



SYLLABUS: HLTH 4393 (Spring 2018)

Course Information

<i>Course:</i>	HLTH 4393 Professional Preparation for Health Careers
<i>Term:</i>	Spring 2018
<i>Meeting days:</i>	Monday/Wed 8:00 – 9:20 & 9:30 – 11:50
<i>Instructor:</i>	Susie Stone
<i>Email address:</i>	hkc_ses@shsu.edu
<i>Office hours:</i>	M/W 11:00 – 2:00 or by Appointment
<i>Office location:</i>	CHSS 452J

Course Description/Rationale

This course is designed to prepare students for their professional internship. This course is a viable component of professional training that will prepare students for both their internship and a career in their respected health concentration. The purpose of this course is to make each student aware of situations that can arise both prior to an interview and in an actual professional work environment. Each student will begin the process of learning to synthesize theory into practice, in order to make the transition from student to professional."

Credit: 3

Prerequisites

12 hours of Health including HLTH 3350 or HLTH 4387.

Textbook and/or Resource Material

No Textbook Required for this course.

Students are responsible for all handouts and information handed out and on blackboard

A computer must be used for this class to complete your assignments. Assignments do not need to be done on tablets (they do not work with some of the programs with blackboard). If you are using a MAC, please make sure you convert all documents before submitting. If I am unable to open your documents, you will receive a zero. **ALL assignments will be done in WORD ONLY.** I will not accept assignments done in any other programs.

Course Objectives

Objectives/ Learning Domains		Performance Assessment
Reviewing fundamental principles, generalizations or theories	<i>Have an understanding of these functions in the health field</i>	Test/Quizzes In Class Activities and Assignments
Gaining factual knowledge (terminology, methods, trends)	<i>Recognize trends and use terminology appropriately.</i>	Test/Quizzes In Class Activities and Assignments
Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course	<i>Honing in on the specifics of the health field area of interest.</i>	Test/Quizzes In Class Activities and Assignments
Learning to apply course material (improve thinking, problem solving and decisions)	<i>Apply these principles in your professional outlook</i>	Test In Class Activities and Assignments
Acquiring skills in working with others as a member of a team	<i>You should have a good understanding of a variety of personalities/communication styles etc in relation to peers and coworkers</i>	In Class Activities and Assignments

Grading (Tentative)

Evaluation:

Assignments:

Intro Page	10 points
Resume Critique	20 points
Mock Interview	25 points
Attend a Career/Internship Fair	30 points
Professional Image	20 points
Narrative	10 points
Place Setting	15 points
Business Cards	15 points
Health Cause	10 points
Internship Application & Agreement	25 points
Community Engagement/Preintern hours	30 points

Quizzes:

Internship FAQ's	10 points
Difficult Interview Questions	5 points
Blood Borne Pathogens	5 points
Health Law	5 points
Budget	5 points
Total:	210 points

The time to care about your grades is during the semester, when assignments are due, not at the end of the semester.

**** You must make a C or better in this course to register for 4394 - Internship***

****There will be no curves or grade changes.***

****No extra credit will be given for this class.***

See calendar on last page for due dates etc.

Attendance

Attendance/Tardiness Policy:

Essential to your understanding of the material is your presence and participation. Regular attendance is mandatory. If you should miss any class and your absences is university excused, it is your responsibility to make up any work that was missed and prepare for the next class period. Please see your Student Handbook to see what constitutes an excused absence. Do not plan doctor's appointments during the class time. Official documentation is required for any absence to be excused. This documentation **MUST** be presented to the instructor within **2** days of the absence (no exceptions). **At the beginning of each class a roll sheet will be handed out and it is YOUR responsibility to sign for YOUR attendance to be counted for that class (you must use same signature on each roll sheet). If you are caught signing someone else in, you will have to speak with the Dean of Students office because this is academic dishonesty.** Failure to sign the roll sheet during that class day will be counted as an absence. If you are caught signing in someone else, you will also receive an absence for that day. Absences will affect your final grade in the following manner:

The University views class attendance as the responsibility of an individual student. Attendance is essential to complete the course successfully. University rules related to excused and unexcused absences are located on-line at [SHSU Attendance Policy](#) . According to SHSU policy, a student can miss up to **3 hours** of class without being penalized. (this is equivalent to 3 class days). 5+ absences in this class will result in a letter grade drop for each additional day missed.

