



## Introduction to Health Occupations

Online HOC130

FL 2019

**Number of Credits:** 3

**Contact Phone-**517-796-8531 (office)

**Days Class Meets:** Monday-Sudnay

**517-260-4810 (cell)**

**Meeting Times:** Monday-Sunday

**Contact Email:** [ruttkofeatherm@jccmi.edu](mailto:ruttkofeatherm@jccmi.edu)

**Location:** Online

**Office Hours:** Monday 9-1pm

**Instructor:** Heather Ruttkofsky, MA, RVT

**Online:** Cengage Mindtap

**Office:** JW 234

### Course Description

This course will provide the student with an overview of the health care field. Information that is covered serves as a solid foundation for all students in health sciences or health occupations; regardless of the particular health care profession they are interested in pursuing. Topics include: careers in health care, legal and ethical responsibilities, professionalism, interactions between and reactions of patients in normal and altered states, patient and personal safety, and cultural diversity.

### Prerequisite(s)

None.

### Course Goals

To obtain an introduction to healthcare professions, legal and ethical issues, and general healthcare tasks.

### Course Objectives/Competencies

Demonstrate understanding of the diversity and interdependence of the world's peoples and cultures (GEO-7), through exploring diverse cultures and discussing the impact of cultures in communities and abroad.

Demonstrate knowledge of health care systems and careers in health care through research and creating a career profile

Demonstrate understanding of HIPAA, ethics and legal responsibilities through exploring ethical dilemmas and discussing the impact dilemmas have behaviors and patient care.

Demonstrate knowledge and application of communication techniques, human growth and development, patient and personal safety through exploring all stages of life and safety procedures.

## Textbook

- Simmers DHO Health Science, Custom Text for Jackson College by Louise Simmers, Karen Simmers-Nartker, and Sharon Simmers-Kobelak with Mind Tap access. **BUNDLE ISBN: 9781337911559**

**Text Book Zero!** This text is available to rent or purchase in digital format through the JC Bookstore.

## Extras

**Microphone, Video Recording Device, Renting or buying movie crash.**

## Grading Procedure

Students will be evaluated and assessed by their performance on quizzes, written assignments, discussion, and final exam. **A minimum score of 85% is required for competency activities(comp).**

Element	Points
Career Investigation/ Profile (comp)	100
Ethical Paper (comp)	100
Crash Movie Review (comp)	100
Cultural Diversity Assignment (comp)	100
Chapter Test Yourself Mindtap (comp)	15 each
Safety Promotion Activities (Mindtap) (comp)	10 each
Class Discussions	10 each
Mock Interview Video (comp)	2 points
Optional Points	1-2 points TBA
Final Exam	100

**The Final Exam is timed and can be accessed only one time.** Students should understand the exam will not be reset. Be sure you have a reliable Internet connection and sufficient time to complete the exam. ALSO, be sure your operating system is one of the recommended ones.

**The Final exam will be available the week before the last day of class. This is a comprehensive exam over all chapters. It must be completed by 11:59 pm the night before the last session**

## Grading Scale

GPA	GRADE RANGE
2.0	75-79%
1.5	70-74%
4.0	94-100%
1.0	65-69%
3.5	89-93%
0.5	60-64%
3.0	85-88%
0.0	0-59%
2.5	80-84%

### Mind Tap (Optional Activities)

Mindtap activities are highly recommended to effectively learn the material. Be sure to set up your access ASAP. The first section of each chapter of Mind Tap includes Check Yourself and Quick Check activities. The next section is called “Study Time” and provides numerous activities/games to assist in learning the material. These activities will also help you prepare for the final exam.

### Mind Tap (Required Activity)

At the end of the section you will find the Test Yourself quiz, Personal and Patient Promotion of Safety activities (see course schedule)

### JetNet (Required Activities)

Career investigation, Ethical Paper, Crash Movie Review, Cultural Diversity Assignment/Presentation, Forum Discussions/Presentations (see course schedule)

### Failure

If you are taking this course toward entry into a second admit program, please see the program application to determine the required grade in this course. Additionally, please know that if you do

not pass this class, although you can repeat, you may not earn points on your second admit program application.

### **Academic Honesty Policy**

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

**Plagiarism is defined as the failure to give credit for the use of material from outside sources.**

**Plagiarism includes but is not limited to:**

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

**Cheating is defined as obtaining answers/material from an outside source without authorization.**

**Cheating includes, but is not limited to:**

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

### **Course Management**

Learning is a process. We will use small steps when learning new content. In the course, we use the following learning plan "**Learn**"-Engage in new material with lessons and textbook readings **Explore** "**Practice Activities**"-Engage in interactive practice activities. The activities will show the student and teacher strengths and weaknesses as the student moves towards competency. The information may shape how the teacher supports the student and how the student modifies his or her practices. Some activities are required and some are optional (see syllabus for required activities) "**Evaluations**"-Exams are designed to evaluate and categorize level of knowledge and skills. The information may shape how the teacher and student modify learning processes where needed.

To be assured of success within this course, students should make note of all assignments and due dates. Be sure you record all dates on your calendar. Students should be aware that assignments should

not be attempted without first completing Mind Tap chapter overview and reviewing the PowerPoint lectures.

If you are struggling in the course, you should contact your instructor as soon as possible to discuss options.

## Makeup Policy

Over the course of the semester there will be assignments you will be completing. These will be handed in to your instructor during the face to face meeting time.

