



# **INSTRUCTIONAL PACKAGE**

MTH 113

Essentials of Anatomy and Physiology  
for Massage Therapy

Effective Term  
AY 2020/2021  
Spring 2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2021

COURSE PREFIX: MTH 113

COURSE TITLE: Essentials of Anatomy and Physiology for  
Massage Therapy

CONTACT HOURS: 2.3.3

CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. This course provides the student with a solid foundation in anatomy and physiology that the student can use in the pursuit of a career in massage therapy. A working knowledge and understanding of the structure and function of the human body is critical to the competent practice of massage therapy.

### COURSE DESCRIPTION:

This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems.

### PREREQUISITES/CO-REQUISITES:

(Credit level MTH 136 Minimum Grade of C or Credit level MTH 136 Minimum Grade of TC) and  
(Credit level MTH 120 Minimum Grade of C or Credit level MTH 120 Minimum Grade of TC) and  
(Credit level MTH 121 Minimum Grade of C or Credit level MTH 121 Minimum Grade of TC) and  
(Credit level MTH 122 Minimum Grade of C or Credit level MTH 122 Minimum Grade of TC) and  
(Credit level MTH 128 Minimum Grade of C or Credit level MTH 128 Minimum Grade of TC) and  
(Credit level MTH 132 Minimum Grade of C or Credit level MTH 132 Minimum Grade of TC) and  
(Credit level MTH 135 Minimum Grade of C or Credit level MTH 135 Minimum Grade of TC)

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the

correct textbook.

### **ADDITIONAL REQUIREMENTS:**

Attire: Scrubs (black) or Black polo and black slacks

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

### **STUDENT IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

At the conclusion of this course, the student will be able to accurately:

1. Explain why a massage therapist should have a good understanding of anatomy and physiology.
2. Gain a basic understanding of the structure and function of the human body in order to knowledgeably apply the skills of a massage therapist.
3. Understand how massage affects the body on various levels by using their knowledge of the structure and function of the body.
4. Promote a client's well-being by demonstrating knowledge of muscle structure, location, and action.
5. Explain why a massage therapist should have a good understanding of the basic pathophysiology of the body systems studied in this course.
6. Gain a basic understanding of the pathophysiology of the body systems studied in this course in order to knowledgeably apply the skills of a massage therapist.
7. Understand how massage affects the body as it relates to pathological injuries, syndromes, diseases, and conditions of the body systems studied in this course.

8. Promote a client's well-being by demonstrating knowledge of precautions and contraindications to massage directly related to pathological injuries, syndromes, diseases, and conditions of the body systems studied in this course.
9. Explain why a massage therapist should have a basic understanding of pharmacological interventions and their effects as it relates to the application of massage therapy techniques.
10. Identify medications by accessing reputable sources to understand side effects, precautions, and contraindications to the application of massage therapy techniques.
11. Identify the action of medications on specific body systems studied in this course to assess whether the medication will affect how the body reacts to massage.
12. Promote a client's well-being by demonstrating knowledge of medications and their side effects and interaction with other medications.
13. Identify when it is appropriate to consult with the client's physician regarding massage therapy and medications.

## STUDENT UNIT LEARNING OUTCOMES PER MODULE

Lecture & Lab Objectives: After successful completion of the classroom activity, the student will be able to meet the following instructional objectives:

\*Modules can change per discretion of the instructor

Module 1 Overview of Human Anatomy and Physiology, Pharmacology, and Medical Terminology

Materials Covered: Chapter 4 Theory and Practice of Therapeutic Massage, Chapter 4 Workbook for Theory and Practice of Therapeutic Massage

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 1-18

\*Assessment(s): Discussion 1

Homework 1

Learning Outcomes:

1. Define anatomy, physiology, kinesiology, and pathology.
2. Explain why a massage therapist should have a good understanding of anatomy, physiology, kinesiology, pathology, and pharmacological interventions related to specific body systems.
3. Differentiate between a sign and a symptom of a disease.
4. Explain the physiologic and psychological effects of stress and pain on the body.
5. Explain the role of massage therapy in the management of stress and pain.
6. Describe the healing functions of the body related to inflammation and tissue repair.
7. Describe the wellness model and how massage can be a part of that model.
8. Understand and derive the meaning of medical terms by breaking the terms into their parts and defining those parts.
9. Name two (2) reputable sources a massage therapist could use to gain an understanding of side effects, precautions, and contraindications to the application of massage therapy techniques.
10. Define pharmacology and drug.
11. Differentiate between how drugs are named (prescription, OTC, generic, Trade or Brand name, chemical name, legal versus illegal, etc.)
12. Describe how drugs are classified and understand the importance of knowing that a drug may be classified in more than one (1) way.

