



# Abraham Baldwin

## AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

### Course Syllabus

Course Name: FIRST AID AND CPR
Course Number: PHED 1175
Course Description: 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)
Pre-requisites/Co-requisites: None
Course Learning Outcomes: <ol style="list-style-type: none"><li>1. 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>2. 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>3. 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>4. 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>5. 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></ol>
College Policy on Course Attendance: <p>Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. The 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. Therefore to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. 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.</p> <p>Individual instructors will establish attendance policies for each class, will publish the policy in the course syllabus, and keep attendance records. The penalty for absences is at the discretion of the instructor and may include failure of the course.</p>



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Whenever a student is absent, the student must assume responsibility for making arrangements for any assignments missed due to the absence. A student who stops attending class without officially withdrawing will still receive a grade for the course. A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

### INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

1. is authorized to use the college name in public relationships outside the institution;
2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
3. represents the college as a part of a group and not as an individual;
4. represents the college under the direct supervision of a college faculty or staff member; and
5. 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:

#### A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic 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.

#### B. Disciplinary Procedures

1. If a student admits responsibility in a case of suspected academic dishonesty which does not involve a grade penalty significant enough to alter the student's final grade in the course, the faculty member may handle the case on an informal basis by talking with the student and securing a signed statement from the student admitting responsibility and acknowledging the penalty to be imposed, if any. In all cases of suspected academic dishonesty in which the student does not admit responsibility or in which the grade penalty would alter the student's final



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grade in the course, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.

2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.

3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.

4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.

5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

### C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final



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and conclusive.

2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:

- A violation of due process
- Prejudicial treatment by the original hearing body
- New evidence has become available which was not available at the time of the hearing.

3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.

5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.

6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

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.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.



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<b>Instructor:</b>	<b>DONNA KAY SLEDGE</b>
<b>Web Site:</b>	<a href="http://www.abac.edu/dsledge/">http://www.abac.edu/dsledge/</a>
<b>Office:</b>	<b>Gressette Gym, Room 211</b>
<b>Phone:</b>	<b>C: (229) 848-2506 O: (229) 391-4940</b>
<b>INCLEMENT WEATHER HOTLINE: 229-391-5225</b>	
<b>E-Mail:</b>	<a href="mailto:dsledge@abac.edu">dsledge@abac.edu</a>
<b>Class Location:</b>	<b>GRESSETTE GYM room 208</b>
<b>Inclement weather hotline: 229-391-5225</b>	
<b>Text:</b>	First Aid, CPR and AED 6 <sup>th</sup> edition American College of Emergency Physicians, Emergency Care and Safety Institute
<b>WEB VISTA:</b> 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. <i>Students must have accessed the VISTA site no later than the third class meeting to avoid penalty.</i>	
<b>Materials:</b> 6 Scantron sheets for exams Textbook, pen/pencil,. Note: additional course resources are provided on the web vista site and instructors web page.	
<b>Dress code:</b> Clothing suitable for physical assessment will be required for announced assessments.	
<b>COURSE WITHDRAWALS:</b> 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.	
<b>COLLEGE WIDE HARASSMENT POLICY:</b> 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. <i>Refer to the college catalog and/or student handbook.</i>	
<b>ABAC'S POLICY ON MIDTERM ADVISORY GRADES:</b> 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).	



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### 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. Exams cannot be made up if missed.

**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:

FIVE WRITTEN EXAMS (100 PTS)	500	points
CLASS PARTICIPATION	100	points
FOUR SKILL ASSESMENTS (25 PTS)	100	points
SPECIAL PROJECT	TBA	
TAPING UNDER 3 MIN	200	points
FINAL COMPREHENSIVE (200 PTS)	<u>200</u>	points

**Total Points Grading Scale:**

<b>A =</b>	<b>90%-100%</b>	<b>of total points</b>
<b>B =</b>	<b>80%-89%</b>	<b>of total points</b>
<b>C =</b>	<b>70%-79%</b>	<b>of total points</b>
<b>D =</b>	<b>60%-69%</b>	<b>of total points</b>
<b>F =</b>	<b>0 %-59%</b>	<b>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 is 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.



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

#### Class regulation:

- All students are responsible for missed work
- Students are expected 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 required to complete work by assigned dates
- 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

Revised December 2011