



1. General Course Information

1.1 Course Details

| | |
|----------------------------|--|
| Course Code: | 1808NRS |
| Course Name: | Human Anatomy & Physiology II |
| Trimester: | Trimester 2, 2024 |
| Program: | Diploma of Health Care |
| Credit Points: | 10 |
| Course Coordinator: | Brock Grant |
| Document modified: | 28/05/2024 |

Course Description

1808NRS builds on and extends the knowledge obtained in 1805NRS - Human Anatomy and Physiology 1, with students investigating the structure and function of the human body and key body system. This involves the role of homeostasis in the maintenance of metabolism, the primary functions of the cardiovascular, respiratory, renal, reproductive and gastrointestinal systems, and the relevance of such knowledge to the maintenance of human health.

Professional practice in a range of health disciplines is underpinned and informed by knowledge and understanding of the anatomy and physiology of the human body. Changes to the body across the lifespan are also explored. Core concepts are taught using an integrated and exploratory approach to facilitate the ability of students to transfer, assimilate and utilise knowledge gained in this course to other courses within their program, and to apply what they have learnt to nursing practice.

Assumed Knowledge

There are no pre-requisites for 1808NRS.

1.2 Teaching Team

Your teacher/s can be contacted via email as below:

You will also find their email in the Teacher's tile on your Course Site.

| Name | Email |
|--------------|-------------------------------------|
| Brock Grant | Brock.grant@griffithcollege.edu.au |
| Tia Griffith | Tia.griffith@griffithcollege.edu.au |

1.3 Meet with your teacher

Your teacher is available each week to meet outside of normal class times. This is called consultation. Times that your teacher will be available for consultation will be found on the Teacher's tile on your Course Site.

1.4 Timetable

Your timetable is available on the Griffith College Digital Campus at My Apps, Timetable.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device such as laptop or tablet (mobile phones are not suitable). In addition, up-to-date browser access, a reliable high-speed internet connection with enough upload and download capacity, a webcam and headset including microphone are needed.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

The primary aim of 1808NRS is for students to understand the structure and function of the human body. This involves the role of homeostasis in the maintenance of metabolism, the primary functions of the cardiovascular, respiratory, renal, reproductive, and gastrointestinal systems, and the relevance of such knowledge to the maintenance of human health.



2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Using appropriate terminology, identify the key anatomical structures and explain the key physiological functions of the cardiovascular, respiratory, gastrointestinal, renal, and reproductive systems
2. Apply the knowledge of multifactorial mechanisms of homeostasis, including metabolism, temperature regulation, and fluid, electrolyte and acid-base balance, to explain how the body maintains a relatively stable state.



2.3 Graduate Capabilities and Employability Skills

For further details on the Graduate Capabilities and Employability Skills please refer to the [Graduate Generic Skills and Abilities Policy](#).

Griffith College is committed to producing graduates who are able to demonstrate progress toward the development of a number of generic skills / capabilities that will allow them to successfully continue their studies at the tertiary level. This set of skills includes employability related skills that will ensure graduates are capable in the workplace of the future.

Studies in this course will give you opportunities to begin to develop the following skills:

| Graduate Capabilities and Employability Skills | | | Focus within this course |
|--|-----------------------------------|--|--------------------------|
| Interacting with People | Teamwork | | |
| | Communication | | ✓ |
| | Respect for Culture and Diversity | | |
| Readiness for the Workplace | Problem Solving | | ✓ |
| | Planning and Organisation | | |
| | Creativity and Future Thinking | | |



3. Learning Resources

3.1 Required Learning Resources

Human Anatomy & Physiology II Workbooks & course material, which is located on the 1808NRS MyStudy course website on the Griffith College Student Portal.

3.2 Recommended Learning Resources

O'Loughlin, V., Bidle, T., & McKinley, M. (2022). *Anatomy & Physiology: An Integrative Approach* (4th ed.) New York: McGraw-Hill.

