

Articulation Agreement

2017-2018

University Alaska Fairbanks

Interior Alaska Campus

4280 Geist Road

Fairbanks, Alaska 99709

Galena City School District

PO Box 299

Galena, Alaska 99741

Purpose:

In addition to the current Tech Prep Agreement between University of Alaska Fairbanks and Galena City School District, we have agreed to add the following course that is within CRCD Allied Health programs.

1. Galena City School District will follow a UAF Allied Health curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks pertaining to the following courses on the course below.
2. Galena City School District will teach for the attached outcomes.
3. The attached syllabus will follow the learning outcomes of the university-approved course listed.

UAF Course Number	UAF Course Title	Number of UAF Credits	Galena City School District Course Title
HLTH F110	Professional Skills for the Workplace	2 Credits	Professional Skills for the Workplace

1. The attached syllabus will be followed.
2. Galena City School District will provide necessary support for students to be successful in this course which may include computer support, reference books and academic assistance.
3. Interior Alaska Campus will process the registrations.
4. In order to receive concurrent credit, the student will register for the Tech Prep class during the semester in which the competencies will be completed.

Approvals:

Jennifer Meyer

Allied Health Department Co-Chair

Assistant Professor of Allied Health

Kuskokwim Campus

University of Alaska Fairbanks

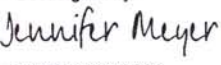
Cathleen Winfree

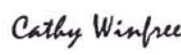
Professor

Allied Health Dept.Co-Chair &
CTC Program Coordinator

UAF Community & Technical College,

University of Alaska Fairbanks

DocuSigned by:

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March 23, 2018
Signature Date

DocuSigned by:

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April 24, 2018
Signature Date

Bryan Uher

Interim Director

University of Alaska Fairbanks

Interior Alaska Campus

Fairbanks, Alaska

Chris Reitan

Superintendent

Galena City School District

Galena, Alaska

DocuSigned by:

555ED2F2DA1142F...
May 2, 2018
Signature Date

DocuSigned by:

50CA8041198E438...
May 7, 2018
Signature Date

Mary Pete

Dean-College of Rural and

Community Development

P.O. Box 6500

University of Alaska Fairbanks

Fairbanks, AK 99775-6500

DocuSigned by:

Mary Pete

May 2, 2018

Signature

Date

Michele Stalder

Dean-Community and Technical College

604 Barnette Street

University of Alaska Fairbanks

Fairbanks AK 99701

DocuSigned by:

Michele Stalder

May 2, 2018

Signature

Date

Susan Henrichs, Provost

P.O. Box 7580

University of Alaska Fairbanks

Fairbanks, AK 99775-7580

Susan Henrichs 5/14/18

Signature

Date

Professional Skills in the Workplace

Health 110

Spring 2018

Galena Interior Learning Academy

Instructor: Ms. Carrie Given

E-mail: carrie.given@galenanet.com

School Phone: (907)656-2053 ext. 227

Student Office Hours: 8:00 – 8:50 AM, 4:00 – 4:45 PM, by Appointment Only

Tech Prep Credits: 2

H.S. Credit: 0.5

Class/Office Location: GILA Gym Building Classroom

Class Meeting Time: 9:00 – 10:30 AM or 12:50 – 2:20 P.M. (Block schedule, every other day)

Class Dates: Class Begins on 1/08/18 and ends 5/18/18

Course Prerequisite: In order to take part in this class at the Galena Interior Learning Academy, students must at least be in high school, with the academic drive to do all of the necessary work to complete a college level course.

Course Description: Although hands-on technical skills remain a high priority in the health care field, good character, a strong work ethic, and personal and professional traits and behaviors are becoming increasingly important. Regardless of job title or discipline, every health care student and worker must understand the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. This course describes the professional standards that apply to all health care workers and the common ground that everyone shares in providing the highest quality of health care services for patients. The course includes interview skills, business manners, customer service, and dressing for success.

Required Textbook:

"Professionalism in Health Care," 4th Edition
ISBN-13: 978-0-13-284010-1

Author: Sherry Makely
Publisher: Pearson

Recommended Book for the Course:

"Better: A Surgeon's Notes on Performance"
ISBN – 13: 978-0-312-42765-8

Author: Atul Gawande
Publisher: Picador

Materials:

A 3-ring binder will be provided for the student to keep class hand-outs, notes, reference materials and project/personal essay work in. Computer and internet access will also be necessary and provided in-class.

