

FALL 2020

---

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

**Catalog Number: FIGS 102**

**Credit Hours: 1**

**Total Contact Hours: 15**

**Lecture:** Online for 8 weeks

**Instructor:** Joy Anne Osterhout, MS, MCHES, RYT

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

**Contact Information:** [josterhout@smccme.edu](mailto:josterhout@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, 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.

## **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.

## **For Classes with any Face-to-Face Component**

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 of the Brightspace course homepage to discuss the next steps for the course.

## **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**

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, using

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 complete 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.

**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 from Textbook	Work to be Completed This Week
<p align="center"><b>1</b> <b>Aug 1 – Sept 5</b></p>	<p>Introductions, Course Overview, SMCC Resources</p>	<p>Chapter 1</p>	<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>
<p align="center"><b>2</b> <b>Sept 8 - 12</b></p>	<p>Time Management</p>	<p>Chapters 2 and Chapter 3 (only section 3.4, pages 120-123)</p>	<ul style="list-style-type: none"> <li>• 168 Hours Exercise</li> <li>• Tracking My Time Assignment &amp; Log</li> <li>• Quiz 2</li> </ul>
<p align="center"><b>3</b> <b>Sept 14 - 19</b></p>	<p>Taking Notes &amp; Reading to Learn</p>	<p>Chapters 4 &amp; 5</p>	<ul style="list-style-type: none"> <li>• Discussion: <i>Using Cornell Note-Taking</i></li> <li>• Quiz 4 &amp; 5</li> </ul>
<p align="center"><b>4</b> <b>Sept 21 - 26</b></p>	<p>Careers in Healthcare &amp; 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"> <li>• Reflective Writing: <i>Health</i></li> <li>• Discussion: <i>Linking Skills &amp; Healthcare Profession</i></li> </ul>
<p align="center"><b>5</b> <b>Sept 28 – Oct 3</b></p>	<p>Goal Setting</p>	<p>Review Chapter 2 (only section 2.1, pages 53-63)</p>	<ul style="list-style-type: none"> <li>• SMART Goals Worksheet</li> </ul>
<p align="center"><b>6</b> <b>Oct 5 - 10</b></p>	<p>Mindset</p>		<ul style="list-style-type: none"> <li>• Reflective Writing: <i>Mindset</i></li> </ul>
<p align="center"><b>7</b> <b>Oct 13- 17</b></p>	<p>Public Speaking &amp; Class Presentations, APA Format,</p>	<p>Chapter 7 (only section 7.4, pages 263-271)</p>	<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>Oct 19 - 24</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>
--	---------------------------	-------------------	--