The DHC teaching team strongly recommends students use the on-line websites associated with the prescribed text.

As 1808NRS involves practical laboratory sessions, appropriate safety equipment such as laboratory gowns, safety glasses and enclosed shoes must be purchased and brought to each practical lesson.

3.3 College Support Services and Learning Resources

Griffith College provides many facilities and support services to assist students in their studies. Links to information about support resources that are available to students are included below for easy reference.

- [Digital Library](#) Databases to which Griffith College students have access to through the Griffith Library Databases.
- [Study Toolbox](#) there is a dedicated website for this course on the Griffith College Digital Campus.
- [Academic Integrity](#) Griffith College is committed to ensuring academic integrity is understood and maintained by all staff and students. All students learn about academic integrity through engagement with Academic Integrity online modules within the Academic and Professional Studies course.
- [Services and Support](#) provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.
- [Jobs and Employment](#) in the Student Hub can assist students with career direction, resume and interview preparation, job search tips, and more.
- [IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Information about your Learning

Preparation and Participation in Learning

You need to prepare before attending your scheduled Learning Experience (In Class). Work through the Learning Content (Before Class) prepared by your teacher which is found on the course site. Make sure you complete the Learning Activities (After Class) set each week. Active participation in your learning will enhance your success. Ask questions when something is unclear or when you want to bring some issue to your teacher's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Attendance

You are expected to actively engage in all learning experiences which underpin the learning content in this course. Attendance will be recorded by your teacher in each learning experience to ensure you are meeting the requirements of the program you are studying and/or your visa conditions. You are expected to engage with the learning content and learning activities outside of timetabled class times. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Learning Materials

Learning materials are made available to you in the course site. The learning materials are arranged in Modules. In each Module you will find Learning Content (Before Class), Learning Experiences (In Class) and Learning Activities (After Class). **Learning Content (Before Class)** will be engaged with prior to the scheduled **Learning Experience (In Class)**. This will ensure you are prepared for the scheduled Learning Experience (In Class) by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities (After Class)** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning Tasks (Assessments) in the course.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and engage with the course Learning Content (Before Class) even when you are not specifically asked to do so by your teacher. The weekly guide (below) will be helpful to organise your learning. This involves revising the weekly course Learning Content (Before Class) and completing the Learning Activities (After Class). It also means you will need to find additional information to evidence your learning beyond that given to you, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

Program Progression

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, students are engaged in their learning and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - [Program Progression Policy](#) - for more information].

International students enrolled in Language Development Modules (LDH100 / LDH200)

Successful completion of LDH100 and LDH200 is **required** to graduate with your Diploma award and progress to your Bachelor. If you do not achieve non-graded passes for these language modules your progression to your Bachelor will be affected. Please attend all your classes and submit your assessment.

Teacher and Course Evaluation

Your feedback is respected and valued by your teachers. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your teacher or by completing course and teacher evaluations via Griffith College's evaluation tool whenever these are available.



4. Weekly Guide: Learning Content, Learning Experiences and Learning Activities

The information below lays out how your learning will be organised throughout the trimester:

| Week | Learning Content (Before Class) | Learning Experiences (In Class) | Learning Activities (After Class) | Evidence of Learning (Assessment) | Learning Outcome |
|--|--|--|--|-----------------------------------|------------------|
| | | | | | |
| Module 1: Cardiovascular System | | | | | |
| 1 | Structure & function of the Cardiovascular System Introduction to the Cardiovascular System Cardiovascular circuits Heart anatomy Heart wall and coronary circulation Microscopic anatomy of cardiac muscle | Discussion of the course outline, course learning outcomes & evidence of learning task Team discussions of the primary function of each major structure within the heart, including the resulting effect should a structure stops working. Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience. | Course Text Chapter 19: Cardiovascular system: Heart pp.731 -750 Human Anatomy & Physiology workbook: Week 1 Viewing any supplementary material referenced on the moodle course page | Weekly online quiz (2% each) | 1,2 |
| | | Various activities such as jeopardy/kahoot quizzes, question bingo etc | | | |

