HSC 2000 Introduction to Health Professions (3 credits) **Winter 2014**

Instructor: Dr. Claudia Cooperman
                         Office: SOC 107
                         Office Hours: By appointment (by phone or virtual)
                         Phone: 813-974-4416
                         Email: coopermanc@usf.edu

Meeting Times: There are no in-person meetings for this course. It is offered completely
                         online. Please see additional details below.

Textbook: [Optional.] Stanfield, P. S., Cross, N., & Hui, Y. H. (2012) . *Introduction to
                         health professions* [6th ed.]. Jones & Bartlett Learning, LLC: Burlington, MA.

Course Objectives:

This course is an introduction to various health professions. The course gives students a basic understanding of the U.S. healthcare system, current issues in healthcare, and an overview of the various professions available within the healthcare system. This course should help you focus your career goal and understand the system in which you may work.

About this Course:

Online Nature of the Course

Our section of HSC2000 this fall is 100% online. There is no requirement for you to come to campus. Furthermore, this is an asynchronous web-based class, which means that we will all be online at different times. There may be opportunities for us to meet online at the same time (e.g., for an office hours virtual chat), but such synchronous meetings will always be optional. While we will be online at different times, there is a definite structure and flow to the course that you must adhere to.

Structure of the Course

For winter term, this course has been set up into three units. Each unit consists of several modules. You will be able to work through the modules at your own pace within the dates the unit is open. All module assignments will be due on the last day of the unit. For maximum convenience, the end of each unit overlaps with the beginning of the next unit. This is intended to provide students with as much flexibility as possible during this condensed session. FYI, all due dates/times are also indicated in Canvas. See below:

Unit Name	Available Date(8 a.m.)	End Date/Due Date (11:59 p.m.)
Unit 1 Healthcare in the U.S. and Around the World	12/15/14	12/20/14
Unit 2 Health Professions & Career Planning, Part A	12/19/14	12/27/14

Never wait until the last minute to complete your assignments, as the modules and assignment submission links will no longer be available after their due dates. Technical glitches are not an acceptable excuse for late work (see more information in "Course Policies"). Deadlines will be clearly posted so there should be no confusion.

Coursework

All lectures, assignments (including discussion boards), and readings will be linked within each unit's modules within Canvas. Each unit will open at 8 a.m. on the date given and will end at 11:59 p.m. on the date given. If you do not complete your readings, viewing of lectures, assignments, etc. within that time frame, you will not be able to complete that work and your grade will be affected.

Time management is important in all courses, but especially so in an online class. *Time management is even more critical in a condensed session like this winter term offering.* I urge you to not wait until the last minute to complete a unit's worth of work. It will be impossible to do in a short period, and encountering technical difficulties could thwart your hurried efforts. Technical difficulties that may arise in the final hours of the unit are not excused. The best plan is to get yourself on a daily schedule to complete the assignments for this course in a timely fashion. Be sure to look at the "Recommended Schedule of Coursework" document in Canvas as a guide to stay on track. Also be sure to note the "Red Zone" policy in the "Course Policies" section of the syllabus.

Lectures, Guest Speakers, and other Presentations.
Each module will contain some type of online viewing content, either a lecture from the course developer, Dr. Cooperman, a guest speaker, or other videos for you to watch (or some combination thereof). Completion of these is on the honor system. You will put yourself at a disadvantage by not watching them. Don't shortchange yourself!

Readings.
In some modules you may be provided with readings, either through web links or PDFs. These too are on the honor system, but not completing them will affect your grade as they will be important for the weekly assignments.

Discussion Boards.
In many modules there will be a discussion board. For discussion boards, you are expected to respond to the prompt given. For each discussion board, you will be expected to make one original substantive post responding to the prompt. Then, you will be expected to comment, again, substantively, on a fellow student's post. This is the minimum required— that is, two posts—an original response and a reply to a peer. You may reply to more people if you wish! Any allowable deviations from this format (i.e., if only one response is required or if you are allowed to reply to two peers in lieu of an original post) will be clearly stated in the prompt.

