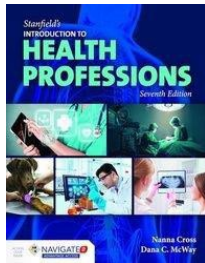# Syllabus
# HPRS-1201-102IN
# Introduction to Health Professions
# Fall 2020
# Internet (100% online)

**Instructor Information:** Darlene Alexander A.A.S., CMA, RMA. dalexander@com.edu
Office 409-933-8231

**Student hours and location:** Mondays and Tuesdays 1:00pm-3:00pm Virtual **(TEAMS)**

**Required Textbook:**



Stansfield's Introduction to the Health Professions
Author: Nanna Cross; Dana McWay
Publisher: Jones & Barlett Learning,
LLC ISBN-13: 978-1-28-409880-8
Publication Date: August 10, 2016

## Course Description:
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

## Course requirements:
1. Log into Blackboard at least twice a week to check for Announcements and email (login into Office 365 for
email), review the Learning Module content, and complete all graded activities.
2. Complete and submit all graded activities within the time limit prescribed by the i nstructor. Graded activities and their due dates are indicated in the Course Schedule t oward the end of this document
but are subject to revision if circumstances (such as hurricanes) dictate.
3. **Maintain an average of 75% or better.** Students are responsible for submitting weekly graded activities within the date/time parameters indicated in the Course Schedule. Blackboard quizzes may or may not be reopened once the due date has elapsed.
4. The final exam will be administered as indicated on the Course Schedule

**Determination of Course Grade/Detailed Grading Formula:**
Discussions, assignments, chapter quizzes, and final exam. The Grading Rubric for graded activities are found on the course menu. Quizzes and exams are self-grading by Blackboard.

**Grading Scale:**

| Chapter Assignments | 20% | | A = 90 - 100.00 |
|---|---|---|---|
| Discussions | 15% | | B = 80 - 89.99 |
| Quizzes | 15% | | C = 75 - 79.99* |
| Project | 10% | | D = 60 - 74.99 |
| Blogs | 10% | | F = 0 – 59.99 |
| Final Exam | 30% | | |
| **Total** | **100%** | | |

**\* A minimum final grade of "C" is required to pass this course.**
*A student must receive a "C" (75%) or better". If a student receives a grade of a "D", or "F" for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program*

**Late Work:** Late work is defined as work not turned in when a student is present in class. All work is due on the day it is given. Any assignment not turned in on time will be considered late. All homework assignments are due on the assigned day – no exceptions! Homework assignments not turned in will be given a grade of zero.

**Make-Up Policy:** If a student misses a graded activity due to an emergency absence, or illness (of the student), it is the student's responsibility to promptly arrange for makeup work. Parameters for up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. It is also at the instructor's discretion to deduct points on late submissions. Keep in mind, you must contact the instructor and make arrangements for submission. Do not expect the instructor to remind you.

The College has a number of computer labs available for student use. Access to technology necessary for completion of graded
activities should not be an issue. Public libraries are also a viable option. Should you choose to use your own personal technology, **you assume the risk**.
Personal technology issues are not a valid excuse for
not completing assignments. Tablets and cellular phones are highly discouraged when attempting quizzes and exams. Work
on assignments early during the grading week and contact the instructor if you have issues. Give the instructor a reasonable amount of time to respond – reasonable is 24 hours.
The final exam **will not** be re-opened.

**Weekly Quizzes:** <u>**Please Note –**</u>The week begins on Monday and ends Sunday at midnight. Therefore, weekly quizzes should be submitted no later than Sunday of the week in which information: they appear on the calendar. I will e-mail you if I make any adjustments to the calendar. <u>***Quizzes cannot be made up. If you miss a quiz you will not receive a grade and it might affect your average.***</u>

<u>***Mid-term and Exam make-ups will not be allowed unless there is an emergency (of the student), and I must be notified before the time of the exam.***</u>

**Attendance Policy:** College of the Mainland recommends logging into courses at least 2 or 3 times per week to read content and complete graded activities. It is the responsibility of the student to maintain the pace of the course prescribed in the Course Schedule and to submit all graded activities before or by its due date. Students not logging into the course 2 to 3 times a week can be dropped at the instructor's discretion.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email/Course Email tool. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Student Learning Outcomes:**
1. Identify the roles of various health care professionals.
2. Outline state and national credentialing and licensing requirements.
3. Describe legal and ethical issues affecting the practice of health care professionals
4. Give examples of professionalism.
5. Define the rights and responsibilities of health care professionals.

