

## Articulation Agreement

Fall 2013

University of Alaska Fairbanks  
CRCD, P.O. Box 756500,  
University of Alaska Fairbanks,  
Fairbanks, AK 99775

Yukon-Koyukuk School  
District 4762 Old Airport  
Way, Fairbanks, AK  
99709-4456

### Purpose:

In Addition to the current Tech Prep Agreement between the University of Alaska Fairbanks and Yukon-Koyukuk School District, we have agreed to add following courses that are within CRCD Allied Health Department offerings.

1. YKSD will follow curriculum coordinated with the administration and faculty of the UAF pertaining to the following courses.
2. The attached syllabi will be followed

### Approvals

Peter Pinney,  
Interim Vice Chancellor/Executive Dean  
CRCD, UAF

  
Date 12/17/13

Shawn Russell, Health Programs,  
CRCD, UAF

  
Date 12/15/2013

Kerry Boyd, Superintendent  
Yukon-Koyukuk School District

  
Date 11/27/2013

Patty Woody  
CTE Coordinator  
Yukon Koyukuk School District

  
Date 12-22-13

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Kerry Boyd, Superintendent  
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Yukon Koyukuk School District

  
Date 11-22-13

UAF Program	UAF Course Title	UAF credits	School District Course Title	Course Instructor
HLTH	HLTH 105 Intro / to Health Care	2 cr.	Introduction to Health Careers	Mary Weiss
HLTH	HLTH 100 Medical Terminology	3 cr.	Medical Terminology	Krystle Penaflor
HLTH	HLTH 110 Prof. Skills in the Workplace	2 cr.	Professional Skills in the Workplace	Andrea Gelvin
HLTH	HLTH 116 / Mathematics in the Health Care	3 cr.	Mathematics in the Health Care (one semester of Algebra 1 equivalent)	Richard Spencer
HLTH	HLTH 122 First Aid and CPR	1 cr.	First Aid and CPR	Andrea Gelvin

# Health 105

## Introduction to Health Careers

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### Syllabus and Calendar

Fall 2013



**SYLLABUS**  
**Fall 2013**  
**Health F105**  
**Introduction to Health Careers**  
**2 Credits**

**Class Location:**

Online using Blackboard. Classes meet beginning September 13, 2013 to December 19, 2013. Students work independently in Blackboard throughout the week. For more information, see the Course Calendar.

**Instructor:**

Mary Weiss

Phone: 543-4532

Email: [mtweiss@uaa.alaska.edu](mailto:mtweiss@uaa.alaska.edu)

**Required Text:**

**Introduction to Health Care Third Edition,**

Author: Dakota Mitchell, Lee Haroun

ISBN-13: 978-1-4354-8755-0

ISBN – 10-4354-8755-9

Publish Date: 2012

Binding: Hard Cover

Publisher: CENGAGE Delmar Learning

**Required Text:**

**Workbook to Accompany Introduction to Health Care, Third Edition**

ISBN: -10:1-4354-8753-2

ISBN – 13:978-1-4354-8753-6

Publish Date: 2012

Binding: Hard Cover

Publisher: CENGAGE Delmar Learning

**Course Description:**

Students in this course will explore a variety of allied and behavioral health careers, including the roles, responsibilities, and training required for each. Participants will conduct guided self-assessments to help them envision themselves in rewarding careers that are appropriate to their skills and interests. Students will also learn the roles and responsibilities of different

members/functional units of the health care team; information on related job and educational opportunities; needs and roles of health providers in rural and urban Alaska settings.

### **Special Requirements:**

Internet (DSL strongly recommended), Windows, MAC or Unix (Computer less than 3 years old) with 64 MB RAM & Sound card with working computer microphone & speakers (headphones with mic available for \$21 approximately); Microsoft Office Suite of Software, (Word, Excel) installed; software from the Internet will need to be downloaded. Computers found in labs and many offices often have the above abilities.

**Office Hours:** Mondays, Tuesdays 3:30 – 5PM

### **Course Goals and Student Learning Outcomes:**

The goal of the course is to introduce students to a wide variety of opportunities in allied health, medical and behavioral health careers. Visioning and confidence building will accompany concrete information about career pathways. Special attention will be given to trends and opportunities.

### **After completing the course a student will be able to:**

- ❖ Identify five major events in the history of health care and why they are important
- ❖ Compare work in health care in community based and facility based institutions
- ❖ Describe ten different health careers including duties, educational requirements, and employment opportunities
- ❖ Compare educational requirements for associates, bachelors and masters degrees
- ❖ Identify four factors that interfere with communication
- ❖ Be familiar with the benefits of teamwork and the basic characteristics of a leader
- ❖ List the six rights of a patient who is receiving health care
- ❖ Describe ways to show respect for cultural diversity
- ❖ Provide examples of how bias and prejudice can cause barriers to communication and relationship building
- ❖ Describe how computers are being used in today's health care environment
- ❖ Identify precautions to maintain patient confidentiality
- ❖ List five job keeping skills
- ❖ Prepare a cover letter and resume
- ❖ List the basic skills of a dental assistant, medical assistant, nursing assistant and physical therapist
- ❖ Discuss the training required to become a dental assistant, medical assistant, nursing assistant and physical therapist
- ❖ Reflect on personal skill set, interests and discuss ways to research and pursue future career paths in health care using tools like the internet.

