



**Course Name: Introduction to Health Occupations**

**Course number and section: HOC130.I60**

**Fall 2021**

**Number of Credits:** 3

**Days Class Meets:** Monday-Sunday 10/26/2021 - 12/18/2021

**Meeting Times:** Online-asynchronous

**Location/Venue:** Online via JetNet

**Instructor:** Stacy VanRiper RT(R)

**Contact Phone:** see email to contact me

**Contact Email:** vanripestacyl@jccmi.edu

**Online Office Hours:** by appointment in BBB

---

## **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

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

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

- Simmers DHO Health Science Updated 8th Edition, Author Louise Simmers, Karen SimmersNartker, and Sharon Simmers-Kobelak with MindTap access. Cengage Publishing. (See below as textbook is provided with your Cengage unlimited).
- You will be signed up for Cengage unlimited, which provides your textbook and your access to the Cengage learning platform, MindTap. You can access your book through your Cengage account, or you can access it through the link provided in your JetNet course. Learn about the new textbook program at JC Learn new textbook program at JC For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu)

## Extras

Renting or buying the Movie Crash for assignment

## JetNet Required Activities

See JetNet weekly assignments

## JetNet Learning Materials and Assessments

Along with reading the assigned chapters each week, you will occasionally find a link to a video or to a Powerpoint presentation. These learning materials are required to be viewed, and they will assist you in your course assessments/quizzes. Each module contains a discussion forum (except Module 5) and a Quiz. The content and the results of your quiz should help you prepare for the final exam. Quizzes are timed and can be taken one time only. There are also written assignments for you to complete and submit

## JetNet Optional Materials

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

## MindTap Optional Learning Material

While reading your chapter sections in MindTap, you will encounter several types of activities that are not required. These are for practice only. Some questions that you answer for practice could be seen on your JetNet Quizzes. The recommended practice activities are designated as such. Check Yourself activities are usually done prior to reading your chapter. All questions can be answered multiple times in order to achieve the correct answer. These are ungraded practice activities. Test Yourself activities are found at the end of every chapter. All questions in these activities can be answered multiple times in order to achieve the correct answer. These are ungraded practice activities. Quick Checks are optional activities – for practice only; no points awarded.

## 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 enough time to complete the exam.

ALSO, be sure your browser is one of the recommended ones.

<https://www.jccmi.edu/informationtechnology/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 12/18/2021**

## Grading Procedure

Students will be evaluated and assessed by their performance on Quizzes, written assignments, discussions, and final exam.

<b>Assignments</b>	<b>Points Each</b>	<b>Total Points</b>
Knowledge Check	10	10
Engagement Plan	10	10
Empathy Video and Discussion Forum	15	15
Career Investigation/ Profile (Competency 2)	75	75
Physician's Dilemma (Competency 3)	50	50
Crash Movie Review (Competency 1)	100	100
Say This, Not That (Competency 4)	50	50
JetNet Quizzes (8)	20-35	215
Weekly Class Discussions-Forums (Intro, Diversity, Ethics)	5-15	45
Final Exam	260	260
<b>Total Course Points Possible</b>		<b>830</b>

## Grading Scale

<b>GPA</b>	<b>GRADE RANGE</b>
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

## **Failure**

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

## **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**

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**

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

## 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](mailto: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 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.

A traditional three credit, 15-week class would meet for three hours a week and you would be expected to complete 3-6 hours of additional work outside of the scheduled class time. This would include reading assignments, study time, written assignments, student forums, and quizzes. The time commitment for the same three credit course taught in a 7-week timeline is doubled. Please keep this in mind. This is a fast-paced course; don't fall behind, as you cannot make up missed assignments.

## Makeup Policy

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

## 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](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page

## 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- Participation Policy

### For online sections

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.

## Caveat

A statement that advises students that some revisions may be necessary during the course. School closing policies, instructor illness and other procedural improbabilities are described for students.

## 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.

\*Calendar timelines and assignments are an approximation and could be changed. Notice will be given.

