



Houston Community College
Coleman College for Health Sciences

Location: Online Room #: N/A
Course Number: 60782,67563,67564
Term: 16 weeks
Date/Time: Online
Content Delivery Mode: Distance Education
Credit/Clock Hours: 2

Location: Online Room #: N/A
Course Number: 68138
Term: 12 weeks
Date/Time: Online
Content Delivery Mode: Distance Education
Credit/Clock Hours: 2

Instructor: Ms. Renea Been, MATP
Email: Eagle Online
Renea.been1@hccs.edu (only if Eagle Online is down)

How to Contact Me

Since I teach distance education classes part-time, I do not have an office or a phone number so the best way to reach me is through email. I check my email regularly; therefore, if you send me an email you will receive a response from me **within 24 hours (Monday-Friday)**. If you did not receive a response from me, that means I did not receive your email. Please double check that you are sending it correctly and resend.

To send an email in Eagle Online, select "Compose" in the "email" section within our online course. It is located on the right side column of the home page.

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is important to me. I am available to hear your concerns and just to discuss course topics. If you want to discuss your grade, please set an appointment with me. For my hybrid courses, I will not discuss your individual performance with you during instructional time or on breaks during class time.

Type of Instruction

This course is a distance education course meaning that you will receive instruction 100% online via Eagle Online. Obviously, you must have basic computer skills in order to be successful in this course. There are free tutorials on the HCC website to familiarize you with the tools on Eagle Online. Be sure to utilize these if this is your first online class.

Here is a link to the tutorials:

<http://www.hccs.edu/portal/site/hccs/menuitem.a12520d901466b1f3227a2ced07401ca/?vgnextoid=6a417b0b5322b110VgnVCM100000054710acRCRD&vgnnextchannel=abd24cc6a366f110VgnVCM2000001b4710acRCRD&vgnnextfmt=default>

Technical Compliance

*Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. **The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.***

To resolve any technical issues you may be experiencing, open the link below to see options available to you for technical support.

<http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8513>

Course Description

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.

Student Learning Outcomes

At the conclusion of the course, the student will be able to perform the following:

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 health care professions in a state and national level.
3. Identify legal and ethical issues affecting the practice of health professionals.
4. 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.

Learning Objectives

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.

SCANS or Core Curriculum Statement and Other Standards

Credit: 3 (2 lecture, 1 lab)

This course is designed to help individuals decide whether a health science field could be a satisfying career for them. Information concerning the role of healthcare workers, health science programs, effective study skills, employability, and rewards and challenges of a health science career is presented.

Eagle Online Student Sign In Steps for First Time Users

1. Go to the HCC College Web site: <http://www.hccs.edu>
2. Click under the **CONNECT** menu (Right of page): Online Courses
3. Then click on the right onto Eagle Online Login.
3. Now Bookmark this on your computer at home. (Add to Favorites)
4. Be sure to read all the information on this page
5. You should see a box with user name and password.
7. Your Eagle Online ID is now the same as your HCC User ID which is used for Online Registration. [For example: W0034567]
8. Password is **distance**. This password is independent of your Online Registration password or Blackboard Vista password. You will be required to change your password when you first log in.
9. Select **OK**
10. The page that displays next lists ALL of the HCC classes you are enrolled in this semester that have web components on Eagle Online.

11. Select this class.

NOTE: Eagle Online works best with Firefox web browser. Be sure you download this free browser and use it with all your Eagle Online courses.

Instructional Methods

HPRS 1201 is a required course for some of the health science programs. It also meets the requirement of a College Success Course for any new student with less than 12 semester college hours.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the various fields of health sciences, modeling good teaching strategies, and presenting you information and experiences that allows you to connect the information that you learn in this course to the real world of health sciences.

As a student wanting to learn about the field of health sciences, it is your responsibility to read the textbook, submit assignments by the due dates, study, participate in classroom activities, attend class, and enjoy yourself while becoming informed about the various careers in the health sciences.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend some class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

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:

Attendance/Online Assignments- 15% of your final grade

For hybrid courses & distance education courses refer to the respective attendance policies outlined in the “attendance” section of this syllabus. Online assignments are assigned weekly and completed online. Details & instructions are given in the announcements of our online classroom.

Online Quiz Average- 15% of your final grade

There are six self quizzes covering the major topics of this course that you are required to complete in our online classroom. Quizzes are due by the second to last week of the course. For example, in an 8 week course, all quizzes must be completed by the end of week 7.

Group Project Presentation- 25% of your final grade

The group project presentation will cover topics related to the content of this course. Students will be asked to research a topic, and create a presentation presenting the findings to the class. All students must take an active role in the group. **Students who do not actively participate in the creation of the presentation with their fellow group members by either not communicating or being responsive to group members' emails, texts, and phone calls (no more than a 24 hour response time) or contributing actual work will be removed from their groups and given a zero on this assignment.**

Portfolio - 45% of your final 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 PEPS learning styles, 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 impacts your career goals.
3. Demonstrate the use of realistic time management and goal setting.
4. Research your health science career choice and write a two page paper including the duties, demand, salary, opportunities for advancement, continuing education requirements and interview of someone in the field.