## Course Policies

### Instructional Methods:

Health 105 is delivered via Blackboard (announcements, quizzes, course and assignment calendar, online discussion notes, online syllabus, etc.). Therefore, you must possess basic computer skills and have access to a computer with internet connection for each class session and for all class activities.

**Before the first class session** you will be required to:

- Establish your UA Online account ([www.uaonline.alaska.edu](http://www.uaonline.alaska.edu))
- Establish your UAF email account ([webmail.alaska.edu](mailto:webmail.alaska.edu))
- Connect to the Health 105 Blackboard Site ([classes.uaf.edu](http://classes.uaf.edu))
- Follow the instructions to qualify your computer to use Blackboard.
- It is imperative that you take these steps before the first class session, as we will not be able to take class time to resolve technical issues.

This course is taught primarily online using Blackboard. The first two classes may involve students joining the class by Elluminate Live who cannot travel to meet the instructor. Students will take part in weekly learning activities with other students in discussion forums and structured exercises and alone through individual assignments.

Directions for completing homework assignments are available on the class Blackboard site. Generally, late assignments will not be accepted unless prior arrangements are made with your instructor.

### Weekly Activities, Points and Final Exam

Activity	Percentage
Participation and attendance ELive session	10%
Discussion Board	20%
Weekly Assignments	40%
Quizzes	10%
Final Exam	20%

Attendance in Blackboard sessions and as-assigned contribution to our discussion board are required. If for any reason unable to complete assignments, you are expected to inform me by email or phone. Homework will be due each week.

Grading and student expectations are based on policies found in the current UAF catalog.

It is also important to remember that distance courses typically involve more independent study time than traditional face-to-face classes. Reading and Blackboard assignments are to be completed **independently**, and weigh heavily into your final grade and your ability to be successful as a student. Please refer to the Class Calendar section of this syllabus for information regarding specific point values.

The final exam must be supervised by a qualified proctor. It is the student's responsibility to identify a qualified proctor and to provide them with the Proctor Eligibility and Responsibilities form and Proctor Agreement Form found in your Blackboard Course Site. It is also the student's responsibility to maintain contact with the proctor and to notify your instructor immediately if you should discover that your designated proctor is no longer available. No textbooks, notes, or other resource materials may be used during the final exam.

Students are subject to the Student Code of Conduct. It is each student's responsibility to become familiar with this Code of Conduct, which can be found at [www.uaf.edu](http://www.uaf.edu) or in the student handbook. The university may initiate disciplinary action against any student found responsible for committing, attempting to commit, or assisting in the commission of any of the prohibited forms of conduct outlined in the Student Code of Conduct. Academic dishonesty (i.e., cheating, plagiarism, collaboration on assignments, etc.) and disruptive actions will not be tolerated and will be reviewed in accordance with procedures specified in regent's policy, university regulations, and university policies and procedures.

**Individual assignment and overall course grades are based on the following criteria:**

Grade	Definition
A = 100% - 90%	An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity & poise.
B = 89% - 80%	Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.
C = 79% - 70%	Average. The student grasps the essential information; material is complete and presented on time.
D = 69% - 60%	Below average. Student misses significant aspects of the assignment. Material is not turned in on time.
F = below 60 %	Student was unable to complete the assignment on time with at least a 60% understanding and presentation.

Students are expected to schedule enough time each week to complete assignments in blackboard by the deadlines assigned.

### Plagiarism/Academic Integrity:

Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or courses. 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.

Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless specific permission has been granted. No materials may be used to assist in quizzes and examinations without specific permission.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in all assigned work.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.
4. **Incompletes:**

Incomplete 'I' grades will only be given if the student has successfully completed a majority of the class and has some *emergency or extenuating circumstance* which makes it *impossible* for them to complete the course this semester. An Incomplete grade will not be given to students who have simply fallen behind on the assignments or who wish to get a better grade by turning in assignments after the course deadline. The student must have a C or better and have the majority of their work completed to be eligible for an Incomplete. Incompletes are awarded at the discretion of the instructor. Students given an 'I' grade will have a specified period of time to complete specified assignments. Failure to complete assignments within the specified time period will result in an 'I' grade changing to an 'F' (failing) grade on your report card.

### Withdrawal:

Students are expected to formally withdraw from the class if they cannot complete the course. I will not automatically withdraw students who do not attend or fall behind. Students who do not successfully complete the class and do not withdraw will receive a grade of 'F'.

### Participation and Preparation:

"Participation" grades are based on being on time, staying for the whole class, and contributing in group discussion and small group projects. Please share your thoughts respectfully with the whole group, as this is how we can all learn from each other. Inappropriate behavior will not be tolerated. Students are expected to contribute to class in a manner that is conducive to learning. Students who display behavior that is disrespectful or distracting to class participants or that is inappropriate for a classroom setting will be asked to leave and/or will not receive participation points.

## Student Responsibility:

As students, you must accept the responsibility of ensuring your own success. It is your responsibility to know what you need to do and when you need to do it. This requires a great deal of initiative on your part. Always ask if you don't know what is expected of you. Never wait for someone to tell you. "I didn't know," and "no one told me," are not acceptable reasons for failure to fulfill your student obligations. I am here to help and support students who take the initiative to help themselves.

## Assignments:

Students are expected to prepare for class. You should read the material scheduled to be discussed prior to the class period. If you come to class unprepared, it diminishes the discussion for everyone. Work turned in on time may be returned with suggestions to obtain additional points if re-submitted. Extra credit options may be available as the course unfolds.

