**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS / LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 4 weeks / 40 Clock Hrs. / 40 Lab Hrs.** | | | | | |
| **COURSE TITLE** | | | | **Review Date:** | |
| **Pharmacy Technician** | | | | **11/20/2015** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **AHP110** | **Human Anatomy and Physiology** | | | 40 | 40 |
| **COURSE DESCRIPTION:** Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions. Instructor may provide additional resources or materials as a part of the lesson plan.  **Prerequisite:** None  **Required Resources:**  **Text Books:** None  **Learning Resources Center materials are available**  **Instructional Methods:**  Lecture/Discussion  Audiovisual  Research  **Mode of Delivery:**  Residential  **Equipment**/**Technology/Software**  Utilization of power point presentations, media center websites, reference materials, and other technology as available  **COURSE OBJECTIVES:**  In this course, students will:   * Explain the form, function, and organization of human anatomical parts. * Identify the major parts of, skeletal joints, muscle, and the nervous system and explain the function of each. * Explain how bones, muscle, and nerves work together to generate movement. * Describe how human sensory organs work. * Describe the interactions among the organ systems in the human body. * Discuss how the human body transports, absorbs, and excretes gases, nutrients, wastes, and other vital substances. * Describe the structures and functions of the male and female reproductive and endocrine system. * Examine the role of cells, tissues, and membranes in the human body. | | | | | |
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|  | **Objectives to be covered** | **Lecture/ Labs** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | * The Human Body | **Lecture:**   * An Overview of Anatomy and Physiology * Anatomy * Physiology * Relationship between Anatomy and Physiology * Levels of Structural Organization * From Atoms to Organisms * Organ System Overview * Integumentary System * Skeletal System * Muscular System * Nervous System * Endocrine System * Cardiovascular System * Lymphatic System * Respiratory System * Digestive System * Urinary System * Reproductive System * Review Questions * Maintaining Life * Necessary Life Functions (pp. 7–9) * Maintaining Boundaries * Movement * Responsiveness * Digestion * Metabolism * Excretion * Reproduction * Growth * Survival Needs * Homeostasis * Homeostatic Controls * The Language of Anatomy * Anatomical Position * Directional Terms * Regional Terms * Anterior Body Landmarks * Posterior Body Landmarks * Body Planes and Sections * Body Cavities * Dorsal Body Cavity * Ventral Body Cavity * Other Body Cavities   **Laboratory:**   * Chapter review Questions | * Handout * Book Exercise |
| **Day 2** | * The Cell and Tissues | **Lecture:**   * Overview of the Cellular Basis of Life * Anatomy of a Generalized Cell * The Nucleus * Nuclear Envelope * Nucleoli * Chromatin * The Plasma Membrane * The Fluid Mosaic Model * Membrane Junctions * The Cytoplasm * Cytoplasmic Organelles * Mitochondria * Ribosomes * Endoplasmic Reticulum * Golgi Apparatus * Lysosomes * Peroxisomes * Cytoskeleton * Centrioles * Cell Extensions * Cilia and Flagella * Microvilli * Cell Diversity * Cell Physiology * Membrane Transport * Passive Processes: Diffusion and Filtration * Diffusion * Filtration * Active Processes * Active Transport * Vesicular Transport * Cell Division (pp. 81–83) * Preparations: DNA Replication * Events of Cell Division * Mitosis * Cytokinesis * Protein Synthesis * Genes: The Blueprint for Protein Structure * The Role of RNA * Transcription * Translation * Review Questions * Epithelial Tissue * Special Characteristics of