Attendance and Participation: Both can affect your grade in a negative manner.

I expect you to be present in class. That is what you are paying for. There will be NO make up for any activities missed in class – stay current in blackboard and email messages.

****Only excused absences such as military obligations, religious holy days and representation of the university will classify as excused absences and will give you the opportunity to receive the points. Proper documentation must be shown for these absences prior to missing those class days.**

Arriving on time for class and remaining in class until the end of the class period show respect for your instructor, your fellow classmates, and/or any guest speakers.

Be on time. It takes self-discipline to do so.

Demonstrate that you have what it takes to be counted on by others

Sam Houston State University Policies

Attendance and Make-up Policies

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Course Requirements

- a. Attendance: Attendance is required for this course.
- b. Professionalism/Participation: It is expected that students be active, enthusiastic, and collegial participants. Disruptive behavior will result in the student being asked to refrain from interacting with classmates for a specified period. A second violation and the student will be asked to drop the class.
- c. Examinations and Assignments: Exams/Quizzes will be administered only on the specified dates. No make-up exams will be given; however, the instructor reserves the right to give make-up exams because of unforeseen valid emergencies which can be officially documented in writing. Assignments are due by (11:59PM) on blackboard the assigned date unless otherwise specified. **Late assignments will not be accepted.** Assignments must be turned in electronically unless otherwise specified. All assignments must be typed (no exceptions). Do not scan and insert assignments. Please make sure when you submit assignments you do so in the correct location (do not submit any assignments in the comments section or it will not be graded). If I am unable to open your assignment, you will receive a zero. You are allowed one submission per assignment. Please double check before hitting the submit button.
 - i. Citations: Assignments that require citations must follow APA 6th edition guidelines.
- e. Class Materials You are responsible for reading any materials assigned. Any and all materials assigned are "fair game" for exams.
- f. Sexual Harassment: In accordance with administrative policy, sexual harassment is reprehensible and will not be tolerated by the university. Behavior in the course must conform to the university policy.
- g. Drop/add/withdraw: It is your responsibility to make sure that you are officially enrolled in this course. If, at any point, you decide to attend this course no longer, it is your responsibility to officially drop or withdraw from enrollment. Failure to do so may result in a failing grade.
- g. Syllabus subject to change: While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

- h. Email Etiquette: Most communication about the course (general questions, questions about assignments, etc.) should be through the “Virtual Office” on Blackboard. Email should only be utilized for communicating about grades, etc. When communicating with me via email, you must follow the etiquette below; otherwise I reserve the right of not replying to your email.
- i. Include your course number in the subject line. If there is not a subject, the email will be deleted as spam. Also sign your email so I know who I am speaking with. If you do not sign your email, I may not be able to answer it.
 - ii. Be sure to include a meaningful subject line; this helps clarify what your message is about and may also help me prioritize reading your email. This determines where your email will be filed. If you have a question, indicate that in the subject line.
 - iii. Just like a written letter, be sure to open your email with a greeting like Dear Ms.Stone:
 - iv. Use standard spelling, punctuation, and capitalization. THERE'S NOTHING WORSE THAN AN EMAIL SCREAMING A MESSAGE IN ALL CAPS. Stay away from abbreviations and do not use emoticons (those little smiley faces).
 - v. Write clear, short paragraphs and be direct and to the point; I consider your email communication as business.
 - vi. Be friendly and cordial, but do not try to joke around (jokes and witty remarks may be inappropriate and, more commonly, may not come off appropriately in email)
 - vii. I answer emails Monday- Friday. However Saturdays and Sundays I may not be as available to answer your emails, but will try and get back to you as soon as possible.
- i. Electronic submission of assignments: Assignments must be submitted to Blackboard. All assignments need to be submitted using a computer and not a tablet (some tablets are not compatible with programs used in blackboard. Assignments must conform to the guidelines below:
- i. Submitted in a **.docx** (WORD) format unless other formats are specified as being allowed.
 - ii. Files not conforming to the above will not be graded and will receive a 0 (zero).
 - iii. Check to make sure the file attachment went through. If the attachment is not there, the assignment will be considered late. If you do not see a piece of paper by your name, the file did not attach.
 - iv. Do not wait until the last minute to submit your assignment. If you are unable to upload the assignment, you will receive a 0.
 - v. Some assignments will utilize TurnItIn or SafeAssign. This will be set up through Blackboard and does not require additional steps on your part.
 - vi. Assignments must be presented in a visually appealing manner (meaning, easy to read and follow) using APA 6th edition as a guideline.
 - vii. If you are having technical issues, it is your responsibility to get it taken care of. You need to contact SHSU Online Support Desk at
Email: blackboard@shsu.edu
Phone: 936-294-2780
Toll free: 877-759-2232
Hours: Monday-Friday 24 hours
Saturday: 7am – Midnight
Sunday 1pm – Midnight
- j. Academic Honesty: Academic honesty is expected in all work. Ignorance is not an excuse. Penalties will include 0 points for the assignment or exam and loss of any extra credit opportunities. Failure of the course may also be used as a penalty at the discretion of the instructor.