## Quality Issues:

Accuracy in spelling is extremely important when documenting health care encounters. Proper grammar and spelling are also integral parts of professionalism. To reinforce attention to proper spelling and grammar, points will be deducted from assignments containing spelling and grammatical errors. Students are expected to check their work for accuracy before submitting it. Always use a spellchecker. When participating in assignments in Blackboard, you will need to be your own spellchecker. Your work must show that you understand the lectures, assigned readings, and other materials. Please note that **some** Blackboard assignments must be completed the first time you access them. In other words, you may not be able to go back to your assignment and make corrections after you have finished, so it is important to make sure that the information you provide is correct before you submit it. Review instructions for each assignment carefully.

## Support Services:

Students in need of support are encouraged to contact me via email or telephone. Response will be made within 72 hours Monday through Friday. I have posted online office hours. All college classes require strong reading and study skills. There may be a student support program in your area. **If you feel that you may be falling behind, contact me immediately.** I want you to be successful. Never be afraid to ask for help.

## Disabilities Services:

The Office of Disability Services (203 WHIT, 474-7043) implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services to provide reasonable accommodation to rural students with disabilities. Please contact me or The Office of Disability Services if you require special assistance

**Tentative Course Calendar Fall 2013**  
**(assignment dates may be subject to change)**

<b>HLTH 105 Introduction to Health Careers</b>		
<b>Date</b>	<b>Module/ Topic</b>	<b>Blackboard Assignment Due Date</b>
September 12-13, 2013	Introduction Blackboard and ELive orientation TBA	
Sept. 13, 2013	Chapter 1 Your career in health care	Sept. 20, 2013
Sept. 20, 2013	Chapter 2 Current Health Care Systems and Trends	Sept. 27, 2013
Sept. 27, 2013	Chapter 4 medical terminology	Oct 4, 2013
Oct 4, 2013	Chapter 5 Medical Math	Oct 11, 2013
Oct. 11, 2013	Chapter 13 professionalism  Chapter 23 Performance improvement and customer service	Oct. 18, 2013
Oct 25, 2013	Chapter 26 Successful Employment Strategies	Nov 1, 2013
Nov 1, 2013	Chapter 15 The patient as an individual	Nov 8, 2013
Nov 8, 2013	Chapter 16 The communication process	Nov 15, 2013
Nov. 15, 2013	Chapter 17 Written Communication	Nov 22, 2013
Nov 22, 2013	Chapter 24 Job leads and the resume  Thanksgiving Holiday	Dec 6, 2013
Dec 6, 2013	Chapter 25 Interview. Portfolio, Application	Dec 13, 2013
Week of Dec 16-20	Final Exam	

## **Syllabus for HLTH 100 Medical Terminology (3 credits)**

**Course:** Blackboard Asynchronous, Year Long, Tech Prep

**Faculty:** Krystle A. Peñaflor, OD  
kapenaflor@gmail.com  
907.543.6554

**Office Hours:** No office hours since this class is on Blackboard. I will be available by email and phone. Please leave a message during the day if you are directed to my voicemail and I will return your call as soon as I can.

**Course Description:** Medical Terminology: Study of the terminology including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell, and define medical words. Content will be presented by body systems, focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of a medical dictionary, word pronunciation, and abbreviations. Designed for high school students pursuing a career in health care.

**Course Objectives:** Upon successful completion of this course, the student will:

1. Correctly identify, pronounce and spell word elements found in each chapter
2. Build medical words using word elements
3. Appropriately spell, define and pronounce all medical terminology presented
4. Correctly locate and identify anatomical landmarks appropriate to each chapter
5. Write the correct terms for common abbreviations as presented in each unit
6. Define and spell correctly pathophysiological terms as presented in each chapter

### **Resources & Materials:**

Leonard, Peggy C. 2013. Quick and Easy Medical Terminology 7<sup>th</sup> edition. Saunders. ISBN: 978-1455740703

**Instructional Methods:** Blackboard will be the main method of instruction to deliver course content. All assignments, quizzes, and tests will be given through Blackboard. Reliable internet access to log onto Blackboard is required for this class.

## Policies & Procedures:

**Time Commitment:** College level courses customarily require at least 3 hours of time for homework per assignment. It is the responsibility of the student to review each lesson and the required reading assignment.

**Attendance:** Each student is expected to log into Blackboard weekly to complete assignment readings, quizzes, and examinations. The course is asynchronous. There is no interaction with the instructor with the exception of Blackboard communication or email.

- Students must be self-motivated to succeed in the online course.
- There will be a teacher on site to act as a facilitator.
- This individual will be the person the student will go to for assistance.

Excused exams and quizzes must be taken within one week. Non-excused missed assignments, quizzes, and exams will be given a zero.

## Evaluation & Grading: Elements of Grades for HLTH 100:

Element	Number	Points Each	Total Points	Percent of Grade
Exams	4	100	400	50%
Quizzes	12	20	240	30%
Assignments	6	10	60	7.5%
Blackboard Participation	4	25	100	12.5%
Totals			800	100%

**Grading Scale:** (based upon the percentage of total possible points)

<b>A</b>	<b>90 – 100%</b>
<b>B</b>	<b>80 – 89%</b>
<b>C</b>	<b>70 – 79%</b>
<b>D</b>	<b>60 – 69%</b>
<b>F</b>	<b>59 % and below</b>

**Students with Disabilities:** The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. The instructor for HLTH 100 will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.

## Tentative Discussion, Test and Worksheet Schedule Version 1

- Schedule subject to change. It is the student's responsibility to make sure they have the most updated version.

