

**HINM 120 Concepts of Disease
Syllabus
Montgomery College/Takoma Park Campus**

INSTRUCTOR CONTACT INFORMATION

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Cell: (240) 426-2425 **(Please call between 5pm – 9 pm on weekdays. No calls after 9 pm.)**
Office Hours: I do not have an office on campus. If you would like to schedule an appointment, please contact me through **Course Mail**. I am happy to schedule either a phone or virtual office appointment.

COURSE DESCRIPTION

A survey course designed specifically for students enrolled in health programs. General principles, classification, causes, and treatment of selected disease processes are presented. Prerequisites: Admission to the health information management program or the diagnostic medical sonography program, or consent of program coordinator; BIOL 130 and BIOL 131 or HINM 115. Three hours each week. Formerly HI 135.

This course is three credit hours. This means you should be spending three hours in the classroom and nine hours outside of the classroom per week.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course (with a “C” or better), the student should be able to:

- Discuss basic alteration in cells and tissues.
- Identify alterations in immunity, cellular proliferation, fluid and electrolyte balance, neuronal transmission, sensory function and pain perception, ventilation and diffusion, perfusion, nutrition and elimination.
- Discuss degenerative changes in aging.
- Recognize complex pathophysiologic concepts.

COURSE FORMAT

This is an online course. Students will complete all quizzes and exams online. All exams and quizzes will be timed. **FACULTY RESERVES THE RIGHT TO MODIFY COURSE CONTENT, ASSESSMENTS, AND EVALUATION PROCEDURES AS DEEMED NECESSARY.**

TECHNICAL REQUIREMENTS

See the Blackboard orientation site for information on how to use Blackboard. There are some very helpful tutorials available.

REQUIRED MATERIALS (BOOKS AND SUPPLIES)

The required text book for this course is:

Carie A. Braun and Cindy M. Anderson, Applied Pathophysiology: A Conceptual Approach to the Mechanisms of Disease, 3rd Ed., 2017
ISBN: 9781496335869

Please note: Edition 2 does not have the same chapter assignment questions or case studies. Also, there are additional chapters in Edition 3 that are not in Edition 2.

Some students ask for optional resources. The following may be helpful:

1. *Pathophysiology Made Incredibly Easy* by Wolters Kluwer/Lippincott Williams & Wilkins. I believe Edition 5 (2013) is the most recent edition. Please do not purchase *Pathophysiology Made Incredibly Visual*. I am concerned that some of the information is incorrect.
2. In Course Content there is a section titled, Optional Learning Resources. Feel free to review these for your learning enrichment.

COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY

This course is divided into 18 chapters and 4 content exams. Every week's assignment (case studies) will contain:

- Chapter Lecture (Power Point)
- Discussion Question (due on Wednesdays)
- Discussion Participation (three separate responses to classmates on three separate days)
- Chapter Assignment – Case Studies (due on Sundays)
- Chapter Quiz (due on Sundays)
- **IMPORTANT NOTE: SOME DUE DATES INCLUDE THE COMPLETION OF TWO CHAPTERS. BE MINDFUL OF THE COURSE SCHEDULE.**

Students must complete ALL discussion questions, discussion participation, case studies, quizzes, and exams to receive a grade in the course. Skipping one of these elements will result in failing the course.

All content will be delivered via Blackboard.

QUIZZES AND EXAMS

The weekly quizzes will look familiar if you review the questions at the end of each chapter. A power point exam review will be provided for each exam. Students have found these reviews to be extremely helpful to their success in the course. Quizzes and exams are timed. Students have thirty minutes to take a ten-question quiz and 90 minutes to take a fifty-question exam. (Keep in mind your career certification exams allow one minute per question.) **ALL EXAMS WILL BE TAKEN ONLINE. MAKEUP EXAMS ARE NOT PERMITTED.**

READINGS

- Students should complete the chapter reading(s) and view the chapter Power Point (lecture) for each chapter before beginning the case study assignment.

- Students are encouraged to seek additional information for assignment completion on the Internet and/or at a Library. At the end of each chapter, there are several websites identified that contain additional information.

DISCUSSION QUESTION AND PARTICIPATION

- Chapter discussion questions are due by Wednesdays. The initial discussion question response should be relevant to the question, based on the literature, and contain research findings when applicable. Your discussion response should have at least two references. **Do not use quotes in your discussion questions! Use your own words. I want to know that you understand the information.** **Remember,** I am grading your work, not a published author's work.
- In addition to the initial discussion response, three participation responses are due for each question. The participation questions should present new information and not be a repeat of information from your initial response. Each participation post should have at least one reference.
- Cite your references using APA format.
- There is a rubric for this course activity.

