

## **HHPK 1306.01E**

First Aid and Safety – 3-semester hour credit  
Fall 2024  
Tuesday and Thursday (11am – 12:15pm)  
NHS 163

### **INSTRUCTOR INFORMATION**

Instructor: Henry H. Ross, EdD  
Office: NHS 140  
Office Hours: Monday and Wednesday – (9:00am – 10:00am; 1:00pm – 2:00pm)  
Tuesday and Thursday – (8:00am – 10:00am; 3:30pm – 5:00pm)  
Friday – ***By appointment only***  
**E-mail Address: Henry.Ross@tamuc.edu**

### **COURSE INFORMATION**

**Textbook:**

Responding to Emergencies: Comprehensive First Aid/CPR/AED  
Publisher: American Red Cross, 2017.  
ISBN: 9781584806844

<http://www.redcross.org/content/dam/redcross/training-services/no-index/Responding-to-Emergencies-Textbook.pdf>

### **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.

### **Student Learning Outcomes**

**Course Objectives:** *The student will.....*

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

### Grading:

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

Exam #1 =	100 points
Exam #2 =	100 points
Exam #3 =	100 points
Exam #4 =	100 points
Quizzes 17 at 5.88pts each =	100 points
Attendance Grade =	100 points
<u>Skills Practice =</u>	<u>100 points</u>
Total	700 points

## TENATIVE FINAL POINT SCALE

Points	Average	Grade
630-700	90% - 100%	A
560-629	80% - 89%	B
490-559	70% - 79%	C
420-489	60% - 69%	D
419 and below	59% and below	F

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also evaluated 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 evaluated 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 evaluated 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 <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> 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.

Device	Operating System	Browser	Supported Browser Version(s)
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 \(version 17 or later\)](https://get.adobe.com/flashplayer/) <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](mailto: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

#### Class Procedures:

The class will be taught using two instructional approaches. About 70% of the class time will be spent in lecture format in which discussions will be held and 30% in practicing first aid and CPR skills. Guest speakers, films, demonstrations, and videos will be used depending on need and availability. The instructor has the right to modify the outline of the course.

#### Class Attendance and Participation:

This class is listed as a “Face-to-Face” course. The dates and times for your class section are listed on the schedule of classes. For those students attending class, required CoVid-19 standards will be applied. These standards may include face-covering, social distancing, frequent sanitizing, and temperature checks.

This class also offers the opportunity for students to receive First Aid/CPR Certification.

Receiving this certification is not a requirement of the course. **However, for those students**

**who wish to receive First Aid/CPR Certification, there will be several days that you MUST ATTEND class in order to practice life-saving skills and to show the proficiency of those skills** (each student will be supplied with a CPR manikin). **The days for these practice sessions will be noted on the course calendar with a double asterisk (\*\*).** In order to adequately teach the first aid/CPR skills, the class will be divided into two (2) groups (i.e., Group #1 and Group #2). **Students will be requested to attend class in the group that has been assigned to them.**

Students are expected to attend class and participate appropriately in class sessions. ***In addition to regular attendance (attending at least 90% of the class meetings), spirited and appropriate discussion and thoughtful questions may help to raise the student’s grade to the next highest grade for those students who may be on the borderline at the end of the semester. (Borderline is viewed as an average that is at least 3 points past the mid-point.)***

#### Assignments:

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

#### Exams, Quizzes, and Skill Tests

**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. The fourth exam will be held on the last class day prior to the final examination week (*Please refer to the course syllabus and/or D2L for the due dates of each exam*). **There are seventeen quizzes for this course** (*Please refer to the course syllabus and/or D2L for the due dates of each quiz*). **To review for the scheduled exams, it is recommended that students read the chapters, attend the test review sessions, complete assigned quizzes, and complete the “Study Questions” at the end of each chapter.** 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 **written approval** from the instructor to take the exam at a later date/time. **\* Note: All quizzes and exams will be administered online via D2L. \*\*There are five (5) days that are scheduled for developing/practicing skills.**

### **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**

#### **Language Regarding the University’s Pandemic Response**

“A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct. “

“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>

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>

#### **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>

### **AI use policy [Draft 2, May 25, 2023]**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty



## **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



## **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 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](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<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/34SafteyOfEmployeesAndStudents/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.