Week	Class Dates	Discussion Topic/ Reading Assignment	Quizzes & Exams	Assignments
1		Orientation & Introduction Chapter 1	Quiz 1	
2			Quiz 2	
3		Chapter 2 – Suffixes		
4			Quiz 3	
5		Chapter 3 – Prefixes		
6			Quiz 4	
7		Chapter 4 – Procedures		
9			EXAM 1	
8		Chapter 5 – The Body		
10			Quiz 5	
11		Chapter 6 – Musculoskeletal System		
12			Quiz 6	
13		Chapter 7 – Circulatory System		
14			EXAM 2	

15		Chapter 8 – Respiratory System		
16			Quiz 7	
17		Chapter 9 – Digestive System		
18			Quiz 8	
19		Chapter 10 – Urinary System		
20			Quiz 9	
21		Chapter 11 – Reproductive System		
22			EXAM 3	
23		Chapter 12 – Integumentary System		
24			Quiz 10	
25		Chapter 13 – Nervous/Psych System		
26			Quiz 11	
27		Chapter 15 – Endocrine System		
28			Quiz 12	
29		Chapter 14 – Special Senses		
30			EXAM 4	

**SYLLABUS  
HLTH 116  
Fall 2013  
Mathematics for Health Care  
A 3 credit course**

**Instructor:**

Richard Spencer  
Email: rspencer@kuspuk.org  
Telephone : 907.471.8974

**Office Hours:**

Available daily telephone or online by appointment.

**Required Materials:**

- 1) *Math Basics for the Healthcare Professional –4TH edition*  
By Michele Benjamin Lesmeister  
Published by Pearson Education  
ISBN 0-13-310415-X

- 2) Basic calculator

**Course Description:**

This course provides a practical application of mathematics in health care including arithmetic review, decimals, fractions, percent, interest, ratio, proportion, and metric measurement, and mathematical applications in medicine including measurement instruments, graphs, charts, and medications. (Prerequisites: DEVM 050 or placement in DEVM 060 or higher)

**SPECIAL REQUIREMENTS:** Internet, Windows, MAC or Unix with 64 MB RAM & Sound card with working computer speakers Microsoft Office Suite of Software, (Word, Excel) installed; software from the Internet will need to be downloaded. Computers found in labs and many offices often have the above abilities.

**Course Goals and Student Learning Outcomes:**

On completion of this course, the student will be able to:

Add, subtract, multiply and divide whole numbers, fractions and decimals.

Recognize and correctly use fraction and decimal equivalents.

Perform combined operations.

Understand percentages, express percentages as equivalent decimals and fractions.

Understand and apply interest and discounts.

Utilize averages and estimates.

Identify and differentiate meters, liters and grams.

Convert, within the metric system, using larger and smaller units.

Convert English measurements to metric and metric to English measurements.

Convert temperature reading between Celsius and Fahrenheit.

Read and express Roman numerals.

Express ratios as equivalent fractions, decimals and percent.

Prove the equality of a proportion using means and extremes or cross multiplication.

Determine the unknown term in a proportion.

Read and express body measurements.

Read and annotate using height/weight measurement graphs.

Calculate payroll.

Calculate oral and parenteral dosages.

Calculate dosages by weight.

Calculate pediatric dosages. Calculate intravenous flow rates and infusion times.  
Understand solution strength stated as a percent. Calculate quantities to prepare diluted solutions.

## Course Policies

### Instructional Methods:

Health 116 is delivered via Blackboard resources (announcements, quizzes, course and assignment calendar, online discussion notes, online syllabus, etc.). Therefore, you must possess basic computer skills and have access to a computer with internet connection.

**Before the first class session** you will be required to:

1. Establish your UA Online account ([www.uaonline.alaska.edu](http://www.uaonline.alaska.edu))
2. Establish your UAF email account (<http://webmail.alaska.edu>)
3. Connect to the Health 116 Blackboard Site ([classes.uaf.edu](http://classes.uaf.edu))

For technical assistance contact the

**Office of Information Technology** at 1-800-478-8226,

visit <http://www.alaska.edu/oit/index.xml>,

or email the OIT a [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu).

They can provide technical assistance with Blackboard, email, UA Online and My UA.

This course is taught primarily online using Blackboard.. Students will take part in weekly learning activities with other students in discussion forums and structured exercises and alone through individual assignments. Each week the class will cover one module.

Directions for completing homework assignments are available on the class Blackboard site.

Homework assignments are due at midnight, see Course Calendar. Homework will become available each week on Wednesday and will close at the assignment deadline. Blackboard will display each assignment for that period of time and then the assignment will no longer be accessible. The assignment will not be re-opened when the specified time for an assignment has passed. Generally, late assignments will not be accepted.

### Student Evaluation and Grading:

Grading and student expectations are based on policies found in the current UAF catalog.

In this course, there are many quizzes and assignments. While this may sound rather daunting, it is important to remember that education and practice are necessary for learning. These assignments and quizzes are open-book and offer you the opportunity to practice using the skills that you will need in the Health Care workplace. It is also important to remember that distance courses typically involve less classroom time and more independent study time than traditional face-to-face classes. For this reason, it is important to note that you must commit several hours of time to this class each week in addition to the time spent in our live, online class sessions. Reading assignments and Blackboard assignments are to be completed **independently**, and weigh heavily into your final grade and your ability to be successful as a student. Please refer to the Course Calendar section of this syllabus for information regarding specific point values.