ASSIGNMENTS – CASE STUDIES

- The assignments for this course have been designed for online distance education. Online assignments are contained on the Montgomery College Blackboard site.
- Before submitting your work, please submit your work to SafeAssign. You will have two attempts to make sure there is not a similarity index of more than 30%.
- Submit assignment answers in the designated assignment submission box.
- Do not use quotes in your assignments – use your own words.
- All assignments should have references.
- Cite your references using APA format.
- There is a rubric for this course activity.

APA FORMATTING

- When referencing sources, please be sure to use APA formatting.
- There are many helpful references on-line including Purdue Owl located at <https://owl.english.purdue.edu/owl/resource/560/01/>
- When referencing the course textbook, this is the correct format:
Braun, C., & Anderson, C. (2017). *Applied pathophysiology: A conceptual approach to the mechanisms of disease (3rd ed.)*. Baltimore: Wolters Kluwer.
- When referencing a website, this is the correct format:
Center for Disease Control. (n.d.). *Taking control of your diabetes*. Retrieved from <https://www.cdc.gov/diabetes/library/reports/prevention.html>

NB: n.d. means there is no date. Also, the author and name of the document were cited in addition to the URL. Please make sure you provide the author or responsible organization, year published, and the title of the document. **Note: An URL is not sufficient to use as a reference. If you only cite the URL you will not receive credit in the grading rubric.**

- When referencing an article, this is the correct format:
Inal, S., & Kelleci, M. (2012). Distracting children during blood draw: Looking through

distraction cards is effective in pain relief of children during blood draw. *International Journal of Nursing Practice*, 18, 210-219. doi: 10.1111/j.1440.172X.2012.0216.x

METHOD OF EVALUATION

The purpose of evaluating your work is not to punish or to reward. It is an effort to help you develop the necessary skills to criticize your own work. Students are encouraged to discuss their progress in the course with the Instructor.

Rubrics

Rubrics will be used in this course to determine if the student met the criteria for weekly assignments, discussion questions, and participation. The rubrics are located at the end of the syllabus.

Points for Coursework

The table below indicates the point distribution for assignments:

Item	Total Possible Points
Syllabus Quiz	10 points x 1 = 10
Discussion Question and Participation	15 points x 14 discussion & participation = 210
Chapter Assignment	25 points x 14 assignments = 350
Chapter Quiz	10 points x 14 quizzes = 140
Exam	100 points x 4 exams = 400
TOTAL POINTS	1110

Grading Scale

Points	Percentage	Grade
1021 – 1110	92 – 100	A
932 – 1020	84 – 91.9	B
865 – 931	78 – 83.9	C
721.5 – 864	65 – 77.9	D
0 – 721.4	0 – 64.99	F

Exams and quizzes will be given during the week indicated in the Course Schedule. **NO test grade will be dropped and NO test may be repeated at the student's request to raise a grade.**

If a student finds that he/she is unable to continue in the class, it is his/her responsibility to officially drop or withdraw from the class on or before the last day for such procedures as announced by and posted in the Records Office. **If a student does not officially drop or withdraw, he/she will receive a grade of "F" for the course.**

LATE SUBMISSION OF COURSEWORK

Out of fairness to learners who work hard to get high-quality work in on time despite all their personal and professional life challenges, **all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.** This is a HINM departmental policy. Please plan your time accordingly for the unexpected.

FACULTY EXPECTATIONS AND COURSE POLICIES

Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication

The accepted modes of communication with your Instructor are the Blackboard course email (preferred) and your Montgomery College email accounts. It is important you use these official email accounts to communicate with your Instructor. If you need to communicate with your Instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends.

Syllabus and Course Changes

The Health Information Management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. **The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary.** Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Participation and Contribution Policy

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course Instructor on the course start date. If the student does not submit assignments as directed, the Instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the Instructor.

Students are expected to regularly participate as directed by the Instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Discussion Board Participation

This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Submission of Course Work

It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines. Assignments must be typewritten and submitted via the Assignment Submission box in Blackboard. Tests may NOT be repeated at the student's request to raise a grade.

Grade of Incomplete

A student who completes most of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the Instructor to see if receiving an Incomplete (I) is warranted. If an Instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:

- 1) Click on "My Class Schedule" under Student Quick Links.
- 2) Select the current term.
- 3) Click on "View Drop Deadline Dates" at the bottom of the page.