Module	Module Dates	Topic	Homework
<b><u>Module 1</u></b> <b>Week 1 &amp; 2</b>	October 26 <sup>th</sup> -Nov 7 <sup>th</sup>	Health Care Systems; Health Care Careers; Health Care Worker	<p><b>Learn:</b> Read Chapter 1-4 (MindTap) JetNet optional learning materials MindTap Quick Checks, Check Yourself, and Test Yourself Activities for Learning material</p> <p><b>Learn:</b> Begin Reading Chapter 1-4</p> <p><b>Activities and Evaluations:</b> Engagement Plan Knowledge Check</p> <p><b>Forum:</b> Introductory Forum</p> <p>The above activities have a due date of <b>10/31</b></p> <p><b>Activities and Evaluations</b> -Chapter 1-4 Quizzes in JetNet -Career Investigation profile/Investigation</p> <p><b>Forum:</b> "Healthcare in the US"</p>
<b><u>Module 2</u></b> <b>Week 3</b>	Nov 8 <sup>th</sup> - 14 <sup>th</sup>	Human Growth and Development  Communication	<p><b>Learn:</b> Read Chapter 8 &amp; 10 (MindTap) Jetnet optional learning materials</p> <p>MindTap Quick Checks, Check Yourself, and Test Yourself Activities for Learning material</p> <p><b>Activities and Evaluations</b> -Chapter 8-10 quizzes in JetNet -"Say This, Not That!" H5P assignment</p> <p><b>Forum:</b> Empathy Discussion</p>

<p><b>Module 3</b> <b>Week 4</b></p>	<p>Nov 15<sup>th</sup>- 21<sup>st</sup></p>	<p>Legal and Ethical Responsibilities</p>	<p><b>Learn:</b> Read Chapter 5 MindTap JetNet Optional learning Materials</p> <p>MindTap Quick Checks, Check Yourself, and Test Yourself Activities for Learning material</p> <p><b>Activities and Evaluations</b> -Chapter 5 Quiz in JetNet -Physician’s Dilemma Assignment</p> <p><b>Forum:</b> How Ethical Dilemmas Affect Our Patients or Ourselves</p>
	<p><b>Nov 24-28</b></p>	<p><b>Thanksgiving Break</b></p>	<p><b>Nov 22-24<sup>th</sup> Utilize this time to work ahead</b></p>
<p><b>Module 4</b> <b>Week 5</b></p>	<p>Nov 29<sup>th</sup> – Dec 5<sup>th</sup></p>	<p>Cultural Diversity</p>	<p><b>Learn:</b> Read Chapter 9 MindTap JetNet Optional Materials</p> <p>MindTap Quick Checks, Check Yourself, and Test Yourself Activities for Learning material</p> <p><b>Activities and Evaluations</b> -Chapter 9 Quiz JetNet -Movie “Crash” and Review Assignment</p> <p><b>Forum:</b> Cultural Diversity</p>
<p><b>Module 5</b> <b>Week 6</b></p>	<p>Dec 6<sup>th</sup> – 12<sup>th</sup></p>	<p>Personal and Patient Promotion of Safety</p>	<p><b>Learn:</b> Read Chapter 14-17 (MindTap) Jetnet Optional learning materials MindTap Quick Checks, Check Yourself, and Test Yourself Activities for Learning material</p> <p><b>Activities and Evaluations</b> -Chapters 4-17 Quizzes in JetNet</p> <p><b>Forum:</b> None</p>
<p><b>Module 6</b> <b>Week 7</b></p>	<p>Dec 13<sup>th</sup>- 18<sup>th</sup></p>	<p>Final Exam</p>	<p><b>Final Exam (located in JetNet) Cumulative</b></p> <p><b>Due Date: Saturday December 18<sup>th</sup> (no exceptions) This is the final day of the semester and grades must be submitted</b></p>

## Important Dates:

DATE	EVENT
AUG. 30 - DEC. 18, 2021	SEMESTER DATES
NOV. 24 - 28, 2021	THANKSGIVING BREAK (NO CLASS)
OCTOBER 26 <sup>TH</sup> -DECEMBER 18, 2021	HOC130.I60 DATES

## 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.