

COLLIN COLLEGE
Fall, 2016

INSTRUCTOR: Kelly Putnam

OFFICE NUMBER: PRC – L230

OFFICE HOURS: Tuesday/Thursday: 8:30 a.m. – 10:00 a.m.

OFFICE PHONE: 972-377-1753

E-MAIL ADDRESS: Kputnam@collin.edu

WEBSITE: www.collin.edu; Academic tab, Professor Websites tab
This course is not set up on Blackboard.

COURSE TITLE: First Aid

COURSE NUMBER: PHED 1306 P01
M/W 1:00 p.m. – 2:15 p.m.
Room A112

TEXTBOOK: American Heart Association: “Heartsaver: First Aid, CPR, AED”
(Required)

SUPPLIES: Pocket Mask (required)
First Aid Kit (required)

ATTENDANCE POLICY: See Grading Policy

GENERIC SYLLABUS: www.collin.edu; My Courses; Course Tools; Syllabus Depot

METHOD OF EVALUATION:

CLASSROOM POLICY

Daily Sign-in Policy

Attendance is taken at the beginning of each class, and you will be expected to sign the attendance sheet upon entering the classroom. When class time begins, a “tardy line” will be marked, and all names below the tardy line will be counted late.

Important Dates

Drop date:	October 14, 2016
Make-up deadline:	November 15, 2016
Final exam:	December 7, 2016

Tardy Policy

Class begins promptly at the scheduled time. If you arrive 1-10 minutes after scheduled class time, you will receive a tardy. After that time, the sign-in sheet will be taken up, and the student will be counted absent for that class period. Three (3) tardies will equal one (1) absence.

Electronic Devices:

Absolutely NO electronic devices are allowed in class.

Supplies

Textbook and the supplies appropriate for the chapters being covered on any given day are mandatory each class period. The failure to bring supplies and text to class each day will have an impact on participation grade.

Academic Dishonesty Policy:

If a student is found responsible for academic dishonesty, a penalty ranging from a 0 on an assignment to an F in the course will be assigned based on the instructor's interpretation of the severity of the situation.

Academic Behavior Policy:

Collin College's Strategies of Behavioral Intervention (SOBI) team is an interdisciplinary, college-wide team whose mission is to provide support for students, faculty, and staff, and to facilitate a positive and effective learning environment. In order to accomplish this, the SOBI team has designed a process for assisting students who may display various levels of concerning behavior (e.g., strange or unusual behavior; changes in dress, personal hygiene, or physical appearance; threats of harm to self or others; etc.). Any behavior that becomes a concern to you or that negatively affects your ability to succeed as a student at Collin College may be referred to SOBI.

GRADING POLICY

Quizzes

Quizzes will be given at any point in the semester to demonstrate knowledge of skills and reading assignments. There will be NO make-up quizzes given. If you are absent on the day of the quiz, you forfeit that quiz score.

5 Point Value

Certifications

Successful completion of requirements necessary to earn the American Heart Association Heart Saver First Aid, CPR and AED certification. This includes completion of all skill evaluations and written examinations covering the Adult, Child, and Infant CPR components, Adult and Child AED components, and the Safety and First Aid component.

Absolutely NO makeup exams will be given, regardless of absences. It is the student's responsibility to schedule completion of any missed skills checks, and this needs to take place within 2 weeks of the missed check. Contact instructor to schedule appointment during available office hours.

25 Point Value

Safety Project and Presentation

Successful completion and presentation of a safety project to be assigned at a later date.

Guidelines and procedures will be given at that time. If you are absent on the day of your assigned presentation, you forfeit the score. If you are not prepared on the assigned date, you forfeit the score. Due Date: November 29, 2016.

Print and bring instruction sheet to class on Wednesday, September 7, 2016.

15 Point Value

Written Review

Each student will prepare a written review on a piece of selected literature. Specific details and instructions are located on my website under the "Printouts" tab. The summary is due before October 12, 2016.

Print and bring instruction sheet to class on Wednesday, September, 2016.