| | | | | | |
|-------------------------------------|--|---|---|------------------------------|------|
| 2 | <p>Electrical activity of the Heart</p> <p>The heart's conduction system</p> <p>Conduction, action potentials and contraction</p> <p>Cardiac cycle</p> <p>Cardiac output</p> <p>Homeostatic control of cardiac output</p> | <p>Team discussions on the heart's anatomy, cardiovascular circuits & histology of cardiovascular tissue</p> <p>Human Anatomy & Physiology workbook - Week 2</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | <p>Course Text Chapter 19: Cardiovascular System: Heart pp. pp.750 – 775</p> <p>Human Anatomy & Physiology workbook: Week 2</p> <p>Viewing any supplementary material referenced on the Moodle course page</p> | Weekly online quiz (2% each) | 1, 2 |
| 3 | <p>Blood vessels, circulation & lymphatics</p> <p>Blood vessel structure and function</p> <p>Capillary Exchange</p> <p>Blood flow, resistance and blood pressure</p> <p>Lymphatics</p> | <p>Team discussions of the vascularisation of the CVS, fluid exchange & blood flow</p> <p>Human Anatomy & Physiology workbook - Week 3</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | <p>Course Text Chapter 20 & 21: CVS: Vessels and Circulation & Lymphatic System</p> <p>Human Anatomy & Physiology workbook: Week 3</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | Weekly online quiz (2% each) | 1, 2 |
| Module 2: Respiratory System | | | | | |
| 4 | <p>Structure & function of the Respiratory System</p> <p>Introduction to the Respiratory System</p> <p>The lungs and respiration</p> <p>Introduction to pulmonary ventilation (breathing)</p> | <p>Team discussions on the conductive and respiratory pathways of the lungs & how they achieve respiration</p> <p>Human Anatomy & Physiology workbook - Week 4</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> | <p>Course Text Chapter 23: Respiratory System</p> <p>Human Anatomy & Physiology workbook - Week 4</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | Weekly online quiz (2% each) | 1, 2 |
| | | <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | | | |

| | | | | | |
|---------------------------------------|--|---|--|------------------------------|------|
| 5 | <p>Lung volumes, capacity & the physiology of breathing</p> <p>Mechanics of pulmonary ventilation (breathing)</p> <p>Volume and capacity</p> <p>Alveolar and systemic gas exchange</p> <p>Gas transport</p> <p>Respiratory control</p> | <p>Team discussions on the multistep process of pulmonary ventilation & the transport of O₂ & CO₂ around the body.</p> <p>Human Anatomy & Physiology workbook - Week 5</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | <p>Course Text Chapter 23: Respiratory System</p> <p>Human Anatomy & Physiology workbook - Week 5</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | Weekly online quiz (2% each) | 1, 2 |
| Module 3: GIT & Metabolism | | | | | |
| 6 | <p>Structure & function of the Digestive System</p> <p>Introduction to the Digestive System</p> <p>Histology of the gastrointestinal tract (GIT)</p> <p>Actions of the oral cavity, salivary glands and teeth</p> <p>Actions of the pharynx, esophagus, stomach & intestines</p> <p>Role of secondary digestive organs such as the pancreas and the gall bladder</p> | <p>Team discussions on how the primary and accessory digestive organs facilitate the breakdown & absorption of key nutrients and minerals.</p> <p>Human Anatomy & Physiology workbook - Week 6</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | <p>Course Text Chapter 26: Digestive System</p> <p>Human Anatomy & Physiology workbook - Week 6</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | Weekly online quiz (2% each) | 1, 2 |

