



Health Sciences Division

Title: Introduction to Healthcare Professions

Credit Hours: 1

Total Contact Hours: 15 (5 days @ 3 hours/day)

Contact Information:

Instructor: Igor Malenko

Email: imalenko@smccme.edu

Catalog Number: FIGS 102-01

Location: HSC 113

M- F 9:00am-12pm

Office hours: available after class and through email (for appointment or questions)

Course Description

This Freshman Interest Group introduces students who are interested in pursuing a career in the healthcare professions to the challenges, demands, and rewards of being a member of a healthcare profession. The content includes an overview of the various healthcare professions available at SMCC. The course also includes information related to the responsibilities of the professionals in caring for people who have accessed the healthcare system, the competencies needed to be successful in a healthcare program, and strategies to promote effective learning. Students will participate in simulated activities related to care responsibilities that are necessary to be an effective member of the healthcare community.

Prerequisites:

The only prerequisite is acceptance to SMCC.

Course Objectives:

At the end of this course, the student will be able to:

1. Describe and apply effective study skills, test taking, and time management strategies.
2. Explore career and academic opportunities using a variety of tools.
3. Develop and articulate achievable academic goals.
4. Demonstrate proper note taking techniques using the Cornell method.
5. Apply the concept of SQ3R to reading a textbook.
6. Engage in a research assignment and present a topic in a clear, concise, and unbiased way to the class. The student will be introduced to APA format as a method for referencing research.
7. Discuss the different healthcare majors offered at SMCC.
8. Identify math skills required for healthcare professionals.
9. Through simulation, exhibit essential safety procedures.
10. Display interpersonal skills in keeping with healthcare industry standards.

Course Requirements

Students are expected to assume responsibility for meeting course objectives and are responsible for assigned work. Assignments are due on the dates indicated unless prior arrangements are negotiated with the faculty.

- ❖ **Attendance is taken at every class session and students are expected to be on time for the start of class and to remain until the class is dismissed.**

Attendance:

- ✓ **If the student misses one class, 5 points will be deducted from the final grade**
- ✓ **Absence from a second class will result in a grade of AF (administrative failure).**

Students who receive an AF grade are advised to contact the registrar's office as soon as possible to determine whether they are eligible to withdraw from the class and receive a W grade instead of an AF.

Topical Outline of Instruction

Class 1

Orientation, including introduction to WISH workshops (screencasts)
Review of My Maine Guide, including advising and college services
Professionalism, values, and personal habits of success

Class 2

Library orientation to research
Goal setting
My Career Center
Healthcare finance
Personal finance

Class 3

Healthcare—introduction and history, current issues
Safety and confidentiality in healthcare
Concerns of Aging
Introduction to laboratory skills

Class 4

Introduction to Simulation

Class 5

Presentations on Healthcare Professions

Student Evaluation and Grading

Numeric grades are given for each assignment, based on a maximum possible score of 100. The final grade is calculated by averaging the scores for each assignment using the weighting percentages below. The final numeric grade is then changed to the corresponding letter grade based on SMCC's grading standards (A = 93-100, A- = 90-92, B+ = 87-89, and so on). Student evaluation will be based on the following:

Assignments:

- | | |
|--|-----|
| • WISH Screencasts (4) | 20% |
| • Daily Short Assignments (4) | 40% |
| ▫ <i>Goal Worksheet</i> | |
| ▫ <i>SALT – Money 101 Assignment (2)</i> | |
| ▫ <i>My Career Center Quick Profile and Talents Assessment</i> | |
| • Oral Presentation of Research | 40% |

- ✓ **All assignments are due on the dates indicated in the syllabus.**
- ✓ **Assignments turned in after the due date will result in a 10 points deduction for each day they are late.**
- ✓ **Assignments may be emailed to me at imalenko@smccme.edu or turned in as paper copies during class meetings.**

Required Text: N/A

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

Late Start Policy

In the event of a late start due to adverse weather, etc., classes scheduled to begin earlier than the late start time but which run past that time will start late but will meet. For example if the College has a 10:00 a.m. late start, a class scheduled to meet from 8 AM until noon will now meet from 10 AM to noon.

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.

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

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 MCCC Student Code of Conduct.

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 HelpDesk 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 HelpDesk at 741-5696 or send an email to helpdesk@smccme.edu.