HCC Policy Statement – ADA

Services to Students with Disabilities Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. (At any HCC campus) Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165.

HCC Policy Statement: Academic Honesty

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 also 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 mean the unauthorized collaboration with another person in preparing written work offered for credit. **Possible punishments for academic dishonesty may include a grade of 0 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)**

HCC Policy Statements

Class Attendance - It is important that you login and 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 weekly. 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 would include any total classes missed or for excessive tardiness or leaving class early.

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 class, 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 discussion or be able to hand in paper if you unavoidably miss a class. ***Finally, it is your responsibility to check your email regularly and participate actively and appropriately when this course.***

Attendance is required for this course.

Your attendance in this course is measured by your active participation. **In other words, your completion of weekly assignments by the deadlines given tells me whether or not you are “here” in the course. Logging in and clicking on some things is not enough to be considered “present” in my class, you must engage.**

Please note that in order to be marked “Present” for class and considered actively engaged, you will need to complete several assignments by the official date of record and continue to do so for the remainder of the course. It is **extremely** important that you are marked “Present” for the first few weeks of class. If you are marked absent, you will automatically be dropped by the registrar as “never attended”. Details of what will be required of you will be given in the first week’s announcements within our course online.

For more details regarding DE attendance policy, please refer to the DE Student Handbook:

http://de.hccs.edu/Distance_Ed/DE_Home/general_info/student_handbook/Handbook%20PDFs/Policies%20and%20Procedures.pdf

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, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing 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.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom Behavior

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 achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Instructor Requirements

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 class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and

make up work

- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbooks
- 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
- Complete the portfolio with a 70% passing score

Grading

Your instructor will conduct quizzes and assessments that you can use 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. ***Although all grades are final***, your instructor welcomes a dialogue on what you discover is your issue and may be able to assist you in finding resources on campus that will improve your performance.

HCC Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

More on Grades

If you miss class on the day a quiz or test is due, you will receive a zero unless you have made arrangements with the instructor IN ADVANCE. Late work will be granted at the instructor's discretion. (In other words, your reason better be a good one!) You can expect to lose points for each day your work is late and that includes weekends. On discussion forums, you will be allowed to post one day late, but you will lose points on the assignment. After one day, you will receive a zero. On major assignments, you can expect to lose 5-10 points per day late. **If you do not contact the instructor prior to an assignment being due, and fail to show up to class to turn it in for any reason other than a life-threatening emergency (your own or an immediate family member) or illness (documentation required for either), you will not be allowed to make-up the assignment.**

If you have a problem come up during the semester- a job or schedule change, illness, or other personal issue, please come to me about this **before** it impacts your attendance or grades. If you come to me **after** your attendance or grades

have already dropped due to the problem, I am much less likely or able to work with you to resolve it.

EGLS₃ -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Meningitis Immunization Required

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to <http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation>

Required Textbooks & Materials

(1) StrengthQuest, Clifton & Anderson, Gallup Press, 2nd Edition ISBN: 978-1-59562-011-8

This is both a text and an assessment used in the course. You need the book to complete the reading assignments and you need the access code to take the Strengths Finder assessment so you have some choices on how you can accomplish both of these tasks. Be warned that you cannot buy a used StrengthsQuest book and use the code to take the assessment. Please select one of the following options:

- A. Purchase the StrengthsQuest book brand new. Every book comes with an access code so this is the easiest, no hassle and most expensive route.

OR you can try this option:

- B. Purchase a code to take the StrengthsFinder assessment online. To purchase the code by itself it costs only \$9.99. You will also have online access to the book so you can complete the assigned readings. You can do so at the following address:

<https://www.strengthsquest.com/schoolaccess/default.aspx>

(2) PEPS Learning Style Inventory

This is another assessment of the course. You will take it online and it costs \$12.95. Here is the link to it:

<https://www.humanesources.com/capp/login.php?url=hccnw>

OPTIONAL Textbook: Career Development for Health Professionals, Lee Haroun, 3rd edition, ISBN: 978-1-4377-0673-4

This text is where you will find the information for most of the questions on the six quizzes in this course; however, many students have expressed to me that they did just fine by listening to the lectures alone. This text has always been a requirement for this course, but I am designating it as optional. The choice to purchase it is up to you.

Note: All books are available at Central, Katy, Spring Branch, Southeast, Stafford & West Loop Campus bookstores.

Other Materials Needed For DE students applying to the Surgical Technology program:

- One 3-ring binder with a clear view front (1" or 1.5")
- 8 Dividers with Table of Contents Page (Tabs must be labeled 1-8) It's recommended (**not required**) that you purchase the following (They cost about \$4 and are available at Office Max, Office Depot, or Staples. They are also available in black & white and cost the same as color. **If you do not purchase these, you will need to create your own dividers and table of contents.** Remember everything needs to be typed!



- If you prefer to use sheet protectors in your portfolio, then you will need to purchase special tabs that will work with sheet protectors. **Sheet protectors are NOT required.**

Please note this syllabus is subject to change.