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|---------------------------------|---|--|--|---|------|
| 7 | <p>Nutrition & Metabolism</p> <p>Introduction to nutrition</p> <p>Metabolism</p> <p>Macronutrient metabolism</p> <p>Heat (temperature) regulation</p> <p>Digestion of carbohydrates, proteins, lipids and nucleic acids</p> | <p>Team discussions on the general mechanisms in which organisms acquire and utilise the basic nutrients required for survival and their primary use within biological systems.</p> <p>Human Anatomy & Physiology workbook - Week 7</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | <p>Course Text Chapter 27: Nutrition & Metabolism</p> <p>Human Anatomy & Physiology workbook - Week 7</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | <p>Weekly online quiz (2% each)</p> <p>Written Assignment (40%)</p> | 1, 2 |
| Module 4: Urinary System | | | | | |
| 8 | <p>Renal structure and function</p> <p>Introduction to the Urinary System</p> <p>Kidneys</p> <p>Blood and filtered fluid flow</p> <p>Glomerular filtration</p> <p>Regulation of Glomerular filtration rate (GFR)</p> <p>Tubular reabsorption & secretion</p> <p>Urine formation, transport, storage and elimination</p> | <p>Team discussions on the general structures & the mechanisms in which the nephrons filter the blood, where key solutes are reabsorbed and the formation of urine.</p> <p>Human Anatomy & Physiology workbook - Week 8</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning</p> | <p>Course Text Chapter 24: Urinary System</p> <p>Human Anatomy & Physiology workbook - Week 8</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | <p>Weekly online quiz (2% each)</p> | 1, 2 |

| | | | | | |
|---|--|---|--|------------------------------|------|
| 9 | <p>Fluid, electrolytes & pH</p> <p>Introduction to fluids, electrolytes & acid-base balance (pH)</p> <p>Body fluids</p> <p>Fluid balance</p> <p>Electrolyte & Acid-base balance (pH)</p> | <p>Team discussions on pH control, fluid balance and the movement of key solutes in the body.</p> <p>Human Anatomy & Physiology workbook - Week 9</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> | <p>Course Text Chapter 25: Fluid and Electrolytes</p> <p>Human Anatomy & Physiology workbook - Week 19</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | Weekly online quiz (2% each) | 1, 2 |
| | | <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | | | |
| Module 5: Reproduction & Development | | | | | |
| 10 | <p>Reproduction & Development</p> <p>Introduction to the Reproductive System</p> <p>Male reproductive system</p> <p>Female reproductive system</p> <p>Pregnancy</p> <p>Labour</p> | <p>Team discussions on the primary and secondary sexual organs, endocrinological control of puberty, gametogenesis & the menstrual cycle.</p> <p>Human Anatomy & Physiology workbook - Week 10</p> <p>Various activities such as jeopardy/kahoot quizzes, question bingo, etc</p> <p>Both individually & in pairs, begin working through the 1808NRS workbook with any work not completed in class to be set as a learning experience</p> | <p>Course Text Chapter 28: Reproductive System Chapter 29: Development, Pregnancy & Heredity</p> <p>Human Anatomy & Physiology workbook - Week 10</p> <p>View any supplementary videos posted on the 1808NRS course page</p> | Weekly online quiz (2% each) | 1, 2 |

4.1 Practical Laboratory Classes

The laboratory component of the course introduces the students to practical lessons pertaining to anatomy & physiology. It is expected of all students to complete the relevant workbook questions before attending each lab, then completing the remaining questions during each respective practical lesson. The laboratory workbook can be purchased from the bookstore or printed from the 1808NRS MyStudy site and must be brought to each laboratory session. Failure to have the relevant workbook may result in exclusion from the lab.

If you are unable to attend a Lab for extenuating reasons you will be required to submit evidence explaining any absence (e.g. medical certificate) to the lead laboratory demonstrator. Students who miss a lab will be required to complete the relevant workbook section in their own time and have it checked and signed off by their tutor before the next consecutive lab.

