



HPRS-1201-102IN
Introduction to Health Professions
Fall 2023
Internet/Online

Instructor Information: Darlene Alexander A.A.S., CMA, RMA

Student hours and location: Wednesday, 1:00-3:00 pm, Virtual

Required Textbook: Stanfield's Introduction to the Health Professions Author: Nanna Cross; Dana C. McWay; Publisher; Jones & Barlett Learning, LLC; ISB978-1-284-21945-6.

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 Brightspace content twice a week to check for Announcements and e-mail, review the Learning Module content, and complete all graded activities.
2. Complete and submit all graded activities within the time limit prescribed by the instructor. Graded activities and their due dates are indicated in the Course Schedule toward 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. Brightspace quizzes may or may not be re-opened 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 is 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	20%		C = 75 - 79.99*
Project	15%		D = 60 - 74.99
Final Exam	30%		F= 0 - 59.99%
Total	100%		

*** A minimum final grade of “C” is required to pass this course.**

The Medical Assisting program use a competency-based evaluation process that provides the students with three attempts to pass. If the student completes a competency on their first attempt, the student would earn a grade of 100%. If the student completes on their second attempt, the student would earn a grade of 90%. If the student completes on their third attempt, the student would earn a grade of 80%. Should the competency not be passed with an 80% or higher, the student will be required to repeat the course. Competency evaluations are averaged at the end of term for the student’s final grade. 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

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 make-up work. Parameters for make-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 to 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.

Attendance Policy: It’s recommended to log 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. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

Student Learning Outcomes:

SLO	Learning Outcomes	Maps to Core Objective	Assess by Activity
SLO #1:	Identify the roles of various health care professionals.	Communication Skills	Assignments
SLO #2:	Outline state and national credentialing and licensing requirements.	Critical Thinking Skills	Quizzes
SLO #3:	Describe legal and ethical issues affecting the practice of health care professionals.	Communication Skills	Discussion project
SLO #4:	Give examples of professionalism.	Critical Thinking Skills	Assignments
SLO #5:	Define the rights and responsibilities of health care professionals.	Critical Thinking Skills	Test

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 appropriate disciplinary action.

Student Concerns: 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 Carrier at 409-933-[8414](tel:409-933-8414), kcarrier3@com.edu

Course Outline:

Intro To Healthcare Professions

Wk.	Due Date	Content	Graded Activities
1	Sept 3, 2023	<ul style="list-style-type: none"> • Chapters 1-5 	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes • Syllabus Review
2	Sept 10, 2023	<ul style="list-style-type: none"> • Chapters 6-10 	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes

3	Sept 17, 2023	• Chapters 11-15	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes
4	Sept 24, 2023	• Chapters 16-20	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes
5	Oct 1, 2023	• Chapters 21-25	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes
6	Oct 8, 2023	• Chapters 26-30	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes
7	Oct 15, 2023	• Chapters 31-36	<ul style="list-style-type: none"> • Assignments • Discussions • Quizzes
8	Oct 16-19, 2023	Final Exam	Final Exam

This schedule is subject to change at the discretion of the instructor

Institutional Policies and Guidelines

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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 careers. 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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Counseling Statement: Any student 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 also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Warning 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 Warning 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.

Resources to Help with Stress: If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

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 in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Online students should act in a professional manner at all times. 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 result 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 proper citation, copying directly from a website, and pasting it into your submission, or using someone 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 appropriate disciplinary action. This includes copying another student's post on discussion boards. If you use outside resources, cite them.

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.

Course Communication:

Messaging: Online course communication will be conducted through the Brightspace/D2L Messages tool. The Course E-mail link is located in the Course Menu Bar. Any email sent to the instructor outside of Brightspace will be answered inside of Brightspace email only. You must monitor and respond to instructor initiated Brightspace e-mail within 2 business days. The instructor will likewise monitor and respond to Brightspace student-initiated e-mail 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 behalf of students will be answered within 3-5 business days.

Feedback on graded activities will typically be provided within 1 week of the submission. Feedback on Quizzes and Exams is provided immediately upon submission on Brightspace by accessing the My Grades tool on the Course Menu Bar.

Course Delivery & Expectations: All class time for this course will be spent interacting with course content via Brightspace 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.

Success Tips for Students:

Interaction Expectations: Because this is an online course, all of the weekly allotted time (at least 6 hours) for this course will be spent interacting with course content via Brightspace 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:

- Student Resources: <https://www.com.edu/students>
- Library and Bookstore: <https://libguides.com.edu>
- Distance Education FAQs in Parature Knowledge Base: <https://com.parature.com>
- NetTutor: <https://www.com.edu/help-center>
- Disability Services: <https://www.com.edu/counseling/disability-services>
- Speaking, Reading, & Writing Center: <https://www.com.edu/srwc>

Online Policies:

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, go to: <http://www.studygs.net/netiquette.htm>.

Students will need Internet access for successful completion of this course. The College of the Mainland has Computer Labs for students to use.

Campus Technology Outage Policy: Occasionally the College may experience emergency technology outages. Should this occur during a Quiz, you will need to notify the instructor that you will need the Quiz to be reset. Students are responsible for completing all course work such that due dates can be met. In case of an emergency 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.