Blackboard Technical Support

Technical Support for Blackboard issues can be found at the following website:

<http://cms.montgomerycollege.edu/distance/after/prepare/>

Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at 240-567-7222, press 2 to reach the Blackboard Help Desk.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. **The student cannot copy material directly from the course textbook or any other reference.** The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the Instructor before the **end of Week 1**. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R-CB122; or TP/SS-ST 122) **MUST** be submitted to the Instructor **before the end of Week 2**. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:

www.montgomerycollege.edu/dss

IMPORTANT STUDENT INFORMATION LINK

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

Please NOTE: Links to academic support services are:

<http://cms/montgomerycollege.edu/learningcenters/>

<https://cmsmontgomerycollege.edu/MLC/>

COURSE RUBRICS

Chapter Assignment Rubric – 25 points maximum total

NOTE: For Case Study ONLY weeks, the ‘Case Study’ section will be doubled and the Assignment Question section will not receive points.

Criteria	Poor	Fair	Good	Excellent
Case Study #1	0 None of the assignment question criteria were met	2 Some of the assignment question criteria were met.	4 Most of the assignment question criteria were met.	6 All assignment question criteria were met.
Case Study #2	0 None of the case study criteria were met	2 Some of the case study criteria were met.	4 Most of the case study criteria were met.	6 All of the case study criteria were met.
References & Support	0 No references or supporting experience.	2 Uses personal experience, but no references to readings or research to support comments.	4 Incorporates some references (at least 2) from the literature and personal experience to support comments.	6 Incorporates references (at least 3) from literature and possibly research studies to support comments.
Clarity & Mechanics	0 Contains multiple grammatical or spelling errors.	2 Some grammatical or spelling errors.	4 Minor grammatical or spelling errors	6 Free of grammatical or spelling errors.
APA Format	0 No APA format	0.5 Some APA formatting present	0.75 Most APA formatting present	1 All APA formatting present

Adapted from <http://www.udel.edu/janet/MARC2006/rubric.html>

Discussion Question and Participation Rubric – 15 points maximum total

Criteria & Points	Little or No Contribution	Some Contribution	Good Contribution	Excellent Contribution
DQ: Critical Analysis	0 Discussion question response shows no or little evidence that information from the literature was understood.	1.5 Discussion question response summarizes basic, correct information. Does not consider alternative perspectives or connections between ideas.	3 Discussion question response displays an understanding of the literature and underlying concepts. Considers alternative perspectives or connections between ideas.	4.5 Discussion question response displays an excellent understanding of the literature and underlying concepts. Considers alternative perspectives or connections between ideas and argues why one perspective is correct.
Participation: Meaningful Contributions	0 Did not post three responses in the discussion.	1.5 Posts three responses to discussion. Responses sometimes contribute to ongoing discussion. Posts on three separate days.	3 Posts three responses to discussion. Responses contribute to the ongoing discussion by affirming statements to readings or research with some thoughtful comments, questions, and anecdotes. Posts on three separate days.	4.5 Posts three responses to discussion. Responses stimulate and sustain further discussion by building a focused argument around a specific issue or asking a new related question or making an oppositional statement supported by readings or research. Posts on three separate days.
DQ & Participation: References & Support	0 No references or supporting experience.	1 Uses personal experience, but no references to readings or research.	2 Incorporates some references (at least one) from literature and personal experience.	3 Uses references (at least two) from literature and research to support comments.
DQ & Participation: Clarity, Mechanics, and APA Format	0 Contains multiple grammatical or spelling errors. No APA formatting.	1 Some grammatical, spelling, or APA formatting errors.	2 Minor grammatical, spelling, or APA formatting errors.	3 Free of grammatical, spelling, or APA formatting errors.

Adapted from: Vandervelde, J. (2016). Online discussion rubric. Retrieved from: <https://www2.uwstout.edu/content/profdev/rubrics/discussion/rubric.html>

**HINM120 Concepts of Disease
Course Schedule Spring 2019**

NOTE: This schedule is subject to change at Instructor's discretion and notifications will be posted in the Course *Announcements* section.