For clarification, a substantive *original post* is one in which you provide a complete, thoughtful response to the prompt given. You should be sure to (a) address all parts of the prompt, (b) demonstrate thought in your response, (c) write at least a full paragraph (4-6

sentences minimum) or two, as needed, and (c) write professionally using complete well-formed sentences with proper spelling, grammar, and punctuation.

A substantive *reply to a peer* is one in which you make a thoughtful response to your peer's original post that leads readers into further thought. You might remark on and point out points of similarity and difference between their position and yours, ask a question for clarification or for further consideration (by your peer and/or other classmates), or pose additional thoughts or knowledge of your own that were sparked by your peer's post. Other types of responses are allowable if they meet the spirit of the "substantive" requirement. Replies that simply say, "Me too!" or "I agree", or, in lengthier form, *only* restate what the original poster said or restate what you said in *your* original post do not meet the spirit of "substantive". Don't be intimidated—just use your minds and try to get a real conversation going! ☺

Discussion board grading will address whether you fulfilled both quantity and quality requirements. A rubric will be provided.

Online Assignments.
All assignments will be found in the unit's modules. Module assignments will vary in form and will be based on the module's lectures, presentations, etc. In most cases, you will not be able to view the assignments until you have viewed the presentation, lecture, etc. that is associated with the assignment. Forms of assignments include short quizzes, typed responses, worksheets, etc. Sometimes, multiple opportunities will be provided, so be sure to read the details in Canvas carefully (i.e., sometimes you may have two chances on a quiz). Assignments are due when the unit closes, which will be on the stated date at 11:59 p.m. Pay careful attention to Canvas!

Final Paper.
A short final paper will be due during the last week of class. Details on this paper will be provided in Canvas the first week of the term. Generally, the paper will have you reflect upon your current professional goals and steps you will need to take now (while completing your undergraduate degree) and in the future to launch a career in that sector of the healthcare industry. If you pay proper attention, you will draw much of the material for this paper from your readings, viewings, and assignments during the term. Some limited research will be needed, but not much!

Grading
Your grade in this course will be determined by several components:

Online Assignments	50%
Discussion Board Posts	25%
Final Paper	25%
	=====
Final Grade	100%

Grading Scale
Final grade total percentage points will translate into the following letter grades:

A	90.00 – 100%
B	80.00 - <90.00%
C	70.00 - <80.00%
D	60.00 - <70.00%

F   0.0 - < 60.00 %

Use of Canvas

I (the instructor) will use Canvas for the entirety of our course, including for posting course materials, grades, and to make announcements. It is your responsibility to ensure you have access to Canvas and that your contact preferences within Canvas are up-to-date (see "Use of Canvas" under the "Basic Course Requirements" section below).

I (the instructor) will make every effort to provide accurate and timely record of your progress throughout the term through Canvas. However, please note that a grade in Canvas is not an official record and is subject to change at the instructor's discretion. In other words, I reserve the right to correct errors that are made in the grade book at any time during the semester. However, because errors do happen, please do not hesitate to contact the TA(s) or me if there are glitches or other grading questions, such as missing or changed grades. Contact us as soon as possible! We will do our best to work our fair solutions to whatever problems arise.

However, do realize I can see when you log in, log out, where you have been in the course, what you have done or not done, etc. Please do not make claims that are false about your access to the course or problems that you encounter. Such statements will be considered academic dishonesty and handled accordingly (see "Course Policies: Academic Dishonesty" below).

Course Questions

If you have questions about the course, particularly procedural questions like what you should be doing or when or for clarification on matters, please post your question to the Course Q&A forum in Canvas before emailing the instructor or TAs. The purpose of an online public Q&A forum is because if you have a question, other students likely have the same question. This way, everyone can learn the answers together. Furthermore, you, as a student in the course, should feel free to respond to fellow students' questions if you know the answer. We are in a learning journey together, and that includes learning how to navigate through this online course. Please contribute to this online community!

The Q&A forum is linked from the home page of our course along with the buttons for orientation, syllabus, modules, and announcements. The instructor and TAs will monitor this board and respond ASAP. If you do not get a response within 24 hours, please email the instructor or TA(s) to alert them to your post.

