Exams are missed and no makeup exams will be given.
- Pop quizzes may not be made up
- Students are expected to be prepared
- Students are expected to be respectful and courteous to others
- Students are expected to read and study material prior to class to promote discussion, debate and stimulate lifelong learning
- Students are expected to study for all exams and take exams on scheduled dates and time.
- Disruptive students will be asked to leave
- Cell phones **MUST** be set to vibrate only and may be used for emergencies only. No texting, checking facebook or myspace during class time

"The Student Development Center is the official office to provide disability services at ABAC. If you have a documented disability that may require assistance, you will need to contact the Student Development Center for coordination of your academic accommodations. The Center is located on the 2nd floor of the J. Lamar Branch Student Center. The phone number is 229-391-5135; fax is 229-391-5136. You may also visit the website at [www.abac.edu/sdc](http://www.abac.edu/sdc) or email at [mmartin@abac.edu](mailto:mmartin@abac.edu) or [asims@abac.edu](mailto:asims@abac.edu) "

Revised August 2009