Students will work in small teams to analyse experiments and develop problem solving skills, with the content covered in the lab classes being assessed during the mid-trimester and final examinations. An attendance roll will be maintained for all lab classes. Students are expected to attend their scheduled laboratory class, punctuality is important.

Whilst in the lab, students must comply with all workplace and laboratory health and safety protocols & all instructions provided by the laboratory demonstrators or members of the laboratory technical service team. Additionally, Shoes appropriate for a nursing clinical laboratory session must be worn in all 1808NRS laboratory sessions.

Failure to comply with health and safety instructions or the instructions of your laboratory demonstrators within the lab will result in excluded from the laboratory session.

Students must complete the on-line modules for workplace health and safety for Griffith University labs and submit the certificate of completion for "Student Basic Health & Safety Induction" and "Health Lab Induction" before the first laboratory session. Students may be required to bring their prescribed textbook and laboratory workbook to laboratories. Information regarding the Human Anatomy & Physiology workbooks will be provided on the course site, and in the first lecture.



5. Evidence of Learning (Assessment)

5.1 Evidence of Learning Summary

| | Evidence of Learning (Assessment) | Weighting | Learning Outcome | Due Date |
|---|-----------------------------------|--------------------|------------------|-----------|
| | | | | |
| 1 | Weekly Online Quiz | 2% each, 20% total | 1, 2 | Weekly |
| 2 | Written Assignment | 40% | 1, 2 | Week 7 |
| 3 | End of Trimester Exam | 40% | 1, 2 | Exam Week |

5.2 Evidence of Learning Task Detail

You are required to **submit your own work** for marking. All planning, notes and drafts need to be retained so they can be presented to your teacher if requested.

Tools that generate course content or extensively enhance a student's English language capability are not permitted to be used. Web applications such as ChatGPT, Google Translate, Grammarly and Youdao (or equivalent services) are not permitted for outright assessment creation, translation, or extensive language assistance purposes. In addition, Wikipedia, Baidu, Weibo and WeTalk are not permitted to be used.

Students should follow all teacher directions about the use of Generative Artificial Intelligence (Gen-AI) tools in relation to formative and summative assessment tasks (including how to cite Gen-AI tools, if relevant). It should be noted that Turnitin provides teaching staff with a Gen-AI percentage indicator as well as an Originality Report which detects plagiarism.

1. Evidence of Learning Task 1: Weekly quizzes (20%)

Task Type: Online quizzes

Due Date: Weekly

Weight: 20% (2% each quiz), Marked out of 10

Duration: 10 Questions 10 mins

Task Description: Weekly online quizzes are designed to assist students memorisation and understanding of anatomy & physiology in a formative manor. Each quiz is worth 2% each and serves to reinforce & promote the content taught in that week whilst simultaneously providing students with instantaneous feedback regarding their progress throughout 1808NRS. Each quiz will be conducted in-class at the end of that weeks lesson respectively.

Criteria and Marking: Students are assessed on that week's course material.

Submission: Online quiz

2. Evidence of Learning Task 2: Written Assignment (40%)

Task Type: Written Assignment

Due Date: Monday Week 7

Weight: 40%, Marked out of: 40

Length: (1500 words)

Task Description: For this assignment students will be provided with a selection of brief clinical case scenarios and be required to answer a series of questions based on these scenarios. The aim of this assignment is to apply the knowledge you have developed from material covered in weeks 1-5 of this trimester. Students will have an opportunity to discuss their understanding of the anatomy and physiology of the cardiovascular and respiratory systems and how they function together to maintain homeostasis. A full explanation and comprehensive detail about this Evidence of Learning Task is located in the Evidence of Learning Task section on the course website.

Criteria and Marking: There is a 1500-word limit for this written assignment. Word limits for Evidence of Learning Tasks need to be strictly adhered to. The word limit for an assessment task includes in text citations, tables and quotations. The word limit DOES NOT include the reference list. Please note the marker will cease marking your submitted work once they have reached the allocated word limit.