The final exam must be supervised by a qualified proctor. It is the student's responsibility to identify a qualified proctor and to provide them with the Proctor Eligibility and Responsibilities form and Proctor Agreement Form found in your Blackboard Course Site. It is also the student's responsibility to maintain contact with the proctor and to notify your instructor immediately if you should discover that your designated proctor is no longer available. No textbooks, notes, or other resource materials may be used during the final exam.

Students are subject to the Student Code of Conduct. It is each student's responsibility to become familiar with this Code of Conduct, which can be found at [www.uaf.edu](http://www.uaf.edu) or in the student handbook. The university may initiate disciplinary action against any student found responsible for committing, attempting to commit, or assisting in the commission of any of the prohibited forms of conduct outlined in the Student Code of Conduct. Academic dishonesty (i.e., cheating, plagiarism, collaboration on assignments, etc.) and disruptive actions will not be tolerated and will be reviewed in accordance with procedures specified in regent's policy, university regulations, and university policies and procedures.

**Individual assignment and overall course grades are based on the following criteria:**

**Grade Definition**

**A =**

**100% - 90%**

An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity & poise.

**B =**

**89% - 80%**

Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.

**C =**

**79% - 70%**

Average. The student grasps the essential information; material is complete and presented on time.

**D =**

**69% - 60%**

Below average. Student misses significant aspects of the assignment. Material is not turned in on time; student is unprepared to present project to class.

**F =**

**below 59 %**

Student was unable to complete the assignment on time with at least a 60% understanding and presentation.

**Attendance:**

If you are required to participate in (a) military, (b) UAF-sponsored activities, or (c) documentable and necessary participation in cultural activities that will cause you to miss a class, you must notify me as soon as possible. You must notify me of all scheduled UAF-required absences for the semester (e.g. Travel to athletic events) during the first week of classes.

**Plagiarism/Academic Integrity:**

Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or courses. 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.

Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless specific permission has been granted. No materials may be used to assist in quizzes and examinations without specific permission.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in all assigned work. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

**Incompletes:**

Incomplete "I" grades will only be given if the student has successfully completed a majority of the class and has some *emergency or extenuating circumstance* which makes it *impossible* for them to complete the course this semester. An Incomplete grade will not be given to students who have simply fallen behind on the assignments or who wish to get a better grade by turning in assignments after the course deadline. Students given an "I" grade will have a specified period of time to complete specified assignments. Failure to complete assignments within the specified time period will result in an "I" grade

changing to an "F" (failing) grade on your report card.

**Withdrawal:**

Students are expected to formally withdraw from the class if they cannot complete the course. I will not automatically withdraw students who do not attend or fall behind. Students who do not successfully complete the class and do not withdraw will receive a grade of "F".

**Student Responsibility:**

As students, you must accept the responsibility of ensuring your own success. It is your responsibility to know what you need to do and when you need to do it. This requires a great deal of initiative on your part. Always ask if you don't know what is expected of you. Never wait for someone to tell you. "I didn't know," and "no one told me," are not acceptable reasons for failure to fulfill your student obligations. I am here to help and support students who take the initiative to help themselves.

**Assignments:**

Assignments are due **at midnight, see Course Calendar**. Late assignments will not be accepted.

**Quality Issues:**

Accuracy in spelling is extremely important when documenting health care encounters. Proper grammar and spelling are also integral parts of professionalism. To reinforce attention to proper spelling and grammar, points will be deducted from assignments containing spelling and grammatical errors. Students are expected to check their work for accuracy before submitting it. Always use a spellchecker. When participating in assignments in Blackboard, you will need to be your own spellchecker. Your work must show that you understand the lectures, assigned readings, and other materials. Please note that **some** Blackboard assignments must be completed the first time you access them. In other words, you may not be able to go back to your assignment and make corrections after you have finished, so it is important to make sure that the information you provide is correct before you submit it. Review instructions for each assignment carefully.

**Support Services:**

Students in need of support are encouraged to contact me via email or telephone. Response will be made within 48 hours Monday through Friday. I have posted online office hours and am available for group and private face to face meetings to the extent possible. All college classes require strong reading and study skills. There may be a student support program in your area. **If you feel that you may be falling behind, contact me immediately.** I want you to be successful. Never be afraid to ask for help.

**Math Hotline:** The number is: 1866-UAFMATH (823-6284)

## **Course Syllabus**

### **HLTH F110 Professional Skills in the (Health Care) Workplace-Two Credits Spring 2014**

**Instructor:** Andrea Gelvin

**Class location:** Online using Blackboard

**Email:** [algelvin@alaska.edu](mailto:algelvin@alaska.edu)

**Office hours:** By email or by appointment by phone

**Phone:** (907) 978-6574

**Required Text Book:** "Professionalism in Health Care" 4<sup>th</sup> Edition, Author Sherry Makely, ISBN: -13-978-0-13-284010-1

**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.

#### **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 health care industry, and the role you play.
- ❖ Describe the characteristics and behaviors that demonstrate a strong work ethic and commitment to your job.
- ❖ Discuss the importance of one's reputation, character, values, morals, ethics, and other personal traits.
- ❖ Outline the elements of effective interpersonal relationships, teamwork, and working well with others.
- ❖ Discuss cultural competence and customer service as related to patient care.
- ❖ Explain how their personal image and personal skills affect their professional reputation.

- ❖ List the factors involved in professional growth and advancement, and apply the career planning components of a resume, application and cover letter/personal essay 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.