## Module 2 Basic Concepts of Pathology, Body Organization, Terminology, and Body Systems

### Materials Covered:

Chapter 5 Theory and Practice of Therapeutic Massage, pages 97-103, Chapter 11 Theory and Practice of Massage Therapy

Chapter 5 Workbook Theory and Practice of Therapeutic Massage

Anatomy & Physiology Reference for Massage Therapists pages 2 & 8

\*Assessment(s): Discussion 1

Homework 1

### Learning Outcomes:

1. Name the anatomical planes of the body.
2. List the subdivisions of the ventral and dorsal cavities of the body.
3. Name the major organs found in each body cavity.
4. Locate each region of the body.
5. Name the ten most important body systems for the massage therapist.
6. Explain the structure and function of these ten body systems.
7. Define disease.
8. Describe the path of infection for common pathogens
9. Differentiate between pathogenic and nonpathogenic bacteria
10. Explain the importance of cleanliness both personally and environmentally to prevent the spread of disease.

## Module 3 Cells

### Materials Covered:

Chapter 5 Theory and Practice of Therapeutic Massage Cells pages 83-96 Chapter 5 Workbook Theory and Practice of Therapeutic Massage Anatomy & Physiology Reference for Massage Therapists pages 3, 4-7

\*Assessment(s): Discussion 2

Homework 2

Lab Quiz 1

### Learning Outcomes:

1. Explain the level of complexity of the human body beginning with the atom.
2. Identify and name the three principal parts of a cell.
3. Identify, name, and label the major organelles of a cell (cell membrane, centriole, endoplasmic reticulum, Golgi apparatus, Lysosome, mitochondria, nucleus, nucleolus, and ribosome).
4. Name and explain the five phases of mitosis.
5. Describe enzymes and their function.
6. Describe the four main categories of body tissue.
7. Differentiate between epithelial and fibrous connective tissue membranes.
8. Name the three types of muscle tissue.
9. Name and describe the three classifications of connective tissue.
10. Name and identify the two types of dense connective tissue and provide examples of each type.
11. Define fascia and describe its function in the body.
12. Name the three types of cartilage in the body.

## Module 4 Integumentary System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Integumentary System

pages 106-120

#### Chapter 5 Workbook - Integumentary

Anatomy & Physiology Reference for Massage Therapists pages 9-11

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 18-21

\*Assessment(s): Discussion 3

Homework 3

Test 1 Module 1 and 2

Lab Quiz 2

Learning Outcomes:

1. Understand the basic function of the skin and integumentary system.
2. Understand and describe the layered structure of the skin
3. Identify the appendages of the skin (hair, nails, and glands).
4. List the sensory receptors in the skin.
5. Understand that the nerve supply to the skin follows specific dermatomal patterns.
6. Recognize medications used to treat the Integumentary System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
7. Explain why compromised skin contraindicates massage.
8. Differentiate between primary and secondary lesions of the skin per Chapter 5 Section 1 of your textbook
9. List three (3) types of warts
10. Define decubitus ulcer and identify indications and contraindications to massage therapy
11. Define MRSA
12. Define cellulitis
13. List three (3) types of skin cancer
14. Identify the ABCDE's of malignant melanoma.
15. List the three (3) types of Herpes viruses and describe the causative agent(s)
16. List two (2) fungal infections of the skin
17. Differentiate between Contact Dermatitis, Eczema, and Psoriasis
18. Identify contagious skin conditions and understand the implications for massage therapy

Module 5 Skeletal System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Skeletal System pages 120-136

#### Chapter 5 Workbook - Skeletal System

Anatomy & Physiology Reference for Massage Therapists pages 12-14

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 21-23, 45-47 (Musculoskeletal)

\*Assessment(s):

Discussion 4 & 5

Homework 4 & 5

Test 2 Module 3

Lab Quiz 3

Lab Practical 1

Learning Outcomes:

1. Understand the basic structure of a bone.
2. Describe the functions of the skeletal system.
3. Differentiate between the axial skeleton and the appendicular skeleton.