Personal issues, such as requests for extensions, concerns about your individual grade scores, etc. should not be posted to the online Q&A forum. These personal questions should continue to be addressed directly to the instructor and/or TA(s) (see below).

Contacting Me (the Instructor)/Office Hours

This winter session, given the virtual nature of the course and the fact that the university is closed, all "office" hours will be done by phone or virtually, and will be done by appointment only. To arrange an appointment, please contact me at your earliest convenience so we can arrange a mutually convenient time. My contact information is at the top of page one of the syllabus.

Unless I provide other notice, I will do my best to respond to your emails or phone messages within 24 hours. If you do not hear from me within that timeframe, please contact me again—either I did not receive your message or I have made an error in (not) replying.

You may contact me via the Canvas email function or by standard email (which is actually preferable). My email is at the top of the first page of the syllabus. Always email me from your USF email address and include your full name.

Contacting our TA(s)/Office Hours

Please also feel free to also contact our teaching assistant(s). The TA(s) is (are) also available to meet virtually or by phone as needed.

Unless they provide other notice, you can generally expect a response from the TAs within 24 hours. If you do not get one, feel free to email/call again. Emailing them directly to their USF email address (listed on page one of the syllabus) is preferable to emailing within Canvas. Again, always email from your USF email address and include your full name.

Basic Course Requirements:

Use of Canvas learning management system:

As an online course that will be delivered through USF's learning management system, called Canvas, you are expected to have a basic level of familiarity and ability to use the Canvas system.

o Canvas is accessible via your MyUSF portal (http://my.usf.edu) or directly via http://usflearn.instructure.com. Both sites require login with your USF NetID and password.
o Canvas tutorial for students: https://training.instructure.com/courses/347469
o Canvas Help Guides: http://guides.instructure.com/ Please consult "Getting Started", "Canvas Student Quickstart Guide", and "Canvas Student Guide" (a more complete guide) as needed.
o Canvas browser compatibility: Despite what you may be told, Canvas works with many browsers. Please see this site for the most updated information on Canvas' browser compatibility. http://guides.instructure.com/m/4214/l/41056-which-browsers-does-canvas-support
  ▪ Sometimes content instructors post within Canvas work best with certain browsers. As of this time, I am not aware of any issues between our course content and browsers. If I learn of any issues, I will inform the class.

Accessible, reliable Internet and computing platform.

Also given the nature of this course is fully online, it is expected that students who elect to take this course will have access to a reliable computing platform that allows for the full use of the Canvas learning management system and linked course content. It is unlikely that you can complete this course entirely through a mobile device (but who knows, as technology continues to improve!). Nonetheless, it is your student responsibility to ensure that you have access to both Internet service and a computing platform that allows you to fully engage in this class and complete the assignments within this course. It is the belief of the course developer/instructor that relying on Internet access from free hot spots, like a

local café, or only a mobile device to complete this class does not meet minimum requirement.

Logging into the course

As the course is structured around three units, each containing several modules. Given the condensed nature of this course/session, it is expected that you will log in, at minimum, once a day. As has been stated, each unit will open on the date stated at 8 a.m. At that time, you will have unrestricted access to all modules and their content within that unit. All coursework for the modules within that unit will be due by the close of the unit, which is at 11:59 p.m. on the date stated. Daily log-in is highly recommended so that you can keep abreast of instructor announcements, grading feedback, etc. that may be influential to your progress. Ultimately, you are responsible for your engagement in this course and may work out the schedule that works best for you, so long as you meet course deadlines.

Be sure to set up your Canvas notification preferences so that you can stay alert on course news and updates, including, but not limited to changes in the course that will be announced via Canvas. Please consult the Canvas help pages on how to set up your Canvas notification preferences. You can even have Canvas text you about important activity within our class. Utilize this great resource to help you stay up to speed in all of your classes! http://guides.instructure.com/m/4152/l/73162-how-do-i-set-my-notification-preferences

Technical assistance

Please try to differentiate between help required from instructors/TAs versus from the USF HelpDesk. If there is a link within the course leads to a dead webpage (e.g. "page not found"), please contact your TAs or me, your instructor. If I make reference to course materials that you cannot locate, please also contact your TAs or me. However, if there is content within the course that is clearly visible, but will not download, run, etc. for you, please contact the USF HelpDesk. The HelpDesk will also assist you with problems navigating through Canvas, using your USF email, or NetID issues.