### **Course Policies**

**Instructional Methods:** HLTH 110 is delivered via Blackboard resources (announcements, tests, course and assignment calendar, online discussion notes, online syllabus, etc.). Therefore, students must possess basic computer skills and have access to a computer with internet connection for class activities.

Before the first class session, you will be required to:

1. Establish your UA Online account ([www.uaonline.alaska.edu](http://www.uaonline.alaska.edu))
2. Establish your UAF email account ([webmail.alaska.edu](mailto:webmail.alaska.edu))
3. Connect to the Health 110 Blackboard Site ([classes.uaf.edu](http://classes.uaf.edu))

Students will take part in learning activities with other students in discussion forums, structured exercises and alone through individual assignments. Directions for completing each homework assignment are available in the class Blackboard site. Assignments will become available each week on Thursday. Blackboard will display each assignment for that period of time, until the due date and then the assignment will be removed. The assignment will not be re-opened after the specified time for an assignment has passed. Extensions may be considered for valid reasons.

**Student Evaluation and Grading:** Your final grade in this class will be based on the total points accumulated from assignments and activities, posted discussions, wiki projects using the following percentages. Please refer to the Course Calendar section of this syllabus for information regarding specific point values. Letter grades will be assigned as follows: *(Students must make a C or higher to pass this class, C- is not considered a passing grade.)*

Grade	Definition
A= 90%-100% 990-1100 points	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% 880-989 points	B = A better than average; above the average expectation. Projects, papers and internet discussion entries are neat and thorough, but do not show the depth of understanding of an "A".
C= 70%-79% 770-879 points	C = Average. The student grasps the essential information, assignments are complete and submitted on time.
D= 60%-69% 660-769 points	D = Below average. The student misses significant aspects of the assignment, assignment is not submitted on time.
F = 59% and lower Less than 660 points	F= Student was unable to complete the assignment on time with at least 60% understanding or presentation

**Attendance:** Students are expected to sign-in to Blackboard regularly; twice per week. Students are responsible for coordinating with the instructor prior to any absences regarding the possibility of making up missed work. Notify your instructor of all scheduled required absences during the first week of class, for example, travel with an athletic team.

**Plagiarism/Academic Integrity:** Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects or courses. 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.**

**Participation and Preparation:** It is important to keep up with the reading of each chapter and participating in the on-line discussions. Professionalism involves demonstrating behaviors and attitudes important in the medical workplace and participation involves actively responding to the on-line classroom activities and assisting in creating a positive environment. Inappropriate postings will not be tolerated.

**Assignments:** Assigned modules/chapters should be read before activities, projects or discussions. Work submitted on-time may be returned with suggestions to obtain additional points if re-submitted. All assignments are due by the date on the course calendar. See course calendar for details. Late assignments will not be accepted.

**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 participating in assignments in Blackboard, you will need to be your own spell checker. Your work must show that you understand the assigned readings and other materials. Some Blackboard assignments must be completed the first time you access them, so it is important to make sure that your entry is correct before you submit it.

**Support Services:** Students are encouraged to contact the instructor via email. Response will be made within 48 hours Monday through Friday. The instructor has posted on-line office hours. If you are unable to get your question answered or if you prefer to discuss your issue locally, there is a student support program in your area. All college classes require good reading and study skills. If you feel you are falling behind, contact me immediately. I want you to be successful. Never be afraid to ask for help.

**Disabilities Services:** The Office of Disability Services (907-474-7043) implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services to provide reasonable accommodation to rural students with disabilities. Please contact me or the Office of Disability Services if you require special assistance. Disability services may also be offered through your school district.

Date	Chapter/Topic	Assignment/points	Due by Midnight	Points
Jan 15- Jan 29	Welcome – Getting Started Review Syllabus and course expectations Set up on Blackboard AKCIS-PLCP Chapter 1-Health Care Industry and Your Role	Scavenger Hunt~25 Introduction –Discussion~25 AKCIS Review & PLCP up-date-25 Lecture Notes and Activities~50 Class Discussion on Blackboard-25 Module 1 Test-25	Jan 30	175
Jan 30- Feb 6	Chapter 2-Your Work Ethic and Performance	Lecture Notes and Activities~50 Class Discussion on Blackboard-25 Module 2 Test-25	Feb 7	100
Feb 7- 20	Chapter 3-Personal Traits of the Health Care Professional	Lecture Notes and Activities~50 Class Discussion on Blackboard-25 Mission Statement -25 Module 3 Test-25	Feb 21	125
Feb 21- Mar 6	Chapter 4- Relationships, Teamwork and Communication Skills Spring Break –March 11-15	Lecture Notes and Activities~50 Class Discussion on Blackboard-25 Module 4 Test-25	Mar 7	100
Mar 7- 20	Chapter 5-Cultural Competence and Patient Care	Lecture Notes and Activities~50 Personality Type Profile-25 Class Discussion on Blackboard-25 Module 5 Test-25	Mar 21	125
Mar 21- Apr 3	Chapter 6 Professionalism and Your Personal Life	Lecture Notes and Activities~50 Class Discussion on Blackboard-25 Personal Essay-25 Module 6 Test – 25	Apr 4	125
Apr 4- 17	Chapter 7-The Practicum Experience (Job Shadow/Tour of Health Care Facility)	Lecture Notes and Activities~50 Class Discussion on Blackboard-25 Wiki-Rural Health Care Facilities-50	April 18	125
Apr 18- May 2	Chapter 8-Employment, Leadership, and Career Development  Course Review	Lecture Notes and Activities~50 Class Discussion on Blackboard-25 PLCP & Personal Essay Up-date-50 Mock Interview-25	All assignments Due by May 7, 2013	150
May 5-7	Final Exam	Complete Course Review to prepare for Final Exam	May 7	75