## COURSE OUTLINE / CALENDAR

**Course Calendar Fall 2023:** *(subject to modification)*

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS/ASSIGNMENT</b>
<b>Week #1</b> 8/27 – 8/29	Introduction and brief overview of the class / Chapter 1 (If Not You. Who?)	Chapter #1 and Study questions <b>Quiz 1 due by 11am on 8/29/24</b>
<b>Week #2</b> 9/3 – 9/5	Ch#2 (Responding to Emergencies) Ch#3 (Before Giving Care) Ch#5 (Checking the Person)	Chapters 2, 3, & 5 and Study questions ... <b>Quizzes 2, 3, and 4 due by 11am on 9/3/24</b>
<b>Week #3</b> 9/10 – 9/12	Ch#8 (Bleeding) Ch#9 (Shock) and Exam Review <b>Exam #1 available (9/12 – 9/16)</b> <b>Chapters 1, 2, 3, 5, 8, and 9</b>	Chapters 8 & 9 and Study questions ... <b>Quizzes 5 and 6 due by 11am on 9/10/24</b>
<b>Week #4</b> 9/17 – 9/19	Trauma Slide Presentation and Ch#10 (Soft Tissue Injuries)	Slide Presentation Discussion and Chapter 10 Study questions <b>Quiz 7 due by 11am on 9/19/24</b>
<b>Week #5</b> 9/24 – 9/26	Ch#11 (Musculoskeletal Injuries) Ch#12 (Injuries to the Extremities) Ch#13 (Inj. to the Head, Neck, Spine)	Chapters 11, 12, & 13 and Study questions ... <b>Quizzes 8, 9, and 10 due by 11am on 9/24/24</b>

<b>Week #6</b> 10/1 – 10/3	Ch#14 (Inj. to the Chest, Abdomen, Pelvis) and Exam Review <b>No class meeting on 10/3/24</b> <b>Exam #2 available (10/1 – 10/5)</b> <b>Chapters 10, 11, 12, 13, and 14</b>	Chapter 14 and Study questions ... <b>Quiz 11 due by 11am on 10/1/24</b>
<b>Week #7</b> 10/8 – 10/10	Ch#15 (Sudden Illnesses) Ch#16 (Poisoning)	Chapters 15 & 16 and Study questions <b>Quizzes 12 and 13 due by 11am on 10/8/24</b>
<b>Week #8</b> 10/15- 10/17	Ch#17 (Bites and Stings) Ch#19 (Heat-Related Illnesses & Cold-Related emergencies) and Exam Review <b>Exam #3 available (10/17 - 10/21)</b> <b>Chapters 15, 16, 17, and 19</b>	Chapters 17 & 19 and Study questions ... <b>Quizzes 14 and 15 due by 11am on 10/15/24</b>
Week #9 10/22 – 10/24	**Short Distance Carries	<b>Group #1 (10/22/24)</b> <b>Group #2 (10/24/24)</b>
<b>Week #10</b> 10/29 – 10/31	**Skills Practice (Bandaging and Splinting)	<b>Group #1 (10/29/24)</b> <b>Group #2 (10/31/24)</b>
<b>Week #11</b> 11/5 – 11/7	**Skills Practice (Bandaging and Splinting)	<b>Group #1 (11/5/24)</b> <b>Group #2 (11/7/24)</b>
<b>Week #12</b> 11/12 – 11/14	**Skills Practice (Obstructed Airway Conscious / Unconscious) Infant, Child, & Adult ( <b>Chapter #7</b> )	<b>Group #1 (11/12/24)</b> <b>Group #2 (11/14/24)</b> <b>Quiz 16 due by 11am on 11/12/24</b>
<b>Week #13</b> 11/19 – 11/21	**Skills Practice (CPR) Infant, Child, & Adult and AED use ( <b>Chapter #6</b> )	<b>Group #1 (11/19/24)</b> <b>Group #2 (11/21/24)</b> <b>Quiz 17 due by 11am on 11/19/24</b>
<b>Week #14</b> 11/26– 11/28	<b>NO CLASS MEETING</b> <b>Thanksgiving Break</b>	
<b>Week #15</b> 12/3 – 12/5 Exam #4	<b>Exam Review (Both Groups Meet)</b> <b>Exam #4 will open at 12:30pm on 12/3/24 and will close at 12:30pm on 12/10/24.</b> <b>Chapters 6 and 7</b>	<b>(Exam #4) is due by 12:30pm on Tuesday, December 10, 2024</b>
<b>Week #16</b> 12/10 – 12/12	<b>Final Exam Week</b>	