

Anatomy and Physiology For Health Care Professionals Course Handbook 2024-2025



**Instructor
Mrs. Lehua Lee ATC, MEd**

Course Expectations: A & P for Health Care Professionals

Mrs. Lehua Lee, ATC, M.Ed.

Office Hours: By appointment

Course Description

This is a one-year, college preparatory course which satisfies the UC-d (lab science) requirement. It is required at the junior level for the SHAPE Career Pathway. This rigorous course allows students to:

1. Gain a strong foundation in anatomy and physiology that is needed for any health care profession
2. Gain knowledge about a variety of healthcare professions including nursing, medical, dental, sports medicine, rehabilitation and emergency medical services

Mission Valley ROP School Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment:

Workplace Basic Skills and Behaviors

1. Apply skills learned in class
2. Analyze information and make decisions
3. Communicate verbally and in writing
4. Work independently and as a team member in a diverse workplace
5. Work reliably, responsibly, and ethically

Career Technical Skills

1. Demonstrate occupational competencies
2. Use appropriate technology
3. Understand and practice occupational safety standards
4. Demonstrate an awareness of how a business or industry functions

Job Employment Skills

1. Develop a plan to achieve career goals
2. Use effective job search strategies
3. Demonstrate an awareness of the importance of lifelong learning

Course Goals

Upon successful completion of the course, students will:

1. Understand the education, job duties, scope of practice and day-to-day activities of various health care professionals.
2. Demonstrate basic skills performed by practitioners in specific areas.
3. Demonstrate an understanding of anatomy and physiology, including key concepts such as homeostasis, human growth and development and disease processes through experimentation, group projects, critical thinking and problem solving.
4. Be able to narrow their interest in health/fitness careers to those best suited to their abilities and interests.

Text

Anatomy, Physiology & Disease: An Interactive Journey for Health Professionals 6th ed. B Colbert, J. Ankney, K. Lee 2024

Covered in Course

1. Job employment skills
2. Introduction to Anatomy & Physiology: Cells, tissues, systems, medical terminology
3. Growth and Development: Integumentary, skeletal and muscular systems
4. Homeostasis: Reproductive, nervous, endocrine, lymphatic, respiratory and urinary systems
5. Energy: Digestive systems
6. Career exploration

Materials

Binder: Each student will need a 2", 3-ring binder with dividers, which contains work only for A & P. The binder will contain class notes, handouts, returned work and quizzes. The notebook will be checked periodically and is part of your overall grade. More information on the contents, set-up and grading of the notebook will be passed out at a later time.

Grading

A= 100-93%	A- = 92.9-90%	
B+ =89.9-87%	B = 86.9-83%	B- =82.9-80%
C+ = 79.9-77%	C = 76.9-73%	C- = 72.9-70%
D+ = 69.9-67%	D = 66.9-63%	D- = 62.9-60%
F = below 59.9 %		

Breakdown of Points

20% Formative (homework, classwork, participation, attendance, etc.)

80% Summative (tests, labs, projects, employability skills, etc.)

