Division: Kinesiology, Health and Sport Studies (KHS)
Website: www.kinesiology.wayne.edu
Program Area: Health (HEA)
Course #: H E 2330
Course Title: First Aid & CPR, Course Reference # 28421
Section Number: 206
Course Credit: 3 credit hours
Term/Year: Winter 2014
Class Days/Times: All Classes on Saturdays from 1:00pm-5:00pm – January 11, February 8, March 22 and April 12, 2014
Location: All classes to be held in Education Building, Room 169
Instructor: Lynne M. Osborne (Adjunct Faculty)
Office hours: Always available by email. Available for meetings by appointment.
E-mail: ee7976@wayne.edu

This syllabus is the controlling document for your course. Print this out and keep it handy as you proceed through the course.

Course Description: Theory and practice. Students can qualify for American Red Cross certificates in CPR for Adult, Child and Infant, Adult and Child-AED, and First Aid (certificates will be valid for 2 years from final exam date)

Course Outcomes: At the completion of this course, the student should be able to:
1. Explain how the EMS system works and the citizen responder’s role in the EMS system.
2. Explain what happens in the body if one or more body systems fail to function properly.
3. Identify and care for choking and other breathing emergencies.
4. Identify the major risk factors for cardiovascular disease, and injury, and describe how to control them.
5. Recognize the signals of a possible heart attack, and describe how to care for someone who is experiencing persistent chest pain.
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6. Identify the signals of cardiac arrest, and demonstrated how to provide cardiopulmonary resuscitation (CPR) until advanced emergency medical care arrives.

7. Identify life threatening bleeding, and describe how to control bleeding.

8. Identify the signals of shock, and describe how to minimize the effects of shock.

9. Identify the signals of various soft tissue and musculoskeletal injuries, and demonstrate how to care for the injuries.

10. Identify the signals of medical emergencies, including poisoning and heat and cold emergencies; and describe both general and specific care for medical emergencies.

11. Describe when and how to move a victim in an emergency.

12. Identify and recognize basic anatomy and physiology of the human body as it pertains to injuries.

13. Identify ways one may be able to prevent injuries from occurring in and around the home as well as at work or on the road.

14. Identify possible ways to escape from a potentially life-threatening situation, i.e. house fire, hotel fire, etc.

15. Identify and describe how to modify emergency care in delayed situations.

**Required Text:** American Red Cross First Aid - Responding To Emergencies, Comprehensive First Aid (Stock # 656138). The book may be purchased from the WSU bookstore or at [www.shopstaywell.com](http://www.shopstaywell.com). Be sure to purchase the current version of this book – older ones are inaccurate and you will not be successful on course assignments with the incorrect textbook. The correct version was released in June of 2012. Bring your Textbook to all class sessions, including the first mandatory class session.

**Additional Items:** Student CPR Kits and Bandage Training kits (available in the bookstore). You will need 2 student CPR kits (bring 1 to class on February 8 and 1 to class on March 22). You will need 1 Bandage Training kit – bring that to class on March 22.

**Course Assignments:** See last page of Syllabus for specific assignments and due dates. In general, class activities will include:

- You will enroll in and complete an American Red Cross on-line CPR and First Aid course as a major part of this class. It will present key points and course content and videos. Enrollment information and assistance will be provided at class session # 1. This can be a very difficult program to enroll in as the Red Cross system can often be challenging, so it is imperative that you attend class session #1 to learn how to do this and to have an opportunity to enroll that day in order to ensure that you are enrolled correctly. Completing this on-line course is almost 1/5th of your final grade. I will request that you bring a personal laptop to the first class session if you can, or you will use the Instructor’s computer.

- On-line submission of all textbook content assignments which are available in Blackboard by the beginning of the semester; due dates appear on the last two pages of this syllabus. You will complete and submit content assignments using knowledge gained from the on-line course and the
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textbook and in class sessions. **These assignments MUST be submitted through Blackboard – it is not permitted to submit them to the instructor by email!**

- 4 Class sessions – Dates listed above. These sessions are imperative. You will learn and practice skills and you will be tested on these skills for points (as well as Red Cross certification) at each session. Missing some or all of any class session results in lost opportunity for points as well as certification, as there is no opportunity for make-up given the short amount of classroom time available.