Blackboard Statement

This course will be supported via Blackboard, your online learning community, where you will interact with your classmates and with me. Within the course Blackboard site you will access the learning materials,

tutorials, and syllabus; discuss issues; submit assignments; email other students and the instructor; participate in online activities; and display and submit your projects.

In order to access the course material you will need to go to <https://shsu.blackboard.com> or look for Campus Tools on the top of the University's homepage. **Please do not contact your instructor with technical problems.** If you are having a technical problem with the course, review the support resources at <http://distance.shsu.edu/tech-support/>. You will need to possess the required computing technology to be successful in an online course. **Important!!!** Save your work as you go along. Nothing is more discouraging than to lose an assignment due to a computer hang ups! You may want to also make hard copies of your work to have "proof" and save yourself time and trouble!

Plagiarism

Plagiarism is the leading form of academic dishonesty that the Department of Health Services and Promotion has to address. As a HSP student, you are responsible for knowing what plagiarism is and how to avoid it.

Population Health Mission

The mission of the Department of Population Health is to foster student-centered learning for early and advanced health professionals; to conduct applied, evidence-based research in population health; and to improve health and wellbeing through community engagement at the local and global levels.

Americans with Disabilities Act (ADA)

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities that may affect adversely their work in this class should register with the SHSU Counseling Center and talk with their University supervisor and classroom mentor teachers about how they can help. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until registration with the Counseling Center is complete.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that no otherwise qualified individual with disabilities shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Students with disabilities may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720

Academic Integrity

According to the administration's guidelines: "All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a

student accused of any form academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.”

“Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, [chewing gum], using tobacco products, making offensive remarks, reading newspapers, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be referred to the Dean of Students for disciplinary action in accordance with the university policy.”

The full policy for “Code of Student Conduct and Discipline” is found at the following link:
<https://www.shsu.edu/students/guide/dean/codeofconduct.html>

FERPA

The Federal Education Rights & Privacy Act requires that we advise students that by registering for this course, their SHSU assigned e-mail address will be revealed to classmates and the instructor. By continuing your enrollment in the course you acknowledge your understanding of this policy. By enrolling in this course you agree to the following statement: “I understand that as a result of registering for this course, my SHSU/Blackboard assigned e-mail address will be revealed to classmates and the instructor.”

Equal Opportunity Statement

Sam Houston State University is an Equal Opportunity / Affirmative Action Institution.

DISCLAIMER

This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change. These changes will be communicated via email or posted as announcements. If you have any problems related to this course, please feel free to discuss them with the instructor.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

NOTICE OF NON-DISCRIMINATION

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus

Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

TITLE IX CONTACTS

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State University. While compliance with the law is everyone's responsibility at SHSU, below is a list of staff members that have primary responsibility for Title IX Compliance.

Title IX Coordinator--Jeanine Bias
Associate Dean of Students --Lowman Student Center, Suite 215
936-294-3026 or jbias@shsu.edu