**Total 1100**

Grade	Points	Grade	Points	Grade	Points	Grade	Points	Grade	Points
A	990-1100	B	880-989	C	770-879	D	660-769	F	<660

University of Alaska Fairbanks  
CRCD / Allied Health  
HLTH F 122 First Aid and CPR, Spring 2014  
1 Credit, 16 hours, combined E-Learning and Skills Lab  
\*\*\*Syllabus is Subject to Change regarding dates and times

**FACULTY:** Andrea Gelvin

**Office Hours:** By Appointment  
Cellphone 907 978-6574  
Email: [algelvin@alaska.edu](mailto:algelvin@alaska.edu)

**Dates:** January 15 through May 15, 2014

**Class Hours:** Asynchronous, E-Learning: 8 Hours,  
Skills Lab, and Face to Face, 8 hours

**Mailing Address:** Andrea Gelvin  
POBox 83967  
Fairbanks, AK 99708

**TEXT:** Online, American Heart Association Basic Life Support for Health Care Providers Resource, Online American Heart Association First Aid Learning Resources, Online American Heart Association Blood Borne Pathogens

**REQUIRED:** Computer Access to be able to do Blackboard Assignments; Head Set; Internet Access; Travel to Regional Hub for Skills lab/Practice

**COURSE DESCRIPTION:**

American Heart Association First Aid and CPR provides instruction on emergency first aid theory and techniques. Students acquire knowledge and skills necessary for dealing with emergencies and medical/dental office and other clinical settings. Includes First Aid Certification and BLS-Basic Life Support- Health Care Provider (adult, child, and infant) CPR Certification and AED training.  
Graded Pass/Fail

**PREREQUISITE:**

Students must be in good physical condition, and have the size and physical ability to perform CPR skills on an adult.  
Students must have basic computer skills as instruction will be provided through Blackboard, an online platform for instruction.

## **INSTRUCTIONAL GOALS:**

After successfully completing this course the student will..

- have gained the knowledge, skills and abilities to provide first responder care
- understand and communicate using computer platforms of Blackboard

## **COURSE OBJECTIVES:**

**Students will be able to:**

- name science updates in first responder care
- list links in chain of survival
- know their role in the emergency response system,
- demonstrate the basic steps for CPR for Adults, Children and Infants,
- list steps common to operation of all AED devices,
- demonstrate proper actions in the use of AED devices
- coordinate AED and CPR action to minimize harm
- demonstrate correct rescue breathing
- comprehend and give demonstrations of relieving choking
- integrate didactic information from e-learning into skills demonstrations
- outline rescuer duties and responsibilities
- assess and apply victim and rescuer safety skills
- importance of Universal Precautions
- show proper hand washing and glove technique
- know steps for activating other help
- do a body system review and breathing, choking,
- articulate the process for debriefing
- articulate the importance of privacy in healthcare information, and describe concept of portability of same
- demonstrate ability to research using online resources regarding health care careers and the education needed for basic entry

## **TEACHING METHODS**

- Blackboard based guided self-study modules
- Proctored skills demonstrations with an AHACPR instructor
- Standardized American Heart Association Learning Assessments
- Variety of E-Learning Simulated Scenario Practices

## **STUDENT RESPONSIBILITIES:**

Students who are taking class by distance learning must be prepared for this prior to first class session by taking orientation tutorials for Blackboard.

1. Complete Online Instruction through AHA
2. Participate in Discussion

3. Seek clarification from instructor on class content, assignments or any topic concerning the course that is unclear.
4. Assume responsibility for own learning with guidance from instructors.

<b>GRADING:</b> Course Completion AHA Provider CPR, with completion certificate:	40%
Course Completion AHA First Aid Course, with completion certificate	40%
Completion Blood Borne Pathogen Module:	10%
Career Exploration and HIPAA Assignments:	<u>10%</u>

Students will pass only if they complete the AHA certifications.

### **READING ASSIGNMENTS WILL BE ACCESSED WITHIN BLACKBOARD MODULES**

#### **ATTENDANCE:**

**Students will have to attend skills lab practice and have skills checked off at a regional hub community during the Spring semester, 2014.**

#### **SUPPORT SERVICES:**

Students are encouraged to contact the instructor. The instructor has posted office hours and is available for group and private face to face meetings to the extent possible. All college classes require good reading and study skills. If you feel that you may be falling behind, contact the instructor immediately. We want you to be successful. Never be afraid to ask for help.

#### **UAOnline**

<http://uaonline.alaska.edu/>

Your resource for transcripts, accounts and other personal information.

#### **EMAIL:**

Students are required to contact instructor using UAF email addresses. This is a UAF requirement.

#### **Rural Student Services**

<http://www.uaf.edu/ruralss/>

Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over the state of Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. RSS is known for its welcoming and friendly environment. Many students find a meaningful connection at UAF through RSS.