Course Goals and Student Learning Outcomes:

Students will get exposure to the variety of Health Care Career opportunities and their role in the career of their choice, information on education and training needed for these careers. Students will also learn about online education, barrier crimes and laws concerning health care providers. In addition, students will start and/or update their Personal Learning and Career Plan (PLCP) in the Alaska Career Information System (AKCIS). Students successfully completing this course will demonstrate a measureable increase in their knowledge, skills and abilities related to the field of health care and demonstrate an understanding of the following objectives:

- ❖ Explain why professionalism is important in health care and how to identify a health care professional.
- ❖ Describe the characteristics and behaviors that demonstrate a commitment to their job.
- ❖ Discuss the importance of character, values, morals, ethics, and other personal traits.
- ❖ Outline the elements that effect impersonal relationships, teamwork, and working well with others.
- ❖ Explain how their personal image and personal skills affect their professional reputation.
- ❖ List the factors involved in professional growth and advancement, and apply career planning components of a resume, application and cover letter for a mock interview.
- ❖ Assess their own personal levels of professionalism and identify strengths, weaknesses, and plans for improvement including keeping PLCP up to date in AKCIS.
- ❖ Apply course concepts in developing and strengthening professional traits and behaviors.

Instructional Methods: Health 110 is delivered via classroom lectures, case studies, scenarios, small group discussions, hands-on practice/labs and project work in class, along with assigned readings, research and writing assignments that the students are expected to work on when not in class.

Course Policies and procedures:

In addition to the policies and procedures highlighted here, all of the Galena City School District's rules, policies and procedures will be followed. GCSD's rules, policies and procedures are described in detail in the student handbook.

Class Participation: Class attendance and participation are vital to your success in this course. You will be expected to attend class and turn in assigned work. Penalties for not participating in class are listed below.

Tardies – If you are not in the classroom when the bell rings, but arrive with-in the first 15 minutes of class, you are considered tardy. No exceptions! Each tardy counts as minus 0.25 points against the 10 day rule (after 10 points, a student can no longer earn credit for the course). Keep in mind that employers expect employees to be ON TIME.

Absence Policy –

- If you miss a class, **YOU** are **responsible** for making up the missed class work.

- You are responsible for finding out what was done during the class(es) in which you were absent.
 - This can be done by asking another student or by setting up a time to meet with Ms. Given (**outside** of instructional time).
- You are responsible for obtaining copies of all of the hand-outs that were given on the day(s) missed.
 - Class hand-outs are placed in the racks located on the wall of the student supply center.

Unexcused Absences: If you miss an assignment due date due to an unexcused absence, you may turn in the missed assignment as a late assignment (note the late assignment penalties listed under homework policy). Remember that each unexcused absence counts as minus 2 points against the 10 day rule. Keep in mind that an unexcused absence at work can result in loss of employment.

Excused Absences: If you have pre-arranged absences, please see Ms. Given as soon as possible to discuss the work that you will miss. Remember that each excused absence (this does not include waived absences) counts as minus 1 point against the 10 day rule.

Homework Policy – Homework must be turned in to the classroom inbox on or before the day in which it is due. **Late homework** may be turned in up to **two weeks** past the assignment/project due date, for a maximum of 95% of the original assignment grade. Assignments turned in beyond two weeks past the original due date will **not** be accepted. Exceptions may be made on a case-by-case basis for special circumstances. All coursework must be turned in by May 14th.

Plagiarism: Plagiarism and cheating are serious offenses. Any plagiarized work will not be accepted. If you turn in plagiarized work, you will lose all points for that assignment and NOT be given an opportunity to make-up those points or redo the assignment. The entire purpose of participation in this class is to acquire useful skills through learning. To cheat is to lose the opportunity to learn these skills. **The honor code of the University of Alaska will be strictly enforced.**

Evaluation:

Assignments, projects, hands-on activities, quizzes and a final exam will be assigned throughout the semester.

Quality Issues: Accuracy in spelling is extremely important when documenting health care encounters. To reinforce attention to proper spelling, points will be deducted from assignments containing spelling errors. Students are expected to check their work for accuracy before submitting it. Always use a spell-checker when possible.

Assignments – Assignments will be given on an ongoing basis. The assignments are designed to encourage learning and reinforce your understanding of a concept. Some assignments will be completed in class, while some will be expected to be done outside of class time.

Projects – Throughout the semester there will be a few projects assigned. Unlike assignments, the projects will require more time and effort. Some time in class will be provided to work on the projects. However, to achieve a good grade you will need to also work on the projects in your own time. Projects submitted on-time may be returned with suggestions to obtain additional points if re-submitted.

Hands-on Activities - There will be some hands-on, in-class activities through-out each quarter. These activities involve interacting with other people and they take time to set up and do. Because of the time required, the hands-on activities are hard to make up. If you know that you are going to be absent, please let Ms. Weter know.