April 2020

4. Recognize and identify the various types of bones and bony landmarks that exist inside the body.
5. Describe the functional and structural classifications of joints.
6. Identify the components of a synovial joint.
7. Describe five types of movable joints.
8. Recognize medications used to treat the Musculoskeletal System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
9. Explain why knees and hips are vulnerable to osteoarthritis.
10. Differentiate between Osteoarthritis (OA) and Rheumatoid Arthritis (RA)
11. Differentiate between Spondylosis and Ankylosing Spondylitis
12. Identify three (3) abnormal curvatures of the spine.
13. Identify the substance that causes damage with gout and name the most common site for gout.
14. Define fracture
15. Identify four (4) types of fractures
16. Define dislocation
17. Define herniated disk and understand the cautions and implications for massage therapy
18. Define sprain and identify the three (3) classes of sprains
19. Define bursitis and identify the most common site. Understand the cautions and implications for massage therapy
20. Describe osteoporosis and identify its signs and symptoms. Understand the cautions and implications for massage therapy

#### Module 6 Muscular System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Muscular System pages 136-202

#### Chapter 5 Workbook - Muscular System

Anatomy & Physiology Reference for Massage Therapists pages 15-16

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 21-23, 45-47 (Musculoskeletal)

\*Assessment(s): Discussion 6 & 7

Homework 6 & 7

Test 3 Module 4

Lab Quizzes 4 and 5

Learning Outcomes:

1. List the functions of the muscular system.
2. Identify the structure of skeletal muscle fiber at the microscopic level.
3. Describe the differences between the three types of muscle tissue: skeletal, cardiac, and smooth.
4. Understand the anatomy of a skeletal muscle.
5. Identify the various organizations of muscle fibers in skeletal muscles.
6. Describe seven shapes of muscles and give an example of each.
7. Describe the function of muscle spindle cells and the Golgi tendon organ.
8. Understand the difference between aerobic and anaerobic cellular respiration.
9. Differentiate between postural and phasic muscles.
10. Locate and name the major skeletal muscles of the human body.
11. Identify the origin, insertion, and action of the major skeletal muscles of the human body.
12. Recognize medications used to treat the Musculoskeletal System and understand their effects,

side effects, and interaction with other medications in order to effectively provide massage therapy services.

13. Differentiate between fibromyalgia syndrome tender points and myofascial pain trigger points.
14. Describe Muscular Dystrophy
15. Describe the difference between strains and sprains.
16. Define muscle contracture
17. Differentiate between muscle atrophy and muscle hypertrophy
18. Describe the difference between tendonitis, tenosynovitis, and tendonosis
19. Define muscle spasm and list three causes of muscle spasms
20. Describe fibromyalgia and lupus

#### Module 7 Circulatory System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Circulatory System, pages 203-218 and Lymph-Vascular System pages 218-232, Chapter 16 Lymph Massage

Chapter 5 Workbook – Circulatory and Lymph-Vascular and Chapter 16 Lymph Massage Anatomy & Physiology Reference for Massage Therapists pages 21-27

A Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 28-32 (Cardiovascular) and Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 41-45

\*Assessment(s): Discussion 8 & 9

Homework 8 & 9

Lab Quiz 6

Lab Practical 2

Learning Outcomes:

1. Understand the different types of blood vessels (five classifications) and their function in the body.
2. Comprehend what occurs in the larger structures of the heart such as the heart chambers and heart valves.
3. Identify the basic categories of the components of blood and the function of these components.
4. Understand the basic concepts of oxygen and carbon dioxide exchange within the circulatory system including the sites for this exchange: pulmonary circulation versus systemic circulation.
5. Understand the blood's role in healing.
6. Understand the functions of the basic blood cells: erythrocytes, leukocytes, lymphocytes, and thrombocytes.
7. Identify the major pulse points on the body.
8. Identify major blood vessels such as the carotid artery, femoral artery and others of this magnitude.
9. Understand the blood's role in transport within the body.
10. Understand blood pressure, including the basic factors contributing to it.
11. Identify the locations of lymphatic structures inside the body: spleen, lymph nodes, tonsils, etc.
12. Identify the types of immunity that protect the body from infection and disease.
13. Identify the path of lymphatic fluid in the body, its source, and where it drains.
14. Recognize medications used to treat the Circulatory and Lymph-Vascular System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
15. Name the most likely final destination for loose blood clots on the venous side of the systemic circuit.



