

FIGS 102 - Spring 2020

Online

Title: FIGS 102 D1 -Intro to Healthcare Professions

Catalog Number: FIGS 102 D1

Credit Hours: 1

Total Contact Hours: 15

Lecture: Online for 8 weeks

Instructor: Scott Cook, MS, CHSOS

Office Hours - By appointment, please e-mail

Contact Information: scook@smccme.edu

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, discussions, assigned readings, and practical exercises.

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 reflective writing assignments
5. Complete quizzes
6. 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 and nation). Create a brief presentation (7-10 minutes) to share what you learn with your classmates.

Student Evaluation and Grading

Participation in Bi-Weekly Online Discussions	15%
Bi-Weekly Reflective Writings	15%
Assignments	20%
Quizzes	20%
Health Profession Research & Presentation	30%

Attendance

You must participate thoughtfully in weekly course content, activities, and discussion. Attendance is evaluated based on signing into Blackboard AND participating in weekly activities / assignment submissions. IF you sign in but do not participate, this will be counted as an absent week which could lead to an Administrative Failure (AF) for the course.

Text, Tools and / or Supplies

Staley, C. (2012), *Southern Maine Community College: Focus on Success*, Cengage Learning, ISBN # 9781285117058. All materials for successful completion of the course can be found on blackboard.

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 site. Students can access the course evaluation report beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following

the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus 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.

SMCC Pay-for-Print Policy

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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.

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.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member

should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

NOTE: * Course content will be released online at 12:01am every Monday morning. All assignments are due by 11:59pm on Saturday of that same week.

Week	Topic	Assigned Reading for Week	Work to be Completed This Week
<p>1 Jan 13 - 18</p>	<p>Introductions, Course Overview, SMCC Resources</p>		<ul style="list-style-type: none"> • Student Blackboard Certification • Discussion: <i>Getting to Know You</i> • Discussion: Procrastination • My Maine Guide Activity
<p>2 Jan 19 - 25</p>	<p>Personal Habits of Success & Time Management</p>	<p>Chapters 1, 2 and Chapter 3 (only section 3.4, pages 120-123)</p>	<ul style="list-style-type: none"> • Reflective Writing: <i>Changes and Concerns</i> • 168 Hours Exercise • Tracking My Time Assignment & Log • Quiz 1 & 2
<p>3 Jan 26 – Feb 1</p>	<p>Taking Notes, Reading to Learn & Test Taking</p>	<p>Chapters 4, 5, & 6</p>	<ul style="list-style-type: none"> • Discussion: <i>Using Cornell Note-Taking</i> • Quiz 4, 5 & 6
<p>4 Feb 2 - 8</p>	<p>Careers in Healthcare & Personal Health (<i>Introduce Presentation</i>)</p>	<p>Chapter 10, Chapter 12 (only section 12.2, pages 454-460)</p>	<ul style="list-style-type: none"> • Reflective Writing: <i>Personal Wellness</i> • My Career Center – Quick Profile • Quiz 10
<p>5 Feb 9 - 15</p>	<p>Setting Academic & Career Goals</p>	<p>Review Chapter 2 (only section 2.1, pages 53-63)</p>	<ul style="list-style-type: none"> • Discussion: <i>Linking Skills & Healthcare Profession</i> • SMART Goal Worksheet • WHAT’S MY TYPE—Career Exploration
<p>6 Feb 16 - 22</p>	<p>Mindset</p>		<ul style="list-style-type: none"> • Mindset Survey • Reflective Writing: <i>Mindset</i>

<p style="text-align: center;">7 Feb 23 - 29</p>	<p>Public Speaking & Class Presentations, APA Format, Financial Literacy</p>	<p>Chapter 7 (only section 7.4, pages 263-271) Chapter 11</p>	<ul style="list-style-type: none"> • Budgeting and Student Loans Assignment • Discussion: <i>Research Project Health Professions Presentations</i> • Chapter 11 Quiz
<p style="text-align: center;">8 Mar 1 - 7</p>	<p>Health Profession Research Project Presentations</p>		<ul style="list-style-type: none"> • Research Project Presentations • Reflective Writing: <i>Course Reflection/Relevance</i>