Quizzes – Each unit covered in class will be assessed with a quiz. Practice Tests will be given out at least two class periods before each quiz.

Final Exam – There will be a cumulative final exam at the end of the semester. To help you prepare for the final, a practice test will be provided well in advance of the final.

Extra Credit – Opportunities for extra credit may be provided throughout the semester. It is your responsibility to seize an extra credit opportunity.

Grading Policy

Each assignment, project and quiz is allocated points depending upon the time required to complete the assignment well and the difficulty of the assignment. Your semester grade will be based on the percentage of points you have completed, by category of tests, daily work and projects. Grades are tabulated off of absolute scores. Please refer to the course calendar section of this syllabus for more information regarding specific point values. Letter grades will be assigned as follows:

Grade	Definition
A= 90%-100%	A = An honor grade demonstrates excellence and independence, a thorough mastery of the subject; completing more work than is regularly required. Student work demonstrates a deep understanding.
B= 80%-89%	B = A better than average; above the average expectation. Projects, papers and classroom discussion entries are neat and thorough but do not show the depth of understanding of an "A".
C= 70%-79%	C = Average. The student grasps the essential information, assignments are complete and submitted on time.
D= 60%-69%	D = Below average. The student misses significant aspects of the assignments, assignments are not submitted on time.
F = 59% and lower	F= Student was unable to complete the assignments on time and with at least 60% understanding or presentation.

Note: Students must earn a "C" or higher to pass this class. A "C-" is not considered a passing grade. **For university credit a score of 85% or higher must be achieved.**

Support Services: Students in need of support are encouraged to contact me via e-mail, telephone, or at the end of class to discuss possible options for receiving additional help (After school, morning work sessions, Q&A time via e-mail, etc.). A response will be made within 48 hours Monday through Friday. As this course is a college level class, students may find it challenging. If you feel that you are falling behind and are worrying about your success in the class, please contact me immediately. I want to ensure your success in the course!

Disabilities Services: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services (208 Whitaker BLDG, (907)474-5655) and the Special Education Department at the Galena Interior Learning Academy to provide reasonable accommodation to Galena students with disabilities. Please contact me or the Office of Disability Services if you require special assistance.

HLTH 110 Professional skills in the Workplace – GILA Tentative Course Calendar – Spring 2018

Weekly Date	Module/Topic	Assignment/points	Due by	Points
Jan 8, 15	Welcome – Getting Started Review Syllabus and course expectations AKCIS-PLCP Chapter 1-Health Care Industry & Your role	AKCIS Overview & PLCP Creation-25 Lecture Notes and Activities~50 Class Discussion -10 Chapter 1 Test- 100	Jan 19	185
Jan 22, 29	Chapter 2-Your Work Ethic and Performance	Lecture Notes and Activities~50 Class Discussion -10 Chapter 2 Test-100	Jan 29	160
Feb 4, 11	Chapter 3-Personal Traits of the Health Care Professional	Lecture Notes and Activities~50 Class Discussion -10 Mission Statement -25 Chapter 3 Test-100	Feb 12	185
Feb 18, 25	Chapter 4- Relationships, Teamwork and Communication Skills	Lecture Notes and Activities~50 Class Discussion -10 Chapter 4 Test-100	March 4	160
March 5, 12	Chapter 5-Cultural Competence and Patient Care	Lecture Notes and Activities~50 Personality Type Profile-25 Class Discussion 10 Chapter 5 Test-100	March 19	185
March 19, 26	Chapter 6 Professionalism and Your Personal Life	Lecture Notes and Activities~50 Class Discussion -10 Personal Essay-50 Chapter 6 Test – 100	March 30	210
Apr 2, 9	Chapter 7-The Practicum Experience (Job Shadow/Tour of Health Care Facility)	Lecture Notes and Activities~50 Class Discussion -10 Report on Rural Health Care Facilities-25 Chapter 7 Test – 100	Apr 17	185
Apr 16, 23, 30	Chapter 8-Employment, Leadership, and Career Development (resumes, cover letters, job applications and interview processes)	Lecture Notes and Activities~50 Class Discussion -10 PLCP & Personal Essay Up-date-50 Chapter 8 Test - 100	May 1	210
May 7, 14	Course Review & Final Assessment	Mock Interview-50 Final Exam-200	All assignments due by May 11	250
			Total Points	1730

Grades are listed in PowerSchool in 3 categories. (Tests are 70%, Daily Work are 15%, Projects are 15%). Final grades incorporate these % as a Final score.

Grade	Points	Grade	Points	Grade	Points
A	1557-1730	B	1384-1556	C	1211-1383
				D	1038-1210
				F	<1037