Epithelium * Classification of Epithelium * Simple Epithelia * Simple Squamous Epithelium * Simple Cuboidal Epithelium * Simple Columnar Epithelium * Pseudostratified Columnar Epithelium * Stratified Epithelia * Stratified Squamous Epithelium * Stratified Cuboidal and Stratified Columnar Epithelia * Transitional Epithelium * Glandular Epithelium * Connective Tissue * Common Characteristics of Connective Tissue * Extracellular Matrix * Types of Connective Tissue * Bone * Cartilage * Dense Connective Tissue * Loose Connective Tissue * Areolar Tissue * Adipose Tissue * Reticular Connective Tissue * Blood * Muscle Tissue * Types of Muscle Tissue * Skeletal Muscle * Cardiac Muscle * Smooth Muscle * Nervous Tissue   **Laboratory:**   * Chapter Review Questions * Fill in the blank figures | * Handout * Book Exercise |
| **Day 3** | * The Integumentary System and body Membranes | **Lecture:**   * Classification of Body Membranes * Epithelial Membranes * Cutaneous Membrane * Mucous Membranes * Serous Membranes * Connective Tissue Membranes * The Integumentary System (Skin) * Functions of the Integumentary System * Structure of the * Epidermis * Dermis * Skin Color * Appendages of the Skin * Cutaneous Glands * Sebaceous (Oil) Glands * Sweat Glands * Hair and Hair Follicles * Hairs * Hair Follicles * Nails * Homeostatic Imbalances of Skin * Burns * Infections and Allergies * Skin Cancer * Basal Cell Carcinoma * Malignant Melanoma * Squamous Cell Carcinoma * **Laboratory** * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Day 4** | * The Skeletal System | **Lecture:**   * Bones: An Overview * Functions of the Bones * Classification of Bones * Structure of Bone * Gross Anatomy of a Long Bone * Microscopic Anatomy * Bone Formation, Growth, and Remodeling * Bone Fractures * Axial Skeleton * Skull * Cranium * Frontal Bone * Parietal Bones * Temporal Bones * Occipital Bone * Sphenoid Bone * Ethmoid Bone * Facial Bones * Maxillae * Palatine Bones * Zygomatic Bones * Lacrimal Bones * Nasal Bones * Vomer Bone * Inferior Nasal Conchae * Mandible * The Hyoid Bone * Fetal Skull * Vertebral Column (Spine) * Cervical Vertebrae * Thoracic Vertebrae * Lumbar Vertebrae * Sacrum * Coccyx * Thoracic Cage * Sternum * Ribs * Appendicular Skeleton * Bones of the Shoulder Girdle * Bones of the Upper Limbs * Arm * Forearm * Hand * Bones of the Pelvic Girdle * Bones of the Lower Limbs * Thigh * Leg * Foot * Joints * Fibrous Joints * Cartilaginous Joints * Synovial Joints * Types of Synovial Joints Based on Shape   **Laboratory**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Week 2** |  |  |  |
| **Day 1** | * The Muscular System | **Lecture:**   * Overview of Muscle Tissues (pp. 181–185) * Muscle Types (pp. 181–185) * Skeletal Muscle * Smooth Muscle * Cardiac Muscle * Muscle Functions (p. 185) * Producing Movement * Maintaining Posture and Body Position * Stabilizing Joints * Generating Heat * Additional Functions * Microscopic Anatomy of Skeletal Muscle * Skeletal Muscle Activity * Stimulation and Contraction of Single Skeletal Muscle Cells * The Nerve Stimulus and the Action Potential * Mechanism of Muscle Contraction: The Sliding Filament Theory * Contraction of a Skeletal Muscle as a Whole * Graded Responses * Muscle Response to Increasingly Rapid Stimulation * Muscle Response to Stronger Stimuli * Providing Energy for Muscle Contraction * Muscle Fatigue and Oxygen Debt * Types of Muscle Contractions—Isotonic and Isometric * Muscle Tone * Effect of Exercise on Muscles * Muscle Movements, Types, and Names * Types of Body Movements * Special Movements * Interactions of Skeletal Muscles in the Body * Naming Skeletal Muscles * Arrangement of Fascicles * Gross Anatomy of Skeletal Muscles * Head and Neck Muscles * Facial Muscles * Frontalis * Orbicularis Oculi * Orbicularis Oris * Buccinator * Zygomaticus * Chewing Muscles * Masseter * Temporalis * Neck Muscles * Platysma * Sternocleidomastoid * Trunk Muscles * Anterior Muscles * Pectoralis Major * Intercostal Muscles * Muscles of the Abdominal Girdle * Posterior Muscles * Trapezius * Latissimus Dorsi * Erector Spinae * Quadratus Lumborum * Deltoid * Muscles of the Upper Limb * Muscles of the Humerus That Act on the Forearm * Biceps Brachii * Brachialis * Brachioradialis * Triceps Brachii * Muscles of the Lower Limb * Muscles Causing Movement at the Hip Joint * Gluteus Maximus * Gluteus Medius * Iliopsoas * Adductor Muscles * Muscles Causing Movement at the Knee Joint * Hamstring Group * Sartorius * Quadriceps Group * Muscles Causing Movement at the Ankle and Foot * Tibialis Anterior * Extensor Digitorum Longus * Fibularis Muscles * Gastrocnemius * Soleus   **Laboratory:**   * Figure fill in the blanks * Chapter Review Question | * Handout * Book Exercise |
| **Day 2** | * The Nervous System | **Lecture:**   * Organization of the Nervous System * Structural Classification * Functional Classification * Nervous Tissue: Structure and Function * Supporting Cells * Neurons * Anatomy * Cell Body * Processes * Myelin Sheaths * Terminology * Classification * Functional Classification * Structural Classification * Physiology: Nerve Impulses * Electrical Conditions of a Resting Neuron’s Membrane * Action Potential Initiation and Generation * Transmission of the Signal at Synapses * Physiology: Reflexes * Central Nervous System * Functional Anatomy of the Brain * Cerebral Hemispheres * Cerebral Cortex * Cerebral White Matter * Basal Nuclei * Diencephalon * Brain Stem * Midbrain * Pons * Medulla Oblongata * Reticular Formation * Cerebellum * Protection of the Central Nervous System * Meninges * Cerebrospinal Fluid * The Blood-Brain Barrier * Brain Dysfunctions * Traumatic Brain Injuries * Cerebrovascular Accident * Spinal Cord * Gray Matter of the Spinal Cord and Spinal Roots * White Matter of the Spinal Cord * Peripheral Nervous System * Structure of a Nerve * Cranial Nerves * Spinal Nerves and Nerve Plexuses * Autonomic Nervous System * Somatic and Autonomic Nervous Systems Compared * Anatomy of the Parasympathetic Division * Anatomy of the Sympathetic Division * Autonomic Functioning * Sympathetic Division * Parasympathetic Division   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions |  |
| **Day 3** | * The Special Senses | **Lecture:**   * Anatomy of the Eye * External and Accessory Structures * Internal Structures: The Eyeball * Layers Forming the Wall of the Eyeball * Fibrous Layer * Vascular Layer * Sensory Layer * Lens * Physiology of Vision * Pathway of Light through the Eye and Light Refraction * Visual Fields and Visual Pathways to the Brain * Eye Reflexes * Anatomy of the Ear * External (Outer) Ear * Middle Ear * Internal (Inner) Ear * Equilibrium * Static Equilibrium * Dynamic Equilibrium * Hearing * Hearing and Equilibrium Deficits * Olfactory Receptors and the Sense of Smell * Taste Buds and the Sense of Taste   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Day 4** | * The Endocrine System | **Lecture:**   * The Endocrine System and Hormone Function—an Overview * The Chemistry of Hormones * Hormone Action * Direct Gene Activation * Second-Messenger System * Control of Hormone Release * Endocrine Gland Stimuli * Hormonal Stimuli * Humoral Stimuli * Neural Stimuli * The Major Endocrine Organs * Pituitary Gland * Hormones of the Anterior Pituitary * Pituitary-Hypothalamus Relationship * Hormones of the Posterior Pituitary * Thyroid Gland * Parathyroid Glands * Adrenal Glands * Hormones of the Adrenal Cortex * Hormones of the Adrenal Medulla * Pancreatic Islets * Pineal Gland * Thymus * Gonads * Hormones of the Ovaries * Hormones of the Testes * Other Hormone-Producing Tissues and Organs * Placenta   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Week 3** |  |  |  |