FIGS 102 01

Intro to Healthcare Professions

Fall 2019

Course Schedule

- August 19** Orientation, including introduction to WISH workshops/screencasts
Review of My Maine Guide, including advising and college services.
Professionalism, values, and personal habits of success
- ***168 Hour Exercise***
- August 20** Goal setting
Healthcare—introduction and history, current issues
Discussion of oral presentation and research assignment
Assignment of presentation topics
Healthcare Finance
Personal finance
Math in the healthcare professions
- ***Goal Worksheet Due***
- August 21** TED Talks Summary
- ***WISH Certificates Due (4)***
- August 22** SMCC Healthcare Program Overview including Nursing, EMS, Radiography etc.
Simulation in Healthcare – SMCC Sim Lab visit
- ***SALT Money 101 Assignment(s) Due***
- August 23** Healthcare Profession Presentations (including teaching aid and reference list)
- ***My Career Center Quick Profile and Talents Assessment Due***

WISH Assignment

- *All students are obligated to complete the WISH (Workshops in Studying Here at SMCC) study skills screencast programs.*

The screencasts are:

- ✓ Time Management & Avoiding Procrastination
- ✓ Note Taking
- ✓ Effective Reading with SQ3R
- ✓ Study Skills & Test-Taking

- *To complete this assignment, you must watch the WISH screencasts, complete the associated quiz, and email/show me a copy.*

The WISH screencasts may be accessed by going to the SMCC website at <http://www.smccme.edu/>.

1. Scroll down to the lower right-hand side of the page.
2. Click on the Blackboard link and log on using your usual SMCC credentials.
3. This will bring you to a list of your Blackboard courses.
4. **Click on the BB – My.Study.Skills: WISH: My Study Skills course.** (If this course is not listed under your Blackboard courses, contact Michael Hart, the Blackboard facilitator, at 741-5898. He will enroll you the Study Skills course.)
5. Once you have completed this step, you will be able to access the WISH workshops via the link on the class website.

The four workshops listed are in the left-hand column. Click on the workshop you wish to see and then click on 'Screen Cast' to view the program. These programs range from 5-9 minutes each. After you have watched the screencast, scroll down to the test. You must score 100% to receive a certificate. You can save your work and make changes until you achieve the 100% score.

Once you have scored 100%, make sure to save your work and then scroll down to the 'Certificate of Completion' area. Email me a copy as proof of completion. If you are uncertain as to how to do this, there is a short video entitled **How to Print or Save the Certificate of Completion** in the certificate area.

Grading

- Students who turn in the four WISH screencast completion certificates by the due date will receive a grade of 100 for the WISH workshop portion of their grade (20% of the total).
- Points deduction probable for any workshop certificates that are submitted after the due date.
- A grade of 0 will be recorded that any workshops that are not completed.

Oral Presentation of Research Assignment

Students will research a healthcare profession and present the information to the class on the final day of class.

Requirements

The presentation should be 3-5 minutes long. It should include:

- ✓ An overview of the profession, including usual duties
- ✓ The educational requirements
- ✓ How this profession affects patients/clients
- ✓ What settings this professional might work in
- ✓ Salary and advancement possibilities

The presentation must also include:

- ✓ A teaching aid such as a PowerPoint, handout, or poster to reinforce and enhance your teaching.
- ✓ A reference list (APA format)

The teaching aid, plus reference list, must be turned in and/or emailed to me at imalenko@smccme.edu on the final day of class.

Additional information

Plan your research carefully to use a variety of the library and online resources as outlined by the librarian in class.

Use at least 3 current (within 5 years) references and list them in your reference page using APA formatting. The references should be reputable and authoritative and may include textbooks, professional journals, or other articles obtained using online search engines such as ProQuest.

- ✓ **Students will follow APA guidelines when writing their reference list!**

Refer to www.apastyle.org, <http://owl.english.purdue.edu/owl/resource/560/17>, the 6th edition of *A Pocket Style Manual* by Hacker and Sommers, and/or to the 6th edition of *Publication Manual of the American Psychological Association* for guidance in APA formatting.

- **The library staff members are available for a refresher in research techniques (741-5521).**
- **The Writing Center staff are available to provide one to one assistance with writing projects, including proofreading papers and assisting with APA formatting.**

Grading

The oral presentation counts as 40% of the FIGS 102 grade.

Grading will be based on:

- 4pts Complete and accurate coverage of healthcare profession, per guidelines listed above
- 2pts Quality and effectiveness of teaching aid (PowerPoint, handout, poster, etc.)
- 2pts Reference list in APA format
- 2pts Presentation style/skills, including eye contact with the audience, limited use of notes during the presentation, and opportunity for audience questions