



South Portland, Maine 04106

Fall 2021

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**Title: FIGs-Intro to Healthcare Professions**

**Catalog Number: FIGS 102 (06)**

**Credit Hours: 1**

**Total Contact Hours: 15**

**Lecture:** Online in Brightspace for 8 weeks

**Instructor:** Scott Cook, MS, CHSE, CHSOS

**Office Hours -** By appointment, please e-mail

**Contact Information:** [scook@smccme.edu](mailto:scook@smccme.edu)

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## COURSE SYLLABUS

### Course Description

Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal exploration and setting, and financial literacy with the investigation of a topic. This FIG will explore how these skills are important for those entering the healthcare profession.

### Course Objectives

**After successfully completing the course, the student will be able to:**

- Describe and apply effective study skills, test taking, and time management strategies
- Explore career and academic opportunities using a variety of tools
- Develop and articulate achievable academic goals
- Demonstrate proper note taking techniques using the Cornell method
- Apply the concept of SQ3R to reading a textbook
- Learn about financial management
- Apply APA format for an **assigned** research project that will be presented to the class, clearly, concisely and without bias.

### Methods of Instruction

This course will present materials through the delivery of online content, online discussions, assigned readings, and practical exercises, including personal reflective writing assignments and quizzes.

## **Course Requirements**

For successful completion of this course students must:

1. Complete assigned readings
2. Actively engage in classroom discussions online, per discussion instructions
3. Complete all assignments
4. Complete quizzes
5. Research a health profession you are interested in (including an interview with someone currently in this position) and provide an overview of the job requirements, work environment, educational requirements, salary, and job outlook (for the state you are interested in working in and nationwide). Create a brief presentation (7-10 minutes) to share what you learn.

## **Student Evaluation and Grading**

Participation in Online Discussions	20%
Assignments (including reflective writings)	20%
Quizzes	20%
Health Profession Research & Presentation	40%

## **Attendance**

You must participate thoughtfully in weekly course content, activities, and discussion.

## **Discussion Weeks**

Throughout the course, some weeks have discussion boards. The weeks that have discussion sections, you will write an original post and post to your peers. The topic will be selected by the instructor and will cover a topic from that week's class. You will be required to post three times. Initial post will be your own thoughts and will be due the Wednesday of that week by 11:59pm. Two posts where you are responding to your peers in class will be due by the Sunday of that week at 11:59pm.

## **Text, Tools and / or Supplies**

See Brightspace for textbook.

## **End-of-Course Evaluation**

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

**For Classes with any Face- to -Face Component – THERE IS NO FACE-TO-FACE COMPONENT FOR THIS CLASS**

While the syllabus represents current plans, there may be changes during the semester in response to the ongoing Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

**ADA Statement**

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

**The Learning Commons**

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the Fall 2021 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the "tutoring needed or need help?" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

## **SMCC Pay-for-Print Policy**

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu).

## **Refunds**

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

## **Add-Drop Policy**

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance. .

## **Withdrawal Policy**

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, Usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

## **Plagiarism Statement**

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

**Our Academic Week:** Our academic week will run from Monday through Sunday except for Week 8 which ends on a Saturday. To help those who may work or have other life responsibilities, content will be released the weekend before our academic week begins. Because of the early releases, late work will NOT be accepted.

Week	Topic	Assigned Reading for Week from Textbook	Work to be Completed This Week
1 Oct 25-Oct31	Introductions, Course Overview, SMCC Resources	Chapter 1	<ul style="list-style-type: none"> <li>Brightspace Orientation</li> <li>Discussion: <i>Class Introductions</i></li> <li>My Maine Guide Activity Web Quest</li> <li>Quiz 1</li> </ul>
2 Nov 1-Nov7	Time Management	Chapters 2 and Chapter 3 (only section 3.4, pages 120-123)	<ul style="list-style-type: none"> <li>168 Hours Exercise</li> <li>Tracking My Time Assignment &amp; Log</li> <li>Quiz 2</li> </ul>
3 Nov8-Nov14	Taking Notes & Reading to Learn	Chapters 4 & 5	<ul style="list-style-type: none"> <li>Discussion: <i>Using Cornell Note-Taking</i></li> <li>Quiz 4 &amp; 5</li> </ul>
4 Nov15-Nov21	Careers in Healthcare & Personal Health ( <i>Introduce Presentation</i> )	Chapter 10, Chapter 12 (only section 12.2, pages 454-460)	<ul style="list-style-type: none"> <li>Reflective Writing: <i>Health</i></li> <li>Discussion: <i>Linking Skills &amp; Healthcare Profession</i></li> </ul>
5 Nov22-Nov28	Goal Setting	Review Chapter 2 (only section 2.1, pages 53-63)	<ul style="list-style-type: none"> <li>SMART Goals Worksheet</li> </ul>
6 Nov29-Dec5	Mindset		<ul style="list-style-type: none"> <li>Reflective Writing: <i>Mindset</i></li> </ul>
7 Dec6-Dec12	Public Speaking & Class Presentations, APA Format,	Chapter 7 (only section 7.4, pages 263-271)	<ul style="list-style-type: none"> <li>Discussion: <i>Research Project Health Professions Presentations</i></li> </ul>

<p style="text-align: center;"><b>8</b> <b>Dec13-Dec18</b></p>	<p>Financial Literacy</p>	<p>Chapter 11</p>	<ul style="list-style-type: none"><li>• Budgeting and Student Loans Assignment</li><li>• Chapter 11 Quiz</li><li>• Research Project Presentations</li><li>• Reflective Writing: <i>Course Reflection/Relevance</i></li></ul>
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End of Syllabus