The HelpDesk is available 24/7 by live chat, phone ((866) 974-1222), or email (help@usf.edu) (for prompt service, I recommend phoning or live chat). Complete information about the HelpDesk's contact information including the links to live support is available at http://www.usf.edu/it/services/helpdesk.aspx.

Course Policies

First Day Attendance

You must log into our course within USF's Canvas learning management system (http://usflearn.instructure.com) and complete the indicated "First Day Attendance" assignment by 11:59 p.m. on Monday, December 15. As you may be aware, USF has a first day attendance policy that applies equally to online and face-to-face courses. While a face-to-face course requires physical attendance at the first class meeting, an online course requires students to actively participate in a designated activity/assignment. Just like non-attendance on the first day of a face-to-face class, failure to complete this designated activity will result in you being dropped from the course. Also, please note that if you decide for any reason that you do not wish to take this course this term, you must drop the class by the USF add/drop deadline (Tuesday, December 16) via your OASIS account.

Extensions and Missed Coursework

In general, extensions are given only with an advanced request (meaning you ask before you miss the deadline, unless circumstances prevent that from occurring). Extensions requested after the deadline has been missed must come within 48 hours of the missed deadline.

Acceptable reasons for requesting an extension are **medical** (individual or immediate family only) or **funerary** (immediate family only). Missing an assignment due to technical glitches, oversleeping, traffic, etc. are not valid reasons for an extension. Please be sure to always allow yourself sufficient time to complete your work and to avoid technical issues.

To request extensions: Requests for extensions must come in writing (i.e., via email) to the course TAs. Reasons for extensions must include documentation from an involved professional. Examples include a doctor's note with the student's name and date of illness, a hospital visitor's pass or funerary program (illness/death of a close family member). The instructor retains the right to make additional inquiries concerning documentation. The instructor also reserves the right to give an assignment that is different in exact content and/or style than the missed coursework.

Red Zone Policy

The last 24 hours prior to a due date are known as "the Red Zone". If you wait until the last 24 hours to complete your work there are no guarantees whatsoever that we will be able to help you with issues you encounter. Only to the extent we are able, we will reset assignments if you are kicked out, etc., but if we are unable to assist you within the last 24 hours and you are unable to complete your work, there are no make-up opportunities or late work allowed. This applies to computer crashes, Internet outages, and other mysterious things that happen to all of us, especially before deadlines! In short, do not wait until the last minute to do you work; you are taking a big risk! The last 24 hours applies to each individual assignment's due date, but because all assignments within a unit have the same deadline, the "red zone" will be the 24 hours prior to the unit's end.

Academic Dishonesty

The School of Public Affairs does not tolerate academic dishonesty of any kind. Students must complete all assignments through their own independent effort. Copying or verifying answers from another student's work is prohibited as is allowing another student to view your answers.

Engaging in plagiarism is also a form of academic dishonestly, even though a student may plagiarize without intent to be dishonest. It is your responsibility as a student to understand the nature of plagiarism. If you have doubt about whether something is plagiarism, ask our TAs or me! A brief, but informative discussion of plagiarism can be found at http://www.tarleton.edu/departments/library/library_module/unit10/10plagiarism_lm.html. Please read this short overview and click on and read the two bulleted links "Avoiding Plagiarism" and "How to Recognize Unacceptable and Acceptable Paraphrases". Please also review the current USF Undergraduate catalog for more information on plagiarism and academic dishonestly.

Your writing assignments in this course will be submitted via Canvas, which allows for the use of TurnItIn.com software. TurnItIn checks your work against hundreds of thousands of references, including published work, web content, and other students' work both within and outside of this course and USF. Please do not be tempted to copy any portion of your assignments, including discussion board posts. If any plagiarism or other incidents of academic dishonesty are discovered, failure of this course will result. Additionally, the School of Public Affairs, CAS, and USF have the right to impose further academic penalties on students engaging in academic dishonesty including, but not limited to, the assignment of a grade of "FF" (which indicates on your transcript failure as a result of academic dishonesty) or dismissal from the University.