****ALL SUBMISSIONS ARE DUE AT 11:59PM ON THE DUE DATE****

Week #	CHAPTER(S)	DELIVERABLES
Week 1 1/22 – 1/27	Chapter 1: Introduction to Pathophysiology	<ul style="list-style-type: none"> • Discussion Question – due 1/23 • Discussion Participation – posted on three separate days due by 1/27 • Syllabus Quiz – due 1/27 • Chapter Assignment – due 1/27 • Chapter Quiz – due 1/27
Week 2 1/28 – 2/3	Chapter 3: Inflammation and Tissue Repair	<ul style="list-style-type: none"> • Discussion Question – due 1/30 • Discussion Participation – posted on three separate days due by 2/3 • Chapter Assignment – due 2/3 • Chapter Quiz – due 2/3
Week 3 2/4 – 2/10	Chapter 5: Infection	<ul style="list-style-type: none"> • Discussion Question – due 2/6 • Discussion Participation – posted on three separate days due by 2/10 • Chapter Assignment – due 2/10 • Chapter Quiz – due 2/10
Week 4 2/11 – 2/17	Chapter 7: Altered Cellular Proliferation and Differentiation (Cancer)	<ul style="list-style-type: none"> • Discussion Question – due 2/13 • Discussion Participation – posted on three separate days due by 2/17 • Chapter Assignment – due 2/17 • Chapter Quiz – due 2/17 • Exam #1 Review – available on-line
Exam #1	Chapters 1, 3, 5, 7	<ul style="list-style-type: none"> • Available 2/17 – 2/19 • Due completed by 2/19 11:59 pm
Week 5 2/18 – 2/24 NOTE: Double chapter week	Chapter 8: Altered Fluid and Electrolyte Balance Chapter 9: Altered Acid-Base Balance	<ul style="list-style-type: none"> • Discussion Question – due 2/20 • Discussion Participation – posted on three separate days due by 2/24 • Chapter Assignment – due 2/24 • Chapter Quiz – due 2/24 <p>NOTE: Information on both chapters has been combined for the deliverables.</p>
Week 6 2/25 – 3/3	Chapter 10: Altered Neuronal Transmission	<ul style="list-style-type: none"> • Discussion Question – due 2/27 • Discussion Participation – posted on three separate days due by 3/3 • Chapter Assignment – due 3/3 • Chapter Quiz – due 3/3

Week #	CHAPTER(S)	DELIVERABLES
Week 7 3/4 - 3/10	Chapter 11: Altered Mood, Attention, and Behavior Chapter 12: Altered Somatic and Special Sensory Function – ONLY read Pain (pages 287 – 294)	<ul style="list-style-type: none"> • Discussion Question – due 3/6 • Discussion Participation – posted on three separate days due by 3/10 • Chapter Assignment – due 3/10 • Chapter Quiz – due 3/10 • Exam #2 Review – available on-line <p>NOTE: Information on Pain has been integrated into the deliverables.</p>
3/11 – 3/17	Spring Break	
Exam #2	Chapters 8, 9, 10, 11	<ul style="list-style-type: none"> • Available 3/18 – 3/20 • Due completed by 3/20 11:59 pm
Week 8 3/18 – 3/24	Chapter 13: Altered Hormonal and Metabolic Regulation	<ul style="list-style-type: none"> • Discussion Question – 3/20 • Discussion Participation – posted on three separate days due by 3/24 • Chapter Assignment – due 3/24 • Chapter Quiz – due 3/24
Week 9 3/25 – 3/31	Chapter 20: Integrated Pathophysiologic Concepts (Diabetes)	<ul style="list-style-type: none"> • Discussion Question – due 3/27 • Discussion Participation – posted on three separate days due by 3/31 • Chapter Assignment – due 3/31 • Chapter Quiz – due 3/31
Week 10 4/1 – 4/7	Chapter 14: Altered Reproductive Function	<ul style="list-style-type: none"> • Discussion Question – due 4/3 • Discussion Participation – posted on three separate days due by 4/7 • Chapter Assignment – due 4/7 • Chapter Quiz – due 4/7 • Exam #3 Review – available on-line
Exam #3	Chapters 12 – Pain, 13, 20, 14	<ul style="list-style-type: none"> • Available 4/7 – 4/9 • Due completed by 4/9 11:59 pm
Week 11 4/8 – 4/14	Chapter 15: Altered Ventilation and Diffusion	<ul style="list-style-type: none"> • Discussion Question – due 4/10 • Discussion Participation – posted on three separate days due by 4/14 • Chapter Assignment – due 4/14 • Chapter Quiz – due 4/14
Week 12 4/15 – 4/21	Chapter 16: Altered Perfusion	<ul style="list-style-type: none"> • Discussion Question – due 4/17 • Discussion Participation – posted on three separate days due by 4/21 • Chapter Assignment – due 4/21 • Chapter Quiz – due 4/21
Week 13 4/22 – 4/28	Chapter 17: Altered Nutrition	<ul style="list-style-type: none"> • Discussion Question – due 4/24 • Discussion Participation – posted on three separate days due by 4/28 • Chapter Assignment – due 4/28 • Chapter Quiz – due 4/28

Week #	CHAPTER(S)	DELIVERABLES
<p>Week 14 4/29 – 5/5</p>	<p>Chapter 18: Altered Elimination</p>	<ul style="list-style-type: none"> • Discussion Question – due 5/1 • Discussion Participation – posted on three separate days due by 5/5 • Chapter Assignment – due 5/5 • Chapter Quiz – due 5/5 • COURSE EVALUATION – please take time to complete this and provide feedback. (Link will be provided in a MC email.) • Exam #4 Review – available on-line
<p>Exam #4</p>	<p>Chapters 15, 16, 17, 18</p>	<ul style="list-style-type: none"> • Available 5/8 – 5/10 • Due completed by 5/10 11:59 pm