Submission: Turnitin via the course site

3. Evidence of Learning Task 3: Final Examination (40%)

Task Type: Examination

Due Date: Exam Week

Weight: 40%, Marked out of: 70

Duration: (2 hrs)

Task Description: The end of trimester exam is designed to assess the knowledge and understanding of the core concepts covered throughout the entire trimester, provided to students in the form of learning objectives presented at the beginning & end of every lesson.

Criteria and Marking: Students are assessed on the core concepts covered in learning experiences, inclusive of anatomical structures, physiological processes and analysis of data pertaining to human systems.

Submission: In-person, closed book exam

In order to pass this Course, students must:

- A. Attempt and submit all assessment items.
- B. Demonstrate assurance of learning of all Learning Outcomes through graded evidence of learning tasks by achieving a course total $\geq 50\%$

5.3 Late Submission

An Evidence of Learning Task submitted after the due date, without an approved extension from the teacher, will be penalised. The standard penalty is the reduction of the mark allocated to the Evidence of Learning Task by 5% of the maximum mark applicable for the Evidence of Learning Task, for each calendar day that the task is late. Evidence of learning tasks submitted more than seven calendar days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > [Assessment Policy](#) for guidelines and penalties for late submission.

5.4 Other Information about Evidence of Learning

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the Course.

Requests for extension

To apply for an extension of time for an evidence of learning task, you must submit an [Application for Extension of Assignment](#) form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. [Griffith College Student Medical Certificate](#)]. Please refer to the Griffith College website – [Policy Library](#) for guidelines regarding extensions and deferred Evidence of Learning Tasks.

Return of Evidence of Learning Tasks

1. Marks awarded for in-trimester evidence of learning tasks, except those being moderated externally with Griffith University, will be available on the course site within fourteen [14] days of the due date. This does not apply to the final evidence of learning task in this course (marks for this task will be provided with the final course result).
2. Students will be advised of their final grade through the Digital Campus. Students can review their final exam papers after student grades have been published. Review of final exam papers will not be permitted after the final date to enrol.

3. Marks for **all** evidence of learning tasks including the final exam (if applicable) will be recorded in the Course Site and made available to students through the Course Site.

The sum of your marks of evidence of learning tasks in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College Evidence of Learning Tasks-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

[Assessment Policy](#), [Special Consideration](#), [Deferred Assessment](#), [Alternate Exam Sitings](#), [Medical Certificates](#), [Academic Integrity](#), [Finalisation of Results](#), [Review of Marks](#), [Moderation of Assessment](#), [Turn-it-in Software Use](#). These policies can be accessed within the [Policy Library](#)

Academic Integrity Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your teachers and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of an allegation of a breach of academic integrity being made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the Griffith College Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Griffith College website - Policy Library > [Academic Integrity Policy](#)

Reasonable Adjustments for Evidence of Learning Tasks – The Disability Services policy

The [Disability Services policy](#) (accessed within the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to Evidence of Learning Tasks for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

This course follows Griffith College and Griffith University Workplace Health and Safety Laboratory guidelines.

The aim of workplace health and safety is to make sure that people do not get sick or injured at the workplace. The legislation dealing with this in Queensland is called the Workplace Health and Safety Act, 1995. Anyone who can affect workplace health and safety has an obligation under this Act.

As a student, you have an obligation to yourself and others to undertake activities in a safe manner. You must follow instructions which are provided for safety. You must not put yourself or anyone else at risk. Care especially needs to be taken when you are performing activities which can affect others. Additional Laboratory Rules if applicable will be available on the course site via the Griffith College Digital Campus.

It is imperative that students follow all health and safety procedures & clinical nursing guidelines, as well as any staff instructions given whilst in the lab.

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Note: Griffith College acknowledges content derived from Griffith University in Diploma level courses, as applicable.