Academic Disruptions

Disruption of the academic process is defined by the University as an act or words of a student in a classroom or teaching environment (this includes online environments) which, in the reasonable estimation of a faculty member, (a) directs attention from the academic matter at hand (e.g., noisy distractions; persistent, disrespectful, or abusive disruptions of lecture, exam, or academic discussions, including online discussions) or (b) presents danger to the health, safety, or well being of the faculty members or students.

Respect for Others

In this course, I expect all students to be respectful of one another's opinions (which will be mainly articulated in the discussion boards for this in this course) and to foster academic exchange of information in a responsible manner. Please note that there is a definite difference between engaging intellectual disagreements and articulating divergent positions you may reach through critical thinking. The latter I emphatically promote, but you should be constructive when offering alternative viewpoints or challenging others. Be specific about the nature of your disagreements, and follow rules of netiquette (see below) while doing so.

In contrast, articulating your opinions in a manner that resorts to badgering, belittling of others, or the use of inappropriate, disrespectful language, that would generally be labeled unprofessional or uncivilized, including profanity, in any forum of the course is intolerable. Such actions will be grounds for dismissal from this course and referral to the University's disciplinary board for review. Breach of the aforementioned guidelines can also result in dismissal from the class and/or an F grade for the course. Please review the USF student code of conduct for additional information (accessible via http://www.sa.usf.edu/srr/page.asp?id=69).

Netiquette

In an online course, it is important that we all are aware of and comply with general standards of Internet etiquette ("netiquette"). For this course, please comply with the following (feel free to let me know if you have other requests to add to this list):

1. Act and communicate professionally. Be respectful and civilized (see discussion above about respect for others).
2. Proofread all messages. Spelling and grammar are important. "Text-speak" or abbreviations are not acceptable, even if this is an online class. Refrain from posts or messages that have an overabundance of ellipses ("…") (note: Use of ellipses in your

assignments is not appropriate, except when using them as they are intended when quoting). Construct your thoughts into complete sentences and paragraphs.

3. Be clear and reflect on how others may interpret your words in ways other than you intend *before* you post or send your messages. Text-based communication does not allow us to see your expressions or hear the tone of your voice, which are important in interpretation. Keep this in mind as you type your words, and err on the side of being more detailed to help ensure that we understand the demeanor with which you offer your words.

4. Feel free to use *simple* expressions to convey your feelings on occasion (e.g., "(...haha)" or "☺") but do not use them excessively (e.g., "hahahahahahaha", "!!???!?!?!?!?!??!", or "☺☺☺☺☺").

5. Do not "reply all" to course announcements or emails with matters that only pertain to you. If you have course questions, please use the appropriate course discussion board for course questions or email the instructor/TA individually.

6. Use subject lines effectively. For example, if you are emailing your TA with a concern over a quiz question, DO type in the subject line, "Question on #4 of Quiz 5", rather than "Question" or "Hey"). Similar thought should be given to discussion board posts.

7. Keep personal matters private; communicate directly with the instructor or TA, rather than post in the public forum that is our course.

8. Do not type in ALL CAPS, which indicates SHOUTING in online communities.

9. Identify yourself in email messages. Include your full name and the course you are referring to.

10. Always email from your USF email address.

11. Be clear in your messages if action is required. If you are sending a message as "for your information" ("FYI") the recipient will not necessarily perceive that a reply is required. If you expect one, state so. A quick way to indicate this is in the subject line. For information sharing online, type "FYI:" and then more details about the message. If you would like a reply type "Response requested:" and more information about the nature of the message.

Religious Observances

Students who anticipate the necessity of an extension due to the observation of a major religious observance must provide notice of the date(s) to the instructor in writing by the second class meeting of the term. For our online course this will be Tuesday, September 2. See the University policy on this matter at http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

Disabilities

USF policy specifies that all programs are open to students with disabilities. Students in need of academic accommodations for a disability may consult with the office of Services for Students with Disabilities to arrange appropriate accommodations in conjunction with the online course instructor.