- Final written exam – held on the 4th class session – April 12, 2014

**Communication:** I use Blackboard as my communication tool with you. Check it regularly. You are responsible for all E-mails that I send to you or to the class, as well as Announcements posted on Blackboard. A message to you only will be sent as an email through Blackboard to your WSU email address; a message to the entire class will be posted as an Announcement. If you prefer not to use your WSU E-mail address, you should forward your WSU mail to your preferred address. Follow these directions to forward your E-mail to the address you DO use.


**Tech Support Information:** Blackboard Technical assistance is available at [http://computing.wayne.edu/blackboard](http://computing.wayne.edu/blackboard)

**Navigating Blackboard:** The green colored buttons to the left (on Blackboard) are your keys to the various areas of the online classroom.

- **Announcements:** This area will appear every time you log on. This is where you will find information for the whole class. General announcements from Wayne State University will also appear here. Messages to specific students will be emailed directly to that student, they will not appear in Announcements.

- **Syllabus:** This is where you will find a copy of this Syllabus.

- **Assignments & Documents:** This is where you will find assignments and important course documents. You will also find instructions for posting your assignments in Blackboard. Assignments can NOT be emailed to the instructor and receive full credit.

**Class Policies:**

1. This is a **skill based class** and you are expected to arrive on time and remain the entire time for all class sessions. We have scheduled the minimum possible classroom time that is required to complete the skill practice and testing for course certification, since students who enroll in an on-line course primarily expect to do most course work at their own pace and schedule. This means that every minute of class time is important and precious. Tardiness is not acceptable, and there is no opportunity for making up missed classes or material. Come prepared and dressed appropriately to work on mats on the floor and to perform physical skills on manikins and on other students. Note that skill practice includes bending over to work on manikins, so low cut shirts and low-ride pants often end up revealing more than one might expect and more than others would prefer to see.

2. The final written exam will be given in class. A scantron is **not** required – answer sheets will be provided. Make-up of the final examination due to absence will be given **ONLY** in the event of a **student** medical emergency. A doctor’s note will be required and you must contact the Instructor...
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within 24 hours of the missed Final to schedule a make-up exam in order to ensure it is completed in time for final grades. Absence from the exam without a doctor’s note will result in receiving zero points on the final exam.

3. This class is very fast paced and we move through topics quickly. Since much of the work occurs on-line, you are responsible for paying close attention to the class and assignment schedule (last page of this Syllabus) and turning assignments in on time. If you are used to an instructor in class reminding you about what work is due, remember that since we only meet 4 times, I will not be able to do that in this course. It is important that you stay on schedule with the materials so you can best learn the concepts. Running behind will impact your ability to successfully achieve the objectives of this course. Assignments submitted after the due date will not receive full credit. Assignment grades will be reduced based on the following schedule. All assignments are due by 12:00am (Midnight) EST of the date indicated on the last page of this Syllabus
   - 10 minutes to 2 days late = 10% grade reduction
   - 3 to 4 days late = 20% grade reduction
   - 5 to 6 days late = 30% grade reduction
   - Assignments not accepted after 6th day late

4. **Red Cross Certification:** Students must successfully complete the Red Cross on-line course content and exam and demonstrate competence in the practical skills to be eligible for certification. They must also pass the final exam with 80% or better on all sections of the exam for certification. The First Aid certification is valid for two (2) years and the CPR/AED certification is valid for two (2) years.