Class Policies

1. **Participation/Attendance:** Students are expected to attend and participate in class every day. **If you are tardy or miss class multiple times, your grade will be adversely affected.** Points for class participation are also dependent on the presence and punctuality of the student. Any absences or tardies will have a negative effect on job readiness and thus on the student's grade.
2. **Missed Work:** It is the **student's responsibility** to obtain any notes, handouts and assignments that were missed for an excused absence. If class was missed for a school function (i.e. athletic contest, field trip) it is the student's responsibility to see the teacher prior to the event to make arrangements for the missed work. **All make-up work must be completed by the date of the unit test for that material. A student may NOT make-up any assignment, quiz or test due to an unexcused absence or tardy. There will be a significant number of labs in this course. Lab work will be difficult to make-up. The set-up required and the fact that I am only on campus for 3rd and 4th period make it very challenging to make-up labs. Therefore, every effort should be made to not miss class periods in which we will be completing a lab.**
3. **Work Readiness:** You will be graded on your work readiness. Work readiness relates to skills that employers want to see in their employees and contributes to your summative grade. The qualities include:
 - punctuality
 - attendance
 - assignments that are neat, complete, on-time and accurate
 - initiative
 - proper use of cell phones
4. **In-class assignments**
 - All assignments are due on the day announced. **Late material will be penalized 10% per day (up to a maximum of 50% off)**
 - All make-up work must be turned in by the test date for that unit. It is the student's responsibility to find out what material was missed during an absence and to make it up. For example, copy the notes from a classmate, check the board or google classroom for missed assignments, and check the file box for missed handouts.
 - **Work must be neat and professional to receive full credit.** If I can't read it, I won't grade it! If there is not a name on it, it will not get graded and will be thrown away!
 - **All assignments are worth 20pts** and will be graded on neatness, completeness and accuracy.
5. **Behavior/ Class expectations:** This is a career technical class; therefore we will adhere to a professional environment in the classroom. Students will conduct themselves in a way becoming of a healthcare professional. Any behavior that would not be tolerated in a healthcare setting or is disruptive to the learning process will not be tolerated and will affect your grade. The following rules will be observed in the classroom at all times:
 - **NO CELL PHONES UNLESS GIVEN SPECIFIC PERMISSION TO HAVE THEM OUT**
 - **Students are expected to complete assignments independently and with integrity. The use**

of artificial intelligence (AI) tools, such as chatbots or content generators, to complete or assist with assignments is strictly prohibited unless explicitly permitted by the instructor.

Any use of AI to plagiarize, cheat, or misrepresent one's own work will result in disciplinary action, which may include a failing grade on the assignment, a failing grade for the course, and/or further action as outlined in the school's academic integrity policy.

- Eating and drinking in the classroom is prohibited during dissection labs. If the classroom is left messy, this restriction will be expanded to cover all class periods.
- No profanity or offensive language
- **No cheating (assignment or test will count as a 0 and will not be dropped and cannot be made-up)**
- Have a positive attitude
- Be respectful
- Have fun!!

Parental Notifications

1. Our school suggests parental permission for your student to view movies and video clips that are used in our curriculum, or that are selected by me. This content, along with our hands-on activities such as labs/dissections, in-class discussions, and projects, give students a well-rounded opportunity to explore anatomy and health/medical professions. I am informing you that we may watch a film/video in class that involves medical procedures or that contains a rating above PG-13 to illustrate a particular curricular-related concept.
2. Grades for this class will not be included on the Irvington Aeries portal. Students/parents will have access to student progress through MVROP's Infinite Campus portal. Information on how to access that portal will be provided at a later date.
3. Students who submit required Ohlone paperwork and complete this course with an 80% or above are eligible to receive Ohlone credit. More information will be provided in class.
4. Students must pass the class with a 70% or higher with an attendance record of 80% or better to receive a certificate of completion.

Anatomy & Physiology for Health Care Professionals Expectations

10 point assignment

Complete the signature form then scan or take a picture of the document and return to the instructor through the google classroom assignment entitled Expectations

Student _____

Please initial the following

parent student

- _____ _____ I understand the grading policy, including the late work policy.
- _____ _____ I understand that my student must complete all required Ohlone paperwork and have a 80% in the class in order to receive Ohlone credit for the course.
- _____ _____ I understand that my student will be participating in dissections, skills based labs and may view videos that involve medical procedures and/or have a rating of PG-13 or above.
- _____ _____ I am aware that grades for this course will not be included on Irvington's Aeries portal and information on how to access the MVROP Infinite Campus portal will be provided at a later date.

I have read and understand the procedures listed in the Anatomy & Physiology Course Handbook and agree to abide by them.

Student Name-Print

Student Signature

Date

Parent Name-Print

Parent Signature

Date

Parent Email

Parent Phone