Students with needed accommodations for a disability must provide the instructor with documentation of those needs from Students with Disability Services (SDS) at the beginning of the term. Students with disabilities are responsible for registering with SDS in order to receive accommodations. Please let me know if you require any special accommodations by the end of the first week of class. More information about Students with Disabilities Services can be found here: http://www.sds.usf.edu/.

Lecture Notes and Course Materials

All course materials, including but not limited to lectures, PDFs and other documents, and guest presentations, are not permitted to be copied for the purpose of sale or distributed or shared outside of our course.

Campus Closure

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to Canvas, Blackboard Collaborate, Skype, and emailing messaging or within an alternate schedule. It is the responsibility of the student to monitor Canvas for specific communication about each class, as well as the main USF, College of Arts and Sciences, and department websites, email, and MoBull messages for important information in such situations.

HSC 2000 Winter 2014

Overview of Course Schedule & Topics

Unit 1 Healthcare in the U.S. and Around the World
Begins 12/15/14 @ 8 a.m.; Ends 12/20/14 @ 11:59 p.m.
Module topics include:
- Introduction & Syllabus Review
- History of Healthcare
- Healthcare in the U.S. & Around the World
- Health Care Reform

Unit 2 Health Professions & Career Planning, Part A
Begins 12/19/14 @ 8 a.m.; Ends 12/27/14 @ 11:59 p.m.
Module topics include:
- Career Planning
- Careers in Medicine
- Careers in Nursing
- Careers in Public Health and Psychology
- Careers in Pharmaceuticals
- Careers in Occupational Therapy & Physical Therapy
- Careers in Optometry

Unit 3 Health Professions & Career Planning, Part B
Begins 12/26/14 @ 8 a.m.; Ends 1/2/15 @ 11:59 p.m.
Module topics include:
- Career Planning, cont.
- Careers in Gerontology and Sonography
- Careers in Healthcare Administration
- Careers in Dietetics
- Careers in Anesthesiology
- Careers in Health Care Informatics & Information and Consulting

Recommended Pacing Chart for Course Completion

Date	Recommended Date to Finish Module*	Notes/Reminders
Monday, December 15	Orientation	Unit 1 opens @ 8 a.m.
Tuesday, December 16	Unit 1/Module 1: History of Healthcare	Add/Drop Ends
Wednesday, December 17	Unit 1/ Module 2: Healthcare in the U.S. & Around the World	
Thursday, December 18	Unit 1/Module 3: HealthCare Reform	
Friday, December 19		Unit 2 opens @ 8 a.m.
Saturday, December 20	Unit 2/Module 4: Career Planning	Unit 1 ends @ 11:59 p.m. (All Unit 1 assignments due)
Sunday, December 21	Unit 2/Module 5: Careers in Medicine	
Monday, December 22	Unit 2/Module 6: Careers in Public Health & Psychology	
Tuesday, December 23	Unit 2/Module 7: Careers in Pharmacy & Career Planning, cont.	
Wednesday, December 24	Unit 2/Module 8: Careers in Occupational & Physical Therapy	
Thursday, December 25		
Friday, December 26	Unit 3/Module 9: Careers in Optometry & Career Planning, cont.	Unit 3 opens @ 8 a.m.
Saturday, December 27	Unit 3/Module 10: Careers in Gerontology & Sonography	Unit 2 ends @ 11:59 p.m. (All Unit 2 assignments due)
Sunday, December 28	Unit 3/Module 11: Careers in Healthcare Administration & Career Planning, cont.	
Monday, December 29	Unit 3/Module 12: Careers in Dietetics/Nutrition	
Tuesday, December 30	Unit 3/Module 13: Careers in Anesthesiology	
Wednesday, December 31	Unit 3/Module 14: Careers in Healthcare Informatics, Information & Consulting and Career Planning, cont.	
Thursday, January 1		
Friday, January 2	Final Paper	Unit 3/Course ends @ 11:59 p.m. (All Unit 3 assignments & Final Paper due)

*This is a recommended pacing chart only. Within the available dates for each of the three units (see syllabus & Canvas), students may work through the module content at their own pace. It is highly recommended that students plan ahead for unit/module completion and appropriately pace themselves throughout each unit's dates of availability. Do not attempt to complete an entire unit in one or two days!