

Health & Human Performance, Texas A&M University-Commerce

Summer I 2023

HHPK 1306 01B: First Aid and Safety

June 5, 2023 –July 6, 2023

COURSE LOCATION: NHS 163
COURSE TIME: MTWR 11:00 am– 12:50 pm
INSTRUCTOR: Lauren Rhodes
OFFICE: NHS 136
OFFICE HOURS: by appointment
PHONE: (903) 886-5549
FAX: (903) 886-5365
E-MAIL: Lauren.Rhodes@tamuc.edu
REQUIRED TEXT: Responding To Emergencies by the American Red Cross. Krames Stay Well Publishers, 2017.
ISBN: 978-1-58480-684-4

Course Description:

This course is designed to develop the knowledge and skills necessary to be effective as a first responder to accidents, injuries, and sudden illness. Life-saving skills and accident prevention principles will also be included.

Course Objectives:

The objectives of this course are as follows:

1. Develop the knowledge and skills needed to meet many different types of situations when emergency first aid care is needed and medical assistance is not excessively delayed.
2. Develop the knowledge and skills needed to aid the infant, the child, or the adult who is experiencing a breathing emergency.
3. Develop knowledge and skill in the use of the AED (Automated External Defibrillator).
4. Develop knowledge and understanding of the many causes of accidents and injuries so that action can be taken to eliminate or minimize such causes.

Grading:

Grades and Evaluation Procedures:

There are four written examinations and several quizzes scheduled within this course. Examinations will be given at the completion of assigned chapters. It is the responsibility of the student to be present on the day scheduled for quizzes, examinations and practical evaluations. A straight percentage system is used for grading.

Note: In order to receive certification cards/certificates for First Aid and CPR, the student must have at least a “C” average on the written exams and at least a “C” average on the practical exam.

Grading:

Final grading will tentatively be done on a percentage based on the total points possible.

Exam #1	25%
Exam #2	25%
Exam #3	25%
Exam #4	25%

Grade Scale:

A = 90 - 100
B = 80 - 89.9
C = 70 - 79.9
D = 60 – 69.9
F = 59.9 or below

Note: In order to receive certification cards/certificates for First Aid and CPR, the student must have at least a “C” average on the written exams and at least a “C” average on the practical exam.

**** If you drop the class, and you are not passing the course, the grade assigned will be Dropped Failing.***

Course Policies

- 1 An “excused absence” is defined as a documented university approved activity. The instructor reserves the right to change the content or format of all make-up work. The student is responsible for making up missed work.

If the absence is for one of the reasons listed below, you will be able to make up the work. To reserve this right, you **MUST** provide written documentation on the day of your return to class (a copy that I can keep). Please notify me ahead of time if you know you will be absent.

- Participation in an activity appearing on the University’s authorized

activity list.

- Death or major illness in a student's immediate family.
 - Illness of a dependent family member
 - Participation in legal proceedings or administrative procedures that require a student's presence.
 - Religious Holy Day
 - Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician)
 - Required participation in military duty
- 2 Any student missing an exam or assignment without prior arrangement will receive a score of zero.
 - 3 You MUST check your e-mail regularly in case I need to communicate with you. I will not e-mail you junk, and I request that you do the same for me. (your leo account)
 - 4 DUE DATES: The due dates listed for assignments are the LAST chance to submit them. I DO NOT accept late assignments.
 - 5 If you have a question or concern, TALK to me. I am here to help. If you need to reach me and I am not in my office, e-mail me.

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>

- Current anti-virus software must be installed and kept up to date.
Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's

home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

Students can expect a response to email messages and/or phone calls within 24 hours from the time that your communication was sent. All assignments will be graded and grades posted in a timely manner. Office hours are posted.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Assignments

Late assignments will **not** be accepted. All assignments are due at the beginning of class on the date they are due. If you know that you will not be able to attend class on a day that an assignment is due, please let me know and make plans to turn in the assignment before the due date. All assignments turned in after the due date will be considered late.

Cell Phones

Cell phones should be out of sight and placed on silent during class. If there are special circumstances in which you need to be available to answer your cell phone, please let me know before class.

Assignments:

Reading: To help facilitate class discussions, it is absolutely necessary that class readings be read – and read on time.

Exams:

There will be four exams equally spaced throughout the semester. The exams will not be comprehensive and will only cover material from the respective chapters during the semester. The exams may include multiple choice, short answer, and essay questions that cover content from the class lectures and readings.. No “make-up” exams are available unless due to extenuating circumstances (i.e. death of an immediate family member, severe illness/illness, etc.) and **the student has requested and received written approval** from the instructor to take the exam at a later date. **The student must provide proof of his/her absence on the day that he/she returns to 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.

University Specific Procedures

Pandemic Policies

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Counseling Center Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling [903-886-5145](tel:903-886-5145). For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

COURSE OUTLINE / CALENDAR

Course Calendar Summer I 2023: *(subject to modification)*

Week	Date	Topic	Assignment/Readings
1	6/5	Syllabus / If Not You ... Who? /	*All EXAMS are due by midnight CST on Friday of the week assigned. Chapters 1 & 2 Chapters 3 & 5 Chapters 8 & 9 Exam 1
	6/6	Responding to Emergencies/ Before Giving Care	
	6/7	Checking the Victim/ Bleeding/ Shock	
	6/8	EXAM 1 (Chapters 1, 2, 3, 5, 8, 9)	
2	6/12	Soft Tissue Injuries/ Head, Neck, & Spine	Chapter 10 & 13
	6/13	Musculoskeletal Injuries	Chapter 11
		Injuries to the Extremities	Chapter 12
		Injuries to the Chest, Abdomen & Pelvis	Chapter 14
	6/14	EXAM 2 (Chapters 10, 11, 12, 13, 14)	Exam 2
3	6/15	Sudden Illness/Poisoning	Chapter 15 & 16
	6/19	Bites & Stings	Chapter 17
	6/20	Heat & Cold Related Emergencies	Chapter 19
	6/21	EXAM 3 (Chapters 15, 16, 17, and 19)	Exam 3
	6/22	Obstructed Airway Conscious/Unconscious (Infant, Adult, Child)	
4	6/26	Cardiac & Breathing Emergencies	Chapter 6
	6/27	Practical Application CPR	
	6/28	Practical Application Obstructed Airway	
	6/29	Cardiac & Breathing Emergencies	Chapter 7
5	7/3	Practical Application Bandaging	
	7/4	<i>Fourth of July Holiday</i>	
	7/5	Comprehensive Review	
	7/6	EXAM 4 (Chapters 6 & 7)	EXAM 4