**General Education Core Objectives Table:**
Students successfully completing this course will demonstrate competency in the following Core Objectives:
1. Communication Skills - Develop, interpret, and express ideas through written, oral, and visual communication.
2. Critical Thinking Skills - To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
3. Teamwork - To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

| SLO | Maps to Core Objective | Assess by Activity |
|---|---|---|
| **SLO #1:** | **Communication Skills:** Students will effectively develop, interpret, and express ideas through written, oral and visual communication (written, oral, and visual). | Chapter assignments and Discussions |

| SLO #2: | **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, inquiry & the ability to analyze, evaluate & synthesize information | Chapter assignments, Discussions, and Quizzes |
|---|---|---|
| SLO #3: | **Teamwork:** Students will consider different points of view and work effectively with others to support a shared purpose or goal. | Discussion project (paired) |

**Academic Dishonesty Policy:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that assignment and the student will be referred to the Dean of Students for the appropriate disciplinary action.

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Ms. Kay Frieze at 409-933-8414, kfrieze@com.edu

**Course Schedule**: Fall 2020

| Wk | Due Date | Content | Graded Activities |
|---|---|---|---|
| 1 | Aug 30, 2020 | • Chapters 1-5 | • Assignments<br>• Discussions<br>• Quizzes<br>• Syllabus Review |
| 2 | Sept 6, 2020 | • Chapters 6-10 | • Assignments<br>• Discussions<br>• Quizzes |
| 3 | Sept 13 9, 2020 | • Chapters 11-15 | • Assignments<br>• Discussions<br>• Quizzes |
| 4 | Sept 20, 2020 | • Chapters 16-20 | • Assignments<br>• Discussions<br>• Quizzes |
| 5 | Sept 27, 2020 | • Chapters 21-25 | • Assignments<br>• Discussions<br>• Quizzes |

| 6 | Oct 4, 2020 | • Chapters 26-30 | • Assignments<br>• Discussions<br>• Quizzes |
|---|---|---|---|
| 7 | Oct 11, 2020 | • Chapters 31-35 | • Assignments<br>• Discussions<br>• Quizzes |
| 9 | Oct 15, 2020 | • **Review all chapters** | • **Final Exam** |

**Grade Appeal Process:**
Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the Student Handbook under "Grade Appeal."
*An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:**
College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:**
Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520. The Office of Services for Students with Disabilities is located in the Student Success Center**.**

**Counseling Statement:**
Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**Textbook Purchasing Statement:**
A student attending College of the Mainland is not under any obligation to purchase a textbook from the college affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:**
Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8-week session is October 7th, November 23rd for 16-week courses and December 3rd for the 2nd 8-week session.

**FN Grading:**
The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

**Early Alert Program:**
The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Course Delivery & Expectations:**
All class time for this course will be spent interacting with course content via Blackboard primarily by reviewing the Learning Module content; exploring supplemental multimedia self-assessments such as learning games and publisher chapter practice quizzes; completing weekly quizzes; and posting a response to discussion prompts or weekly group discussions.

To successfully complete this course, you will need to plan to spend at least 6 hours per week interacting with course content.

**COVID-19 Statement:**
All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site (www.com.edu/coronavirus). Students are required to watch a CDC training video on COVID-19, complete the self-screening survey, and acknowledge the safety guidance at COM's Self-Screen and Report site (www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a self-screening survey prior to each campus visit. Finally, students,

faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report form.

**Tardiness Policy:**
Failure to interact with course content via Blackboard as indicated on the Course Schedule and module overview pages in Blackboard can likewise negatively impact a student's final course grade.

 **Student Conduct Policy:**
College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found under Student's Rights and Responsibilities in the online Student Handbook. Students are expected to be familiar with and a bide by the Student Code of Conduct. Online students should always act in a professional manner. Electronically disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may r esult in dismissal from this class.

**Plagiarism Policy:**
Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving pr oper citation, copying directly from a website and pasting it into your submission, or using some one else's words without quotation marks. Any assignment containing plagiarized material will receive a **grade of zero,** and the student will be referred to the Dean of Students for the appropri ate disciplinary action. This includes copying another student's post on discussion boards. If you use outside resources, cite them.

