Introduction to Health Occupations

Online HOC130.I60

FL2020

Number of Credits: 3

Days Class Meets: Tuesday-Monday 10/27/2020 – 12/19/2020

Meeting Times: Online-asynchronous

Location: Online via JetNet

Instructor: Stacy VanRiper, RT(R)

Office: Virtual Office

Contact Phone: None; see email to contact me

Contact Email: vanripestacyl@jccmi.edu

Office Hours: As needed via BBB (Big Blue Button)

Online: JetNet and Cengage MindTap

Students should not hesitate to contact me as needed. I will reply within 24-36 hours unless notice is otherwise given. vanripestacyl@jccmi.edu

Please read this syllabus to the very end (nine pages total). There is a *Required Course Agreement* with instructions on how to complete the agreement.

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

1. Demonstrate knowledge of health care systems and careers in health care through research and creating a career profile.
2. Demonstrate knowledge and application of communication techniques, human growth and development, patient and personal safety through exploring all stages of life and safety procedures.

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

4. Demonstrate understanding and respect 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.

Textbook

Two methods for obtaining your digital textbook.

- Method 1: You have registered (or not Opted-Out) for Follett ACCESS, in which case course material costs are covered as a fee you are charged when you register for class. If this is your situation, you will/or have received an email with an access code to access your digital text. https://www.jccmi.edu/bookstore/student-services-follett-access/
- Method 2: If you opted-out of Follett ACCESS, you need to order your digital textbook online through the JC bookstore. https://www.jccmi.edu/bookstore/
- Simmers DHO Health Science Updated 8th Edition, author Louise Simmers, Karen Simmers-Nartker, and Sharon Simmers-Kobelak with Mind Tap access. Cengage Publishing

Supplemental Material Requirements

Renting or buying movie Crash.

JetNet Required Activities

See JetNet weekly assignments

JetNet Optional Materials

Each topic has ample optional materials to assist with your learning of the core material for the respective topic.

MindTap Required Activities

While reading your chapter sections in MindTap, you will encounter **Quick Check activities** that are required if they have a RED DOT. At the end of the section you will find the required **Test Yourself** quiz.

- **Quick Checks** are mini-quizzes that help to be sure you retain and comprehend the material that is associated with the learning outcomes. All questions in Quick Checks can be answered multiple times in order to achieve the correct answer. Only Quick Checks that have a RED DOT are required.
- **Test Yourself** activities are found at the end of every chapter. You have one attempt at these tests, and you have two chances to choose the correct answer.
- The above required exercises are much easier if you perform them AFTER you have read the chapter associated with the activity.

Mind Tap Optional Activities

Any activity without a RED DOT and says Practice is an optional/practice activity. These activities will help you prepare for the final exam as study aids, but they are optional.

Final Exam

The final exam is timed and can be accessed one time only. Students should understand that 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 browser is one of the recommended ones. https://www.jccmi.edu/information-technology/supported-browsers/

The Final exam will be available the week before the last day of class. It must be completed one day prior to the last day of class. This is a comprehensive exam over all chapters. It must be completed by 11:59 pm EST on Friday December 18, 2020.

Grading Procedure

Students will be evaluated and assessed by their performance on MindTap activities, written assignments, discussion, and final exam.

Assignment	Points Each	Total Points
Career Investigation/ Profile (Competency 1)	75	75
Physician's Dilemma (Competency 3)	50	50
Crash Movie Review (Competency 4) OR Cultural Diversity Assignment (Competency 4)	100	100
Say This, Not That (Competency 2)	50	50
Chapter Test Yourself MindTap	13-25	213
Quick Check Activities MindTap	varies	218
Class Discussions-Forums	5-15	45
Final Exam	100	100
TOTAL POINTS POSSIBLE		851

Grading Scale

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

Failure

If you are taking this course toward entry into a second admit program, please see the program application to determine the required grade for 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

Plagiarism, the submission of someone else's writing, whether purchased, borrowed, directly copied, or paraphrased, may result in a failing grade and can be grounds for removal from this class. Self-plagiarism, otherwise known as recycling a paper or work from another course is also punishable with a failing grade. Students must submit valid evidence of the writing process for each assigned formal essay.