16. Name three possible destinations for loose blood clots or other debris on the arterial side of the systemic circuit
17. Differentiate between phlebitis and thrombophlebitis
18. Describe varicose veins
19. Name two signs or symptoms of deep vein thrombosis (DVT).
20. Describe the difference between atherosclerosis and arteriosclerosis
21. List Myocardial Infarction (MI) signs and symptoms
22. Identify and define the three (3) Blood diseases in Chapter 5 section 4 of your text
23. Identify the three Immune System cancers in Chapter 5 section 4 of your text
24. Define hematoma
25. Differentiate between edema, inflammation, and lymphedema
26. Describe the difference between an Aneurysm and a Cerebrovascular Accident (CVA)
27. Describe the four phases of HIV infection.
28. Identify 4 different autoimmune diseases.

#### Module 8 Nervous System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Nervous System pages 233-259

#### Chapter 5 Workbook - Nervous System

Anatomy & Physiology Reference for Massage Therapists pages 17-20

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 47-52

\*Assessment(s): Discussion 10

Homework 10

Test 4 Modules 5 and 6

Lab Quiz 7

#### Learning Outcomes:

1. List the functions of the nervous system.
2. Identify the parts of a neuron
3. Differentiate between the various divisions of the nervous system: central nervous system from peripheral nervous system, autonomic from somatic, and sympathetic from parasympathetic.
4. Identify the location of structures within the central nervous system and label them on a diagram.
5. Describe the function of each part of the central nervous system (CNS)
6. Identify the parts of the peripheral nervous system (PNS)
7. Describe afferent, efferent, motor, sensory, cranial, spinal, and mixed nerves.
8. Identify the location of the largest nerve plexuses and branches within the peripheral nervous system.
9. Recognize the various types of receptors in the body.
10. Understand reflexes within the body.
11. Recognize medications used to treat the Nervous System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
12. Name three major cautions for massage in the context of nervous system disorders.
13. Define peripheral neuropathy and name a caution for massage due to peripheral neuropathy
14. Differentiate between depression and anxiety
15. Name two types of stroke and explain how they differ.
16. Describe Epilepsy
17. Name two nerve compression syndromes of the upper quarter
18. Define SCI (spinal cord injury) and name three complications of spinal cord injury.

April 2020

19. Differentiate between Multiple Sclerosis (MS) and Amyotrophic Lateral Sclerosis (ALS)
20. Describe Parkinson's Disease
21. Recognize the signs and symptoms of Dementia/Alzheimer's Disease

#### Module 9 Endocrine System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Endocrine System pages 260-267

##### Chapter 5 Workbook - Endocrine System

Anatomy & Physiology Reference for Massage Therapists pages 28-29

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 36-38

\*Assessment(s): Discussion 11

Homework 11

Lab Quiz 8

Learning Outcomes:

1. Name and identify the location of the endocrine glands.
2. Understand the basic functions of each gland, such as the secretion of insulin in the pancreatic islets or estrogen in the ovaries.
3. Understand the effects of the more commonly discussed hormones such as adrenaline and melatonin.
4. Understand the roles of the hypothalamus and pituitary glands in controlling other glands.
5. Recognize medications used to treat the Endocrine System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
6. Identify the two most common types of diabetes.
7. List two emergencies associated with extremes in blood glucose levels.
8. Describe three possible complications of type 2 diabetes that affect organs outside the endocrine system.
9. Explain why people who are treated for hyperthyroidism often develop hypothyroidism.
10. Name the primary signs or symptoms of hypothyroidism.
11. Name the primary signs and symptoms of hyperthyroidism

#### Module 10 Respiratory System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Respiratory System pages 268-272

##### Chapter 5 Workbook - Respiratory System

Anatomy & Physiology Reference for Massage Therapists pages 30-31

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 41-45

\*Assessment(s): Homework 12

Test 5 Modules 7 and 8

Learning Outcomes:

1. List and identify the major organs of the respiratory system and their location.
2. Explain the role of hemoglobin in respiration.
3. Understand the smallest functioning unit of the respiratory system, the alveoli.
4. Understand the difference between aerobic and anaerobic metabolism.
5. Describe the functions of the respiratory system: the exchange of gases, producing speech, and maintaining pH.
6. Describe breathing.
7. Recognize medications used to treat the Respiratory System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.