We can help you with:

- \* Academic Requirements
- \* Registration for Classes
- \* Finding Financial Aid
- \* Explaining Housing Options
- \* Declaring a Major
- \* Career Exploration

**CONTACT US AT:**

P.O. Box 756320, Fairbanks, AK 99775-6320  
1-888-478-1452 (Toll Free within Alaska) or (907) 474-7871  
Email us at [fyrss@uaf.edu](mailto:fyrss@uaf.edu)

**Math Hot Line**

Contact UAF's toll-free Math Hotline for problem solving and math help. Call 866-823-6284 (1-866-UAF-MATH) during regular fall and spring semesters.

**Writing Center**

<http://www.alaska.edu/english/studentresources/writing/>

The Writing Center is a student-staffed, student-oriented service of the English Department.

801 Gruening Bldg., P.O. Box 755720  
Fairbanks, Alaska 99775-5720  
Phone: (907) 474-5314  
Fax: 1-800-478-5246

\* The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone and fax or over the Internet. Students can call 907-474-5314 for information on how to fax a paper and have it tutored over the telephone, or engage in an interactive Internet session. Both services are free.

**Library Services for off campus students**

<http://library.uaf.edu/offcampus>

Off-Campus Library Services is a unit set up to serve rural UAF students and faculty who do not have access to appropriate information resources in their town or village. We work in support of The College of Rural & Community Development and The Center for Distance Education and Independent Learning.

We can supply your information needs for the courses you are taking. For example, if a research paper is required in the teleconference or correspondence course that you are taking, you can contact us, explain your information need, and we will send library materials to you so that you can write your paper.

Contact us at

Off-Campus Services, Elmer E. Rasmuson Library  
310 Tanana Loop, PO Box 756800  
Fairbanks, Alaska USA 99775-6800  
Phone: 1-800-478-5348 Email: [fyddl@uaf.edu](mailto:fyddl@uaf.edu)

**For more off campus help go to:**

[http://www.uaf.edu/library/instruction/ls101/other/Distance\\_Resources.html](http://www.uaf.edu/library/instruction/ls101/other/Distance_Resources.html)

**Computer, Internet, and Software**

**Problem: you cannot get your email**

Make sure your Internet connection is working; to test it, you can try to go to a new web page and see if it loads.

- If you are having problems with a UAF account, you will need to contact the **UAF help desk 1.800.478.4667**. If it is another company's account, you will need to contact their customer support. There is very little we can do to assist you as we have no control or access to the computers that serve the email.
- Check with your email program's Help.

**Problem: you forgot your password**

- Only the organization that issued your password can do anything to change it. You will need to contact them. For UAF email and Blackboard it is the UAF help desk 1.800.478.4667. For most web services there is a link you can click if you forgot your password. I also recommend writing them down somewhere for back up.

**Problem: you are having problems with Blackboard**

- You will need to contact the Blackboard administrator, at:  
<http://classes.uaf.edu/> Office of Information Technology Help Desk 474.6564 or 1.800.478.4667

**Disabilities Services**

Disability services provides assistance to the university's rural campuses; Tanana Valley Campus, Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim, and Northwest.

The staff of Disability Services works with faculty in arranging appropriate services in the classroom. Questions should be directed to the Director of Disability Services at (907)-474-5655.

<http://www.uaf.edu/disability/>

UAF Office of Disability Services

612 N. Chandalar, PO Box 755590

University of Alaska Fairbanks

Fairbanks, Alaska 99775-5590

Phone: (907) 474-5655 | TTY: (907) 474-1827 | Fax: (907) 474-5688 | E-mail: [fydso@uaf.edu](mailto:fydso@uaf.edu)

**UAF Disability Services for Distance Students**

- a. UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development campuses and UAF's Center for Distance Education (CDE). Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services.
- b. If you believe you are eligible, please visit <http://www.uaf.edu/chc/disability.html> on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, [fydso@uaf.edu](mailto:fydso@uaf.edu)

**It is hoped and planned that all student will complete their assignments prior to 4/23/2014, but all students must complete the class assignments before 5/1/14.**

# Tentative Course Calendar

Spring 2014

Day	Due BY	Activity	Assignments
Class open in Blackboard		Complete Online CPR Module, AHA	Complete Module and email copy of certificate to instructor, write comments in Discussion Board in BB on the process of "E-Learning CPR"
*Start as soon as possible		Introduction, to E-Learning, Orientation, Blackboard Scavenger Hunt	Learn UAF Username and Student ID Number, Access Blackboard and Do Scavenger hunt, Introduce Self with Picture in Discussion Board of BB
Arrange with Facilitator		Skills Check with Instructor Supervision	Hospital/Clinic Tour Write comments in Discussion Board in BB about tour and CPR
*Start as soon as possible		Bloodborne Pathogens	Complete Blackboard Module on Bloodborne Pathogens
*Start as soon as possible		HIPPA	Review Blackboard Articles on HIPPA act: Write in Discussion Board Response to Scenario about HIPPA Violations.
*Start as soon as possible		Blackboard and Internet Research	Go to AKCIS web site and create a profile. Pick a Health Care Career Path and identify educational steps to work in that career. Write down information and share it with your colleagues in BB Discussion Board. List the career you think you would take in HC, list the educational steps, and the credentials necessary. List the potential for employment in Alaska based on the Department of Labor web site on Health Care. This will be your personal learning plan, and you will need to save it in AKCIS
*Start as soon as possible		Scenario Games	Play scenario games and complete four. These games will help you understand the steps in emergency response.
Course Completion	5/15/2014	Discussion Board	Read and comment on all other student's health care career presentation. Complete Course Evaluation Good Byes and Share Contact Information in Discussion Board