Cases of plagiarism are dealt with by the instructor on an individual basis; the instructor will make decisions regarding the student's ability to correct the problem. *ALL cases of plagiarism are reported to the Office of the Academic Dean.* Any of the following actions may result in a failing grade for this class:

- copying a phrase or sentence or paragraph(s) from ANY source and not citing the source

- borrowing ideas – either verbally or in writing – and not giving credit for them
- submitting work you haven't written yourself and claiming credit for it
- using any sort of print or electronic or other sources – including Web material or Internet sources – without proper citation
- committing any form of dishonesty involving computer and/or electronic technology
- submitting work in this class that has been submitted in any other class, either at JCC or elsewhere (also known as self-plagiarism)
- neglecting or forgetting to cite sources in correct MLA format

ANY STUDENT COMMITTING ANY ACT OF ACADEMIC DISHONESTY, INCLUDING BUT NOT LIMITED TO PLAGIARISM IN ANY FORM, MAY FAIL THIS COURSE AND WILL BE REPORTED TO THE OFFICE OF THE ACADEMIC DEAN.

Course Management

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 Chapter readings and Mind Tap chapter overview. If needed, use available Optional Materials in each module.

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

Makeup Policy

Assignments submitted after the due dates are not accepted for grading. Please watch due dates on all assignments.

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

Academic Advising

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. Please e-mail JCCSS@jccmi.edu or visit the Accommodations for Students with Disabilities web page.

Calendar

*This course is designed to allow learners to work ahead if they so wish. All JetNet assignments and all MindTap activities are opened and can be completed ahead of schedule. There **are** due dates in order keep all students at a minimum required pace. Due dates are **firm and final for all students.** No late assignments are accepted. This three-credit course is delivered in 7-weeks (vs the former 12/15 weeks) and requires attention, discipline, focus, and good time management skills.*

Module	Module Dates	Topic	Homework
Module 1 **Week 1 – 2**	October 27- Nov 9th	Health Care Systems; Health Care Careers; Health Care Worker	**Learn:** Read Chapter 1-4 (MindTap) JetNet optional learning materials **Activities and Evaluations** MindTap Quick Checks, Test Yourself Activities for Chapter 1-4 Career Investigation profile/Investigation **Forum**: Introduction Discussion & "Healthcare for All?"
Module 2 **Week 3**	Nov 10-16th	Human Growth and Development Communication	**Learn:** Read Chapter 8 & 10 (MindTap) Jetnet optional learning materials **Activities and Evaluations** MindTap Quick Checks, Test Yourself Activities Chapter 8-10 "Say This, Not That!" H5P assignment **Forum**: None
Module 3 **Week 4**	Nov 17-23rd	Legal and Ethical Responsibilities	**Learn:** Read Chapter 5 MindTap JetNet Optional learning Materials **Activities and Evaluations** MindTap Quick Checks, Test Yourself Chapter 5 Physician's Dilemma HIPAA **Forum:** How Ethical Dilemmas Affect Our Patients or Ourselves
	Nov 25-29	Thanksgiving Break	**NO CLASS**

Module 4 Week 5	Nov 30-Dec 7th	Cultural Diversity	**Learn:** Read Chapter 9 MindTap JetNet Optional Materials **Activities and Evaluations** MindTap Quick Checks, Test Yourself Activities for Chapter 9 Movie "Crash" and Review Assignment **Forum**: Cultural Diversity
Module 5 Week 6	Dec 8-14th	Personal and Patient Promotion of Safety	**Learn:** Read Chapter 14-17 (MindTap) Jetnet Optional learning materials **Activities and Evaluations** MindTap Quick Checks, Test Yourself Chapter 1for Chapters 4-17 **Forum**: None
Module 6 Week 7	Dec 15-18th	Final Exam	**Final Exam (located in MindTap) Cumulative** **Due Date: Friday December 18 (no exceptions)**

Important Dates: FL 2020

Semester Dates	August 31 – December 19, 2020
HOC130.I50 Course Dates	August 31 – October 19, 2020
Labor Day – no classes	September 5 – 7, 2020
Thanksgiving Break – No Classes	November 25 – 29, 2020

<u>Student Responsibilities</u>

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.

<u>Attendance Policy – Participation Policy</u>

For online courses: Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation

that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline. In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

IMPORTANT Attendance dates: If you do not log in a minimum of one day per week you will be DROPPED from the course and not allowed remittance. If you do not engage in academic activity, you will be DROPPED. If a student has not engaged in academic activity over a two-week timeframe, the instructor will input a last date of attendance for that student, who will then be DROPPED.

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

Accessibility
Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the Jackson College accessibility web page.

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the Center for Student Success web page.

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Course Agreement

Introduction to Health Occupations

I have received the syllabus for HOC130, 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.