



**Coleman College for Health Sciences  
Human Service Technology Department**

<https://www.hccs.edu/programs/areas-of-study/health-sciences/>

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**HPRS 1201: Introduction to Health Professions |  
Lecture | #15396,15337,15413 (online) and  
13111(hybrid) 1<sup>st</sup> 8 weeks**

Fall 2022 | 2<sup>nd</sup> 8 weeks: 15382,15342,15340 (online) and  
20458 (hybrid)

2 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Margaret Freeman, M.Ed.  
Office: Coleman, Room 419 &  
Katy 306.6

Office Phone: 713-718-7467  
Office Hours: Online by apt and  
every Monday 1-  
2pm, 3-4p &  
Tuesday 12-  
1p Wed. 12-1p ,  
Thursday noon-2pm  
Office Location: Online

HCC Email:  
[margaret.freeman@hccs.edu](mailto:margaret.freeman@hccs.edu)

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**  
**[margaret.freeman@hccs.edu](mailto:margaret.freeman@hccs.edu) or Canvas email**

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What's Exciting About This Course**

You will learn so much about yourself and the health career you have chosen. The important part of a successful career is picking the one that fits you best. In this course we will do 3 assessments in an effort to ensure that who you are and what you like will be a good match for the particular health career you have chosen. Also we will explore how to successfully navigate through the demands of the health science curriculum. You will know a lot of information that will help you select the right career for you and to successfully apply and be accepted into it.

## **My Personal Welcome**

Welcome to HPRS 1201—I'm delighted that you have chosen this course! One of my passions is to help students find the right career fit for them. Each of you want to help others and medical careers is certainly one avenue. But is it the right one for you?

This course will help you find out. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available before and after class each week as well as by appointment on Friday. My goal is for you to walk out of the course with a better understanding of yourself and what career will be satisfying for you. So please visit me or contact me by email whenever you have a question.

### **Prerequisites and/or Co-Requisites**

None. However, it is advisable that you have basic computer skills to complete the major portfolio project which is 45% of your grade.) If you have enrolled in this course having basic computer skills, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Canvas Learning Management System**

This section of HPRS 1201 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in- class assignments, exams, and activities. **All assignments, quizzes and discussions are in the on-line portion of this course.**

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information

#### **No Textbook Requirement for this course!**

StrengthsQuest Purchase Code Only (no book purchase required).  
Clifton & Anderson, Gallup Press. ISBN 0-9772637-0-5

Learning Style Assessment (Cost \$5.00), code **TMTBTDD** – [www.humanesources.com](http://www.humanesources.com)

**Not applicable for online classes: All assignments will instead be submitted electronically. You may choose to print assignments out and put in Portfolio: purchase & complete your strengthsquest assessment** in a timely manner (by week 1 of an 8 week term). Sheet protectors are not required.

The access code for strengthsquest can be purchased at the [HCC Bookstore](http://HCC Bookstore) Or online at [www.strengthsquest.com](http://www.strengthsquest.com)

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://HCC Tutoring Services) website for services provided.

### Libraries

For library training and resources, please visit:  
[https://library.hccs.edu/online\\_instruction/schedule](https://library.hccs.edu/online_instruction/schedule)

. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

HPRS 1201 provides students with an overview of roles of various members of the health care system, education requirements, and issues affecting the delivery of health care. It also covers admission requirements for all health science programs offered at HCC.

Course Goal: The goal of this course is to have health science majors begin thinking, writing, and dialoguing creatively and critically about their educational goals and readiness for entering a health science program.

### Core Curriculum Objectives (CCOs)

Students will:

1. Establish individual health science program related goals based on research of the various professions and completion of three assessments; a Strengths inventory, Learning Style Inventory and True Colors Inventory.
2. Understand the importance of teamwork in the health care environment.
3. Comprehend the interrelationships between all health science programs.
4. Analyze their individual problem solving and critical thinking skills.
5. Apply problem solving and critical thinking skills to health science scenarios.
6. Understand the relationship of their interpersonal skills as they relate to the health professions.
7. Formulate a time management process that will work for them for program success.
8. Learn the importance of prioritization and scheduling.
9. Apply computer skills in the research of health science programs.
10. Basic math skills as they relate to health science programs.
11. Present oral and written reports with accuracy and efficiency on topics related to health sciences.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/health-sciences/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of HPRS 1201, the student will be able to:

1. Discuss the roles of various health care professionals in the current health care delivery system.
2. Outline the educational background methods of credentialing and licensing requirements of healthcare professions on a state and national level.
3. Identify legal and ethical issues affecting the practice of health professionals. Define professionalism and the rights and responsibilities of being a health care professional as well as the factors that affect success in a health science program.

## Student Success

### How to Succeed in This Course

- Log in to the course daily to read any messages or announcements and please follow all instructions. If you have questions please post them in your student lounge or email your instructor.
- Keep up with the Course Schedule and the due dates.
- Read the assigned materials (presentations, articles, websites, or chapters).
- Complete the assignments Portfolio, quizzes and discussions according to the instructions and submit them on time. Late assignments are only accepted if arrangements have been made with your instructor prior to the due date. For all others there is a one day grace period minus 1 pt.
- Contact the professor if you have any questions or problems.