| **Day 1** | * The Blood | **Lecture:**   * Composition and Functions of Blood * Components * Physical Characteristics and Volume * Plasma * Formed Elements * Erythrocytes * Leukocytes * Platelets * Hematopoiesis * Formation of Red Blood Cells * Formation of White Blood Cells and Platelets * Hemostasis * Disorders of Hemostasis * Undesirable Clotting * Bleeding Disorders * Blood Groups and Transfusions * Human Blood Groups * Blood Typing   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Day 2** | * The Cardiovascular System | **Lecture:**   * The Heart * Anatomy of the Heart * Size, Location, and Orientation * Coverings and Walls of the Heart * Chambers and Associated Great Vessels * Heart Valves * Cardiac Circulation * Physiology of the Heart * Intrinsic Conduction System of the Heart: Setting the Basic Rhythm * Cardiac Cycle and Heart Sounds * Cardiac Output * Regulation of Stroke Volume * Factors Modifying Basic Heart Rate * Blood Vessels * Microscopic Anatomy of Blood Vessels * Tunics * Structural Differences in Arteries, Veins, and Capillaries * Gross Anatomy of Blood Vessels * Major Arteries of the Systemic Circulation * Arterial Branches of the Ascending Aorta * Arterial Branches of the Aortic Arch * Arterial Branches of the Thoracic Aorta * Arterial Branches of the Abdominal Aorta * Major Veins of the Systemic Circulation * Veins Draining into the Superior Vena Cava * Veins Draining into the Inferior Vena Cava * Special Circulations * Arterial Supply of the Brain and the Circle of Willis * Fetal Circulation * Hepatic Portal Circulation * Physiology of Circulation * Arterial Pulse * Blood Pressure * Blood Pressure Gradient * Measuring Blood Pressure * Effects of Various Factors on Blood Pressure * Neural Factors: The Autonomic Nervous System * Renal Factors: The Kidneys * Temperature * Chemicals * Diet * Variations in Blood Pressure * Capillary Exchange of Gases and Nutrients * Fluid Movements at Capillary Beds   **Laboratory:**   * Figure fill in the blanks * Project Heart Disease | * Handout * Book Exercise * In-service |
| **Day 3** | * The Lymphatic System | **Lecture:**   * Lymphatic Vessels * Lymph Nodes * Other Lymphoid Organs * Innate Body Defenses * Surface Membrane Barriers * Internal Defenses: Cells and Chemicals * Natural Killer Cells * Inflammatory Response * Phagocytes * Antimicrobial Proteins * Complement * Interferon * Fever * Adaptive Body Defenses * Antigens * Cells of the Adaptive Defense System: An Overview * Lymphocytes * Antigen-Presenting Cells * Humoral (Antibody-Mediated) Immune Response * Active and Passive Humoral Immunity * Antibodies * Basic Antibody Structure * Antibody Classes * Antibody Function * Cellular (Cell-Mediated) Immune Response * Organ Transplants and Rejection * Disorders of Immunity * Autoimmune Diseases * Allergies * Immunodeficiencies   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions * Project Heart Disease | * Handout * Book Exercise |
| **Day 4** | * The Respiratory System | **Lecture:**   * Functional Anatomy of the Respiratory * The Nose * Pharynx * The Larynx * Trachea * Main Bronchi * Lungs * The Respiratory Membrane * Respiratory Physiology * Mechanics of Breathing * Inspiration * Expiration * Respiratory Volumes and Capacities * Nonrespiratory Air Movement * Respiratory Sounds * External Respiration, Gas Transport, and Internal Respiration * External Respiration * Gas Transport in the Blood * Internal Respiration * Control of Respiration * Neural Regulation: Setting the Basic Rhythm * Nonneural Factors Influencing Respiratory Rate and Depth * Physical Factors * Volition (Conscious Control) * Emotional Factors * Chemical Factors * Respiratory Disorders * Chronic Obstructive Pulmonary Disease (COPD) * Lung Cancer   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Week 4** |  |  |  |