5. If you wish to be **recertified** in CPR or First Aid within 24 months of the completion of this course, please contact:
   - Mariane Fahlman, Ph.D., Coordinator of Health Education
   - Wayne State University
   - 5101 John C. Lodge, Matthaei 262
   - Detroit, MI 48202
   - Phone: 313.577.5066  Fax: 313.577.9301
   - E-mail: m.fahlman@wayne.edu

**University Policies and Student Handbook:** As a student at Wayne State University, you are required to know the policies described in the Student Bulletin. My policies in this course are guided by the policies described in the student handbook. You may access the WSU Student Bulletin at: [http://www.bulletins.wayne.edu/ubk-output/index.html](http://www.bulletins.wayne.edu/ubk-output/index.html)

**Plagiarism:**
Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.
Academic Dishonesty:
Academic dishonesty of any type will not be tolerated. (See WSU Student Code of Conduct). Students are responsible for knowing what constitutes academic dishonesty. If there is any question, it is better to ask me for an opinion in advance. Examples of academic dishonesty include, but are not limited to, doing your homework in collaboration with another person in such a way that it is obvious to me that you shared answers, giving or receiving aid during an exam (i.e. cheating), giving or receiving unauthorized information prior to an exam regarding the content of that exam, stealing a copy of the exam, having another student assist you during an on-line exam, deceiving the professor by representing the work of another as your own, plagiarizing the words or ideas of another person, submitting the same written work to fulfill the requirements of more than one course.

Should cases of academic dishonesty be found, I reserve the right to impose the following sanctions:

- Assign the student an “F” for the assignment, project, paper, or exam in question.
- Assign the student an “F” for the entire course.
- Recommend the student be placed on probation or suspended for a period of time.
- Recommend that the student be expelled from the university (repeated offenses.)

Should cases of academic dishonesty be found, I will assign you an “F” for the entire course. This will not be negotiable so think carefully about your actions.

Anyone with specific questions regarding academic misbehavior should consult the source document at http://www.doso.wayne.edu/codeofconduct.pdf or http://www.doso.wayne.edu/judicial/academic-integrity.htm

Class Schedule: See last page of Syllabus

Grading System: See last page of Syllabus for point value of each Assignment.

Undergraduate Grades: Point Scale (points to letter grade)
The Blackboard gradebook keeps track of the number of points a student has received. Use the information below to calculate your letter grade based on your points in the gradebook.

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>505-540</td>
<td>(94-100%)</td>
<td>A</td>
</tr>
<tr>
<td>483-504</td>
<td>(90-93%)</td>
<td>A-</td>
</tr>
<tr>
<td>468-482</td>
<td>(87-89%)</td>
<td>B+</td>
</tr>
<tr>
<td>451-467</td>
<td>(84-86%)</td>
<td>B</td>
</tr>
<tr>
<td>430-450</td>
<td>(80-83%)</td>
<td>B-</td>
</tr>
<tr>
<td>414-429</td>
<td>(77-79%)</td>
<td>C+</td>
</tr>
<tr>
<td>397-413</td>
<td>(74-76%)</td>
<td>C</td>
</tr>
<tr>
<td>376-396</td>
<td>(70-73%)</td>
<td>C-</td>
</tr>
<tr>
<td>360-375</td>
<td>(67-69%)</td>
<td>D+</td>
</tr>
<tr>
<td>343-359</td>
<td>(64-66%)</td>
<td>D</td>
</tr>
<tr>
<td>322-342</td>
<td>(60-63%)</td>
<td>D-</td>
</tr>
<tr>
<td>0 – 321</td>
<td>(0-59%)</td>
<td>F</td>
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</tbody>
</table>
**Withdrawal Policy:** Students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN. WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested, WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested, WN will be awarded if no materials have been submitted, and so there is no basis for a grade.

