

Articulation Agreement

2019-2020

University Alaska Fairbanks

Interior Alaska Campus

810 Draanjik

Fairbanks, Alaska 99709

Galena City School District

PO Box 299

Galena, Alaska 99741

Purpose:

In addition to the current Tech Prep Agreement between University of Alaska Fairbanks and Galena City School District, we have agreed to add the following course that is within CRCD Allied Health programs.

1. Galena City School District will follow a UAF Allied Health curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks pertaining to the following courses on the course below.
2. Galena City School District will teach for the attached outcomes.
3. The attached syllabus will follow the learning outcomes of the university-approved course listed.

UAF Course Number	UAF Course Title	Number of UAF Credits	Galena City School District Course Title
HLTH F110	Intro to Health Professions	2 Credits	Intro to Health Professions

1. The attached syllabus will be followed.
2. Galena City School District will provide necessary support for students to be successful in this course which may include computer support, reference books and academic assistance.
3. Interior Alaska Campus will process the registrations.
4. In order to receive concurrent credit, the student will register for the Tech Prep class during the semester in which the competencies will be completed.

Approvals:

Shawn Russell
Allied Health Department Co-Chair

Assistant Professor of Allied Health
Kuskokwim Campus

University of Alaska Fairbanks

Cathleen Winfree
Allied Health Dept.Co-Chair

CTC Program Coordinator
UAF Community & Technical College,
University of Alaska Fairbanks

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Shawn Russell
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April 2, 2019

Signature Date

DocuSigned by:
Cathleen Winfree
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April 28, 2019

Signature Date

Bryan Uher
Director
University of Alaska Fairbanks
Interior Alaska Campus
Fairbanks, Alaska

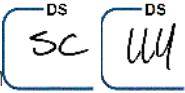
Jim Merriner
Superintendent
Galena City School District
Galena, Alaska

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April 29, 2019

Signature Date

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Jim Merriner
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May 1, 2019

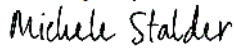
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
Kevin Illingworth 
Acting Dean-College of Rural and
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604 Barnette Street
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Signature May 1, 2019
Date

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Signature April 30, 2019
Date

Anupma Prakash, Provost 
P.O. Box 7580
University of Alaska