



<p><b>Courses where you are: Student</b></p> <p><b>FIGS-100-Online-Resources: FIGS Online Resources &amp; Textbook</b></p> <p>Instructor: Margaret Brownlee; Paul Charpentier; Michael Hart; Jodie Lane; Michele Pavitt; Victoria Penney; Debora Schofield;</p>	
	<p>▼ <b>FIGS-100-Online-Resources (FIGS Online Resources &amp; Textbook)</b> ⬆</p> <p><b>Welcome/Start Here</b></p>
<p>▼ <b>FIGS-100-Online-Resources (FIGS Online Resources &amp; Textbook)</b> ⬆</p> <p>Welcome/Start Here</p> <p><b>College Success Textbook</b></p> <p>FIGS Course Activities &amp; Resources</p> <p>Help &amp; Tutoring</p> <p>Blackboard Tech Requirements</p>	<p>College Success Textbook</p> <p> <b>Download The Free "College Success" Textbook</b></p> <p> <b>College Success Textbook Table of Contents</b></p> <p><b>You may also download individual chapters from the textbook below.</b></p>
<p>▼ <b>FIGS-100-Online-Resources (FIGS Online Resources &amp; Textbook)</b> ⬆</p> <p>Welcome/Start Here</p> <p>College Success Textbook</p> <p><b>FIGS Course Activities &amp; Resources</b></p> <p>Help &amp; Tutoring</p> <p>Blackboard Tech Requirements</p>	<p>FIGS Course Activities &amp; Resources</p> <p> <b>Welcome!</b></p> <p><b>Welcome To Your FIG Course Resource Site!</b></p> <p>This is the course content folder. This folder takes the place of a textbook for this course. Each folder below covers a specific topic. This course resource site will provide you with the course study skills textbook and the various resources used in this course. Your instructor may or may not use all of these resources. <i>Please defer to your instructor on what resources and assignments you should use.</i></p>

**FIGS 102 04**  
**Intro to Healthcare Professions Fall 2019**  
**Course Schedule**

**October 25th**

- Orientation
- Introduction to WISH workshops (screencasts)
- Review of My Maine Guide, including advising and college services
- Discussion of oral presentation and research assignment
- **Goal Worksheet in class**

**November 1st**

- Healthcare—introduction and history
- Professionalism, values, and personal habits of success
- Safety and confidentiality in healthcare
- SMCC Healthcare Program Overview including Nursing, EMS, Radiography etc.

**November 8<sup>th</sup>**

- Library orientation to research with **Bryan Strniste** from Library Services
- Assignment of Career Presentations
- Building your academic plan
- **My Career Center Quick Profile and Talent Assessments Due**

**November 15<sup>th</sup>**

- Financial and Time Management
- **168 Hour Exercise in class**

**November 22<sup>nd</sup>**

- Simulation in Healthcare – SMCC Sim Lab visit **(TBD)**
- **WISH Certificates Due (4)**

**NO CLASS 11/29**

**December 6<sup>th</sup>**

- **Healthcare Profession Presentations** (including teaching aid and reference list) **Due**

**December 13<sup>th</sup>**

- **Healthcare Profession Presentations** (including teaching aid and reference list) **Due**

## **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:

Oral Presentation of Research	40%
WISH Screencasts (4)	30%
Daily Short Assignments (3)	30%
o Goal Worksheet	
o 168 Hour Exercise	
o My Career Center Quick Profile and Talents Assessment	

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 [jdolce@smccme.edu](mailto:jdolce@smccme.edu) or turned in as paper copies during class

## **WISH Assignments**

**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/screenshot/show me a copy of the certificate of completion.***

**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 or a screenshot 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 (30% 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.

### **My Career Center Assignment**

- Go to My Maine Guide
- Click My Career & Transfer
- Click Career Beam
- Login to Career Beam and Register
- Complete Quick Profile and Talents Assessment Portions ONLY

### **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
- 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 [jdolce@smccme.edu](mailto:jdolce@smccme.edu) on the final day of class.**

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://www.apastyle.org), <http://owl.english.purdue.edu/owl/resource/560/17> the 6<sup>th</sup> edition of *A Pocket Style Manual* by Hacker and Sommers, and/or to the 6<sup>th</sup> 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

**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 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.

### **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.

### **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](mailto:helpdesk@smccme.edu).

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

### **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.