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the tenth week of classes. Withdrawals are not allowed after the 10th week of class. **Saturday, March 22 is the last day to withdraw from classes.**

**Accommodations for students:**
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observation Policy:**
Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.
<table>
<thead>
<tr>
<th>Date</th>
<th>Class Session Activities</th>
<th>Available Points from class session</th>
<th>Assignment/On-Line Work to be completed</th>
<th>Available Points</th>
<th>Due Date (by midnight)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of December 31</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Complete Practice Assignment</td>
<td>Up to 5 extra points</td>
<td>Saturday, January 4</td>
</tr>
<tr>
<td>Classes begin Wednesday, January 1</td>
<td>First Mandatory class session. Review Syllabus &amp; Enroll in On-Line Red Cross course, Begin skills practice/testing</td>
<td>22 points out of 100 possible for skills</td>
<td>Assignment 1 – Syllabus Questions</td>
<td>20 points</td>
<td>Friday, Jan. 10</td>
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<td>(this assignment will NOT be accepted late) Class on Jan. 11</td>
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<tr>
<td>Week of January 13</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 2 – Email confirmation</td>
<td>5 points</td>
<td>Saturday, January 18</td>
</tr>
<tr>
<td>Week of January 20</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 3 (Part 2) Complete Lessons 5-8 in Red Cross on-line course, Complete Exam and print certificate by Jan. 25 and bring printed certificate to class on Feb. 8. If successful completion certificate is not printed by January 25, system will show date printed as completion date and points will be deducted for late assignment completion according to deductions indicated in Syllabus</td>
<td>100 points (points deducted if unsuccessful) Points entered in Blackboard when Instructor receives completion certificate, not accepted after February 8</td>
<td>Saturday, January 25</td>
</tr>
<tr>
<td>Week of January 27</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 4 – Content Questions - Chapters 1-2</td>
<td>25 points</td>
<td>Saturday, February 1</td>
</tr>
<tr>
<td>Week of February 3</td>
<td>Class will focus on Adult and Child CPR, Unconscious Choking and AED skills</td>
<td>39 points out of 100 possible for skills</td>
<td></td>
<td></td>
<td>Saturday, Feb. 8</td>
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<tr>
<td>Week of February 10</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 5 - Content Questions – Chapters 3-4</td>
<td>21 points</td>
<td>Saturday, February 15</td>
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<tr>
<td>Week of February 17</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 6 - Content Questions – Chapters 5-6</td>
<td>38 points</td>
<td>Saturday, February 22</td>
</tr>
<tr>
<td>Week of February 24</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 7 - Content Questions - Chapters 7-8</td>
<td>23 points</td>
<td>Saturday, March 1</td>
</tr>
<tr>
<td>Week of March 3</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 8 – Content Questions – Chapters 9-10</td>
<td>20 points</td>
<td>Saturday, March 8</td>
</tr>
<tr>
<td>Week of March 10</td>
<td>No class session this week</td>
<td>N/A</td>
<td>No assignment due this week – Spring Break</td>
<td></td>
<td>Enjoy Spring Break</td>
</tr>
<tr>
<td>Week of March 17</td>
<td>Class will focus on Infant CPR, Conscious and Unconscious Choking skills, Bleeding control, Splinting skills</td>
<td>39 points out of 100 possible for skills</td>
<td></td>
<td>Class on Saturday, March 22</td>
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<tr>
<td>Week of March 24</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 9 – Content Questions – Chapters 11-13</td>
<td>30 points</td>
<td>Saturday, March 29</td>
</tr>
<tr>
<td>Week of March 31</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 10 – Content Questions – Chapters 14-18</td>
<td>43 points</td>
<td>Saturday, April 5</td>
</tr>
<tr>
<td>Week of April 7</td>
<td>Class will be held on Saturday, April 12</td>
<td>Final Written Exam</td>
<td>100 points</td>
<td>Class and Final Exam Saturday, April 12</td>
<td></td>
</tr>
<tr>
<td>Week of April 14</td>
<td>No class session this week</td>
<td>N/A</td>
<td>Assignment 11 – Content Questions – Chapters 19-23</td>
<td>15 points</td>
<td>Saturday, April 19</td>
</tr>
<tr>
<td>Week of April 21</td>
<td>Classes end April 21</td>
<td>Term ends April 29</td>
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</tbody>
</table>

**Total points to be earned**
- In classroom work - (Skills and Final Exam) 200 points
- In 11 Assignments - 340 points