

SOUTHERN MAINE COMMUNITY COLLEGE
South Portland, Maine 04106

Health Sciences

Title: Intro to Healthcare Professions

Catalog Number: FIGS 102 01

Credit Hours: 1

Total Contact Hours: 15

Lecture 15

Instructor: Chris Conley

Class Time: Wednesday 9:00 – 10:50

E-mail: cconley@smccme.edu

Office Hours: by appointment

Course Syllabus

Course Description

This one-credit course is designed to enhance students' personal growth and academic achievement at Southern Maine Community College (SMCC) and beyond. Topics covered will include college success skills, goal exploration and setting, and research of a career. Students in the course explore who they are as individuals and as future professionals. The course aims to help students to make connections within the college community and learn about all the resources available to support their success.

Prerequisite(s): None

Course Objectives

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

- Apply effective time management skills.
- Create an academic plan; develop and articulate achievable academic goals
- Explore career opportunity(ies) using appropriate tools and begin creating a resume
- Demonstrate understanding of online resources available through MyMaineGuide
- Articulate a plan for self-care, including such practices as mindfulness, grit and resilience, learning styles, and others
- Demonstrate practical knowledge of money management and the use of financial-literacy tools such as iGrad

Course Requirements

Students are expected to attend all classes viz zoom or log in during class time, to complete all assignments, and actively participate in online activities.

Student Evaluation and Grading

Evaluation of student work will include:

Text, Tools, and/or Supplies

Topical Outline of Instruction

Class 1

- Orientation
- Review of My Maine Guide, including advising and college services
- Professionalism, values, and personal habits of success

Class 2

- Introduction to WISH workshops (screencasts)
- Goal setting My Career Center
- Career research overview – Report – presentation weeks 7 and 8

Class 3

- Healthcare—introduction and history
- Current issues
- Safety and confidentiality in healthcare

Class 4

- Concerns of Aging
- Introduction to laboratory skills

Class 5

- Introduction to Simulation

Class 6

- Healthcare finance
- Personal finance

Class 7

- Presentations on Healthcare Professions

Class 8

- 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 10%
- Daily Short Assignments 30%
- Goal Worksheet
- Attendance 40%
- My Career Center Quick Profile and Talents Assessment
- Oral Presentation of Research 20%

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.

Attendance:

Attendance is strongly advised at every class. If you cannot attend a class please notify me by phone or email before the beginning of class. Please be courteous to your fellow students and arrive on time for class.

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.

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.



**CARDIOVASCULAR TECHNOLOGY DEPARTMENT
PLAGIARISM STATEMENT**

(Must be submitted with written assignments)

I certify that I am the true author of this entire assignment.

By my signature below I declare that:

- I wrote/completed this paper/assignment myself and did not obtain it whole or in part from another source.
 - I did not cut and paste (copy) the assignment from any source on the internet, a book, or other print material.
- I used quotation marks for all works quoted verbalized.
- I included citations from all borrowed ideas whether quoted, paraphrased, summarized, or referred to in passing.
- I worked independently on this assignment.
- I understand that if I turn in a paper that does not follow the above guidelines I will receive a “0” zero on that paper and it will impact my final grade for the course.

Signature

Date