5 Point Value

Attendance, Punctuality, and Participation

This course is designed to allow for active participation by each student. Because of the nature of the class, punctual arrival to class is necessary. Attendance is taken at the beginning of each class and you will be expected to sign the attendance sheet at that time. If you arrive to class one to 10 minutes beyond the scheduled starting time, you will be marked tardy. Three (3) tardies result in one (1) absence. The sign-in sheet is taken up at that time, and arrival any time beyond the ten (10) minute tardy time, you will be marked absent.

In order to receive attendance credit for the day, you must stay for the entire class. If for any reason you leave and do not finish the allotted time period, you will be marked absent for the entire class period.

A total of 25 points may be earned for attendance and punctuality during the course of the semester. Classes that meet two (2) times a week will have two (2) "free" absences. These absences may be used at the student's discretion. Thereafter, absences numbers 3 and 4 will result in 5 points each being deducted from the 25 point total. With the fifth absence, regardless of make-ups, the student will not receive credit for the class and will receive a grade of "F." Students will have the opportunity to make up two (2) absences. See instructor to schedule a time and day. Make-up deadline is November 15, 2016. It is the student's responsibility to learn what was missed on the days absent.

Conduct and Participation

During the course of each class period, each student will participate in skills practice, discussions (when appropriate), and make a general positive contribution to the class. Our class time will be used wisely so that no minutes are wasted and all students have several chances to practice all skills. Distractions to this positive class environment are not appropriate.

10 Point Value

Final Exam

A comprehensive written final exam will be given at the end of the semester. No make-up exams will be given.

15 Point Value

Important Dates

Drop Date:	October 14, 2016
Make-up Deadline:	November 15, 2016
Final Exam Date:	December 7, 2016

All dates are subject to change.

EVALUATION AND GRADES

A = 90 - 100 points
B = 80 - 89 points
C = 70 - 79 points
D = 60 - 69 points
F = 59 points or below

COURSE CALENDAR:

Weeks 1 and 2

Introduction to Course

Part 1: First Aid Basics

Part 1.1: Rescuer Duties
Part 1.2: Victim and Rescuer Safety
Part 1.3: Phoning for Help

Weeks 3 and 4

Part 1.4: Finding the Problem
Part 1.5: After the Emergency
Sample First Aid Kit
Review Questions: First Aid Basics

Weeks 5 through 7

Part 5: CPR and AED

Part 5.1: CPR and AED for Adults

Weeks 8 through 10

Part 5.2: CPR and AED for Children
Part 5.3: How to Help a Choking Child
Part 5.4: CPR for Infants
Part 5.5: How to Help a Choking Infant

Weeks 11 and 12

Part 2 – Medical Emergencies

Part 2.1: Breathing Problems
Part 2.2: Choking in an Adult
Part 2.3: Allergic Reactions
Part 2.4: Heart Attack
Part 2.5: Fainting

Part 2.6: Diabetes and Low Blood Sugar
Part 2.7: Stroke
Part 2.8: Seizure
Part 2.9: Shock
Review: Medical Emergencies

Part 3: Injury Emergencies

Part 3.1: Bleeding You Can See
Part 3.2: Wounds
Part 3.3: Bleeding You Can't See
Part 3.4: Head, Neck, and Spine Injuries
Part 3.5: Broken Bones
Part 3.6: Burns and Electrical Injuries
Review: Injury Emergencies

Part 4: Environmental Emergencies

Part 4.1: Bites and Stings
Part 4.2: Heat-Related Emergencies
Part 4.3: Cold-Related Emergencies
Part 4.4: Poison Emergencies
Review: Environmental Emergencies
First Aid Skills Summary

As this schedule is subject to change on any given week, each student is responsible for reading ahead of the outlined course calendar, at least by one week.

NOTE: You are expected to attend class regularly. However, if you are unable to complete this course, you must withdraw from it by the withdrawal date of October 14, 2016. Withdrawing from a course is a formal procedure that you must initiate; I cannot do this for you. You may do this in the Admissions office. If you stop attending and do not withdraw, you will receive a performance grade, usually an F. Students sometimes drop courses when help is available to them to continue. I hope you will discuss your plans with me if you are considering withdrawing from this course.