| **Day 1** | * The Digestive System and Body Metabolism | **Lecture:**   * Anatomy of the Digestive System * Organs of the Alimentary Canal * Mouth * Pharynx * Esophagus * Stomach * Small Intestine * Large Intestine * Accessory Digestive Organs * Teeth * Salivary Glands * Pancreas * Liver and Gallbladder * Functions of the Digestive System * Overview of Gastrointestinal Processes and Controls * Activities Occurring in the Mouth, Pharynx, and Esophagus * Food Ingestion and Breakdown * Food Propulsion—Swallowing and Peristalsis * Activities of the Stomach * Food Breakdown * Food Propulsion * Activities of the Small Intestine * Food Breakdown and Absorption * Food Propulsion * Activities of the Large Intestine * Food Breakdown and Absorption * Propulsion of the Residue and Defecation * Nutrition * Dietary Sources of the Major Nutrients * Carbohydrates * Lipids * Proteins * Vitamins * Minerals * Metabolism * Carbohydrate, Fat, and Protein Metabolism in Body Cells * Carbohydrate Metabolism * Fat Metabolism * Protein Metabolism * The Central Role of the Liver in Metabolism * General Metabolic Functions * Cholesterol Metabolism and Transport * Body Energy Balance * Regulation of Food Intake * Metabolic Rate and Body Heat Production * Basal Metabolic Rate * Total Metabolic Rate * Body Temperature Regulation * Heat-Promoting Mechanisms * Heat Loss Mechanisms   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Day 2** | * The Urinary System | **Lecture:**   * Kidneys * Location and Structure * Blood Supply * Nephrons and Urine Formation * Nephrons * Urine Formation * Glomerular Filtration * Tubular Reabsorption * Tubular Secretion * Characteristics of Urine * Ureters, Urinary Bladder, and Urethra * Ureters * Urinary Bladder * Urethra * Micturition * Fluid, Electrolyte, and Acid-Base Balance * Maintaining Water and Electrolyte Balance of Blood * Body Fluids and Fluid Compartments * The Link between Water and Salt * Regulation of Water Intake and Output * Electrolyte Balance * Maintaining Acid-Base Balance of Blood * Blood Buffers * Respiratory System Controls * Renal Mechanisms   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Day 3** | * The Reproductive System | **Lecture:**   * Anatomy of the Male Reproductive System * Testes * Duct System * Epididymis * Ductus Deferens * Urethra * Accessory Glands and Semen * Seminal Vesicles * Prostate * Bulbourethral Glands * Semen * External Genitalia * Male Reproductive Functions * Spermatogenesis * Testosterone Production * Anatomy of the Female Reproductive System * Ovaries * Duct System * Uterine (Fallopian) Tubes * Uterus * Vagina * External Genitalia and Female Perineum * Female Reproductive Functions and Cycles * Oogenesis and the Ovarian Cycle * Uterine (Menstrual) Cycle * Hormone Production by the Ovaries * Mammary Glands * Pregnancy and Embryonic Development * Accomplishing Fertilization * Events of Embryonic and Fetal Development * Effects of Pregnancy on the Mother * Anatomical Changes * Physiological Changes * Gastrointestinal System * Urinary System * Respiratory System * Cardiovascular System * Childbirth * Initiation of Labor * Stages of Labor * Stage 1: Dilation Stage * Stage 2: Expulsion Stage * Stage 3: Placental Stage   **Laboratory:**   * Figure fill in the blanks * Chapter Review Questions | * Handout * Book Exercise |
| **Day 4** | * Final Comprehensive Exam | * Final Comprehensive Exam | * Final Compressive Exam |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

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| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.