8. Name the group of conditions to which chronic bronchitis and emphysema belong.
9. Explain why persons with asthma, chronic bronchitis, or emphysema are often encouraged to be vaccinated against the flu.
10. Name three causative agents for pneumonia.
11. Explain why no single vaccine can currently protect against colds or flu.
12. Describe the difference between acute bronchitis and chronic bronchitis
13. List the symptoms of asthma and describe why asthma can be a life-threatening emergency

#### Module 11 Digestive System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Digestive System pages 273-276

##### Chapter 5 Workbook - Digestive System

Anatomy & Physiology Reference for Massage Therapists page 32

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 23-25

\*Assessment(s): Discussion 12

Homework 12

Lab Quiz 9

Learning Outcomes:

1. Identify and locate the structures of the digestive system.
2. Understand the functions of the parts of the gastrointestinal tract and what is processed and absorbed at each portion: example is water and mineral absorption from the large intestine.
3. Understand peristalsis.
4. Identify the basic types of tissue found in the digestive system such as smooth muscle.
5. Understand the autonomic nervous system's impact on the digestive system.
6. Understand the path of consumed foods through the digestive system.
7. Understand how the accessory organs of the digestive system are involved in digestion: liver, gall bladder, and pancreas.
8. Recognize medications used to treat the Digestive System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
9. Name what structures are damaged with celiac disease.
10. Name the most dangerous complication of gastroesophageal reflux disorder (GERD).
11. Identify factors that contribute to peptic ulcers.
12. Identify the precancerous condition associated with colorectal cancer.
13. Describe IBS (Irritable Bowel Syndrome)
14. Name the primary modes of communicability for hepatitis A, hepatitis B, and hepatitis C.

#### Module 12 Urinary System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Urinary System pages 277-279

##### Chapter 5 Workbook - Urinary System

Anatomy & Physiology Reference for Massage Therapists page 33

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 36-38

\*Assessment(s): Discussion 13

Homework 13

Lab Quiz 11

Learning Outcomes:

1. Identify and locate the anatomical components of the urinary system.
2. Explain the basic function of the urinary system: elimination of waste, conservation of nutrients,

and regulation of pH.

3. Understand the urinary system's effect on blood pressure and other aspects of homeostasis.
4. Identify and label on a diagram the structure of a nephron and describe its function (functional unit of the kidney).
5. Recognize medications used to treat the Urinary System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
6. Explain why women are more prone to urinary tract infections than men.
7. Name the causative agent of most urinary tract infections and uncomplicated pyelonephritis.
8. List the stages of chronic renal failure
9. Name a hormone secreted by the kidneys.

#### Module 13 Reproductive System

Materials Covered: Chapter 5 Theory and Practice of Therapeutic Massage Reproductive System pages 280-284

Chapter 5 Workbook – Human Reproductive System

Anatomy & Physiology Reference for Massage Therapists page 34

Basic Pharmacology for Massage Therapists Online Appendix, Beck text 6th edition, pages 38-41

\*Assessment(s): Homework 14

Test 6 Modules 9-11

Learning Outcomes:

1. Identify and locate the structures of the male reproductive system.
2. Identify and locate the structures of the female reproductive system.
3. Understand the changes in the body during puberty, menstruation, and pregnancy.
4. Recognize the major reproductive system hormones and their purpose in the body: testosterone, estrogen, and relaxin.
5. Recognize medications used to treat the Human Reproductive System and understand their effects, side effects, and interaction with other medications in order to effectively provide massage therapy services.
6. Identify the most common cancers of the female reproductive system
7. Identify the most common cancers of the male reproductive system
8. List three bacterial or viral sexually transmitted diseases

#### Module 14 Special Senses

Materials Covered: Special Senses Instructor Resources

Chapter 5 Theory and Practice of Therapeutic Massage page 239 Table 5-26

\*Assessment(s): Discussion 14

Homework 14

Learning Outcomes:

1. Identify the types of receptors found in the organs of sight and hearing.
2. Name and recognize the cranial nerves responsible for the major senses of smell, taste, sight, and hearing.

#### Week 15

Lecture Review

Lab Practical # 3

\*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

April 2020

## GENERAL EDUCATION OUTCOMES:

Program Learning Outcomes

PLO - OSHA and State Regulations- Comply with OSHA and current state regulations, security, privacy and confidentiality policies while modeling professional behaviors, ethics and appearance.

PLO - National Licensure- Successful completion of national licensure exam

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

##### Lecture Assignments **75% of total**

Tests 45%

Discussion 10%

Homework 10%

Comprehensive Final 10%

##### Lab Assignments **45% of total**

Quizzes 10%

Practical 15%

Total 100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

### GRADING SYSTEM:

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



### CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

## **STUDENT TESTING:**

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

## **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)