Assignments submitted after the due dates are not accepted for grading. Please watch due dates on all assignments as these are worth 40% of your total grade.

## Help

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

## Calendar

**This course is designed to support individual learning needs. You may work ahead or take the extra time you need to reach the competencies of the course. Milestones are in place to provide pacing and support student success. If a milestone is missed weekly due dates will be enforced. The default due date will be every Sunday @ 11pm EST**

Module	Date	Topic	Homework
1	September 22	Health Care Systems; Health Care Careers; Health Care Worker	<b>Optional Activities</b>  <b>Learn and Explore:</b> Chapter 1-4 (Mindtap); Jetnet learn activities  <b>Required Activities</b>  <b>Evaluation/Create:</b> Mindtap Check yourself; Test yourself Chapter 1-4; Career Investigation profile/Investigation

			<b>Forum:</b> Introduction Discussion & “Healthcare for All?”
<b>2</b>	<b>September 22</b>	Human Growth and Development	<p><b>Optional Activities</b></p> <p><b>Learn and Explore:</b> Chapter 8 &amp; 10 (Mindtap); Jetnet learn activities</p> <p><b>Required Activities</b></p> <p><b>Evaluation/Create:</b> Mindtap Test yourself Chapter 8-10;</p> <p><b>Forum:</b> None</p>
<b>3</b>	<b>September 22</b>	Legal and Ethical Responsibilities	<p><b>Optional Activities</b></p> <p><b>Learn and Explore:</b> Chapter 5 (Mindtap); Jetnet learn activities</p> <p><b>Required Activities</b></p> <p><b>Evaluation/Creat:</b> Mindtap Test yourself Chapter 5; Crash Movie Review/Summary; Ethics Review/Essay</p> <p><b>Forum:</b> Big Blue Button Webinar (optional)</p>
<b>4</b>	<b>October 20</b>	Cultural Diversity	<p><b>Optional Activities</b></p> <p><b>Learn and Explore:</b> Chapter 9 (Mindtap); Jetnet learn activities</p> <p><b>Required Activities</b></p> <p><b>Evaluation/Create:</b> Mindtap Test yourself Chapter 9; Cultural Diversity Assignment</p> <p><b>Forum:</b> Cultural Diversity Presentation via FlipGrid or other video recording platform(determined by instructor)</p>
<b>5</b>	<b>October 20</b>	Personal and Patient Promotion of Safety	<p><b>Optional Activities</b></p> <p><b>Learn and Explore:</b> Chapter 14-17 (Mindtap); Jetnet learn activities</p> <p><b>Required Activities</b></p>

			<p><b>Evaluation/Create:</b> Mindtap Test yourself Chapter 14-17; Screenshot of earned certificates in: fire-safety, first aid, blood borne pathogens; HIPPA (HIPPA is found in Mindtap Course library for ProTrainings online and classroom)</p> <p><b>Forum:</b> None</p>
6	October 20	Preparing for the World of Work	<p><b>Optional Activities</b></p> <p><b>Learn and Explore:</b> Chapter 18 (Mindtap); Jetnet learn activities</p> <p><b>Required Activities</b></p> <p><b>Evaluation/Create:</b> Mindtap Test yourself Chapter 18;</p> <p><b>Forum:</b> Mock Interview via Flipgrid or Big Blue button (all hybrid sections will be face to face)</p>
7	October 24		<p><b>Final Exam (located in MindTap) Accumulative</b></p> <p>Big Blue Button Webinar (optional)</p>

### Important Dates: FL 2019

Day and evening classes begin	Sept. 3, 2019
Semester Dates	Sept. 3 – Dec. 19, 2019
Learning Days	Aug. 28-30, 2019
In-Service Day	Sept. 17, 2019
Pathway Showcases Day	Oct. 4, 2018
Thanksgiving Break	Nov. 27 – Dec. 1, 2019
End of Fall Semester	Dec. 19, 2019
Grades Due	Dec. 21, 2019

### Student Responsibilities

Students are expected to be prepared for each module and to participate with corresponding discussions. It is presumed by the facilitator that assignments, including reading, will be completed on time and prior to lecture material on subjects being presented; such preparations allow the student the best learning

opportunities to understand material presented and pose questions in areas requiring clarity. Reading assignments do not replace lecture content nor do the lectures replace or eliminate the need to complete reading assignments.

### **Attendance Policy**

**IMPORTANT Attendance dates: If you do not log in a minimum of one day per week or miss 2 consecutive class sessions you will be DROP from the course and not allowed remittance.**

If you are not present at the beginning of class or leave early, you will risk missing class discussions and participation points. Online students have the flexibility to move in and out of class day or night. Participation points are awarded through participation in discussions. Lack of attendance in class places the student at risk of missing important updates and announcements. It is the responsibility of the student to catch up and learn of any missed information.

Additionally, in compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

### **Participation/Progress Symbols**

- H – The student is not doing acceptable work and needs **H**elp to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.
- V – The instructor **V**erifies that the student is participating and doing acceptable work.

### **Caveat**

Please be sure to stay on top of assignment due dates as make-ups will not be permitted..

## **Course Agreement**

### **Introduction to Health Occupations**

I have received the syllabus for HOC130 and have read and understand the course requirements.

**Please post a response in the Introduction/syllabus forum stating that you have read the syllabus and agree to the requirements of this class.**