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

### Instructor and Student Responsibilities

#### As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

#### As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

### Human Service Technology Program- Virtual Learning Policy

In response to COVID-19, temporary measures have been enacted to ensure that all students are provided with a safe, supportive, and professional online learning environment.

We ask that our students be in a location that is conducive to an effective online learning environment. This location should model, as close as possible, a classroom

atmosphere. Anything that can't or shouldn't be done in a face-to-face classroom setting should not be done during your online lecture. Examples of inappropriate online behavior may include smoking, alcohol consumption, driving, inappropriate dress, lying in bed, logging in and leaving for an extended period, etc. If you have any questions about this policy, please contact your instructor.

Thank you for your support and have a great semester.

## Assignments, Exams, and Activities

### Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your health science career. Students will be required to successfully complete the following:

#### **TESTS**

Three (3) self-administered quizzes will account for **10%** of your total grade. These quizzes are completed on your own and on the computer. Please complete by listed due dates.

#### **PORTFOLIO – CONVERTS TO ONLINE SUBMISSION DURING COVID-19. No physical portfolio required for online classes but all online assignments still count as 45% of grade.**

1. Use the assessments discussed in class and in your text to provide a well-written synthesis describing how you plan to apply concepts of your **Learning Style, True Colors and your five Strengths** to your plan for success in a health science program.
2. Include your **own** experiences and describe how that affects your career goals.
3. Demonstrate the use of **time management** and complete a **Plan A** and a **Plan B** schedule.
4. Research your health science career choice and write a two-page paper including the duties, demand, and salary, opportunities for advancement, continuing education requirements and interview of someone in the field. MLA format, 2 full pages, doubled-spaced, 12 inch font along with a reference page. **If references are not listed it will be considered plagiarism and you will not receive credit for this assignment, NO EXCEPTIONS!**
5. Complete all reading and models assigned for the course module by the due dates assigned.
6. Portfolio is due on the date assigned by your instructor! Assignments must be in order in the correct Tab for credit.
7. Late assignments are **only** accepted if arrangements have been made with your instructor prior to the due date! (-10 penalty per day)

#### **ORAL PRESENTATION**

The oral report will be a group assignment on a topic related to the health sciences/health care. Students will be asked to research a topic, and/or create a PowerPoint presentation and present the findings to the class. All students must take an active role in the group.

A **Group assignment** is one which allows a teacher to set an **assignment** which a **group** can work on collaboratively, one in which a teacher can observe and sometimes assign a common grade and feedback. Unless otherwise noted by the instructor.

**There is one essay on your selected career.** However, all assignments are typed and uploaded in appropriate places in canvas.

**Attendance each week is expected for clarification on assignments, quizzes, group project assignments etc.,** You may attend any of my classes during the semester. Schedule will be posted in canvas for the semester.



## Grading Formula

Your instructor will utilize quizzes, discussions, class assignments, attendance and your ability to follow classroom instruction (Portfolio) to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

All assignments	45 points
Exams	10 points
Attendance	10 points
On-line discussions	15 points
Group Project	20 points

Grade	Total Points
A	90+
B	80-89
C	70-79
D	60-69
F	<60

## Incomplete Policy

Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic / Assignments Due-Summer 5 week
1		Syllabus Course Overview and Tab 1
2		Tab 2
3		Tab 3
4		Tab 5
5		Groups present, All work Due  <b>Fall &amp; Spring 8 week</b>  1. Intro 2. Tab 1 3. Tab 2 4. Tab 3 5. Tab 4 6. Tab 5 & Groups assigned 7. Groups present 8. All due (any late work approved)

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Late assignments are only accepted if arrangements have been made with your instructor prior to the due date! Late assignments are also accompanied with a late-work penalty. (-10 penalty per day). All weekly assignments have a grace period of one day with a minus 1 pt for being one day late.

### Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. What that means is if you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to,

cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of zero or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Please do not copy, use, or submit another student's work! These assignments are designed for you and this will be viewed as scholastic dishonesty. Possible punishments for academic dishonesty may include a grade of zero or F on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Cheating statement: Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

**Attendance is mandatory.** You are required to attend all in-class lectures which occur once a week. All assignment information is presented in lecture. You may attend any of my classes given that week without prior consent from me. All online courses meet every week and an online attendance discussion proves your attendance for that week.

**If** this is a Hybrid that meets every class session (currently this is Mondays at Katy campus 9am and again at 1pm) unless otherwise noted by the professor.

This course is a hybrid course meaning that you will spend lots of time in the classroom and lots of time using the computer. 50% face to face 50% online.

*Class Attendance - It is important that you come to class!* Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. **The six hours of class time may include any total classes missed or for excessive tardiness (3) or leaving class early (3).**

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, once you miss more than 6 hours you will be **dropped** from the course.

**Poor attendance** records tend to correlate with **poor grades**. If you miss any class, including the first week, **you are responsible for all material missed**. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussions or be able to hand in papers and/or assignments if you unavoidably miss a class. All assignments are due on their due dates.

**Class attendance equals class success.**

## HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might

be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay

in class and improve your academic performance.

If you plan to withdraw from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.

***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

### Student Conduct

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal.

### Electronic Devices

Phones should be set on silent during lecture classes. You are welcome to bring tablets or laptops to class. Please be respectful of others in the classroom.

### HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore

- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and



state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Department Chair Contact Information**

Nicole Phinazee, M.Ed