**Course Communication:**

**Online course communication will be conducted through the Blackboard Email tool.** When emailing the instructor, it is important to use the "Course Email" tool in the course menu because the course and section number is automatically included. The Blackboard email tool sends communications to Outlook or Office 365. No emails are maintained in Blackboard. For this reason, you should check your COM email account on a regular basis. The login icon for "Office 365" is located on the COM homepage under the "Get Connected" section. Any email sent to the instructor outside of COMemail will be answered inside of COM Email only. You must monitor and respond to instructorinitiated Blackboard email within 2 **business** days. The instructor will likewise monitor and respond to Blackboard **student-initiated** email within 2 **business** days
at a minimum. Business days do not include weekends or during periods when COM is officially closed. Email sent to the instructor by entities outside of the Medical Assistant Department on b ehalf of students will be answered within 3-5 business days.

**Instructor Feedback:**
Feedback on discussions and assignments will typically be provided within 1 week of the submission through the My Grades tool located in the course menu.

Feedback on Quizzes and Exams is provided immediately upon submission on Blackboard by accessing the My Grades tool on located in the course menu.

**Success Tips for Students:**
Interaction Expectations: Because this is an online course, all the weekly allotted time (at least 6 hours) for this course will be spent interacting with course content via Blackboard primarily by completing weekly quizzes, posting responses to discussion prompts or group case studies, and by reviewing the Learning Module content.

Additionally, this means students must take more initiative for their own learning and employ **good time management and organizational skills**. Students also need to take more initiative in asking questions about anything they do not understand about the course, the content or graded assignments.

**Useful Websites:**

- [Blackboard Support](http://de-support.com.edu/requests): http://de-support.com.edu/requests
- [IT Helpdesk](https://www.com.edu/its): https://www.com.edu/its
- [All Student Resources](https://www.com.edu/students):  https://www.com.edu/students
- [Library](https://libguides.com.edu): https://libguides.com.edu
- [Bookstore](http://www.combookstore.com/home):  http://www.combookstore.com/home
- [NetTutor](https://www.com.edu/help-center):  https://www.com.edu/help-center
- [Disability Services](https://www.com.edu/counseling/disability-services): https://www.com.edu/counseling/disability-services
- [The Tutoring Center](https://www.com.edu/tutoring): https://www.com.edu/tutoring
- [Computer Labs](https://www.com.edu/computer-labs): https://www.com.edu/computer-labs

**Netiquette:**
When communicating via the online mechanisms of this course, it is important to remember those communications are conducted in a public forum and should present a level of professionalism reflective of that forum. At a minimum such communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.). For more information, visit the [Core Rules of Netiquette](#).

**Technology Requirements:**
Mozilla Firefox is the recommended browser for Blackboard and can be downloaded from [mozilla.](#) (http://www.mozilla.org/en-US/firefox/new/). Chrome browser is also compatible. Download Chrome from [google](#). Microsoft Edge browser is not recommended for use with Blackboard at this time.

Students will need Internet access for the successful completion of this course. A hard-wired (Ethernet) connection is recommended since wireless connections are prone to interference and can disconnect you from a test in Blackboard. Tablets and cellular phones are highly discouraged when attempting quizzes and exams. College of the Mainland has Computer Labs for students to use in case you are unsure of your personal system.

Additional requisite skills include:

- navigating within Blackboard and to external websites
- opening PDF documents
- downloading and editing documents using Office 365 Word
- posting to the Discussion Forum and replying
- attaching and submitting documents using the assignment upload tool
- completing quizzes and exams in Blackboard
- monitoring your progress in the course through the My Grades tool
- communicating with your instructor using the Course Email tool
- submitting a support request to Blackboard or COM IT, if needed
- creating and editing PowerPoint slides (project)
- downloading and installing software (apps), if needed, e.g., COM's free Office 365 Office Suite

Routine monthly Blackboard Maintenance and system-wide issues are posted on the Blackboard login page.

**Campus Technology Outage Policy:**
Occasionally the College may experience emergency technology outages. Instructors are notified about campus-wide issues affecting Blackboard and COM network problems; however, should an outage prevent you from completing any required course work, you should notify the instructor and monitor the course announcements and COM email for any quiz or assignment extensions. In case of an emergency or technology outage that is campus-wide, students will have an opportunity to submit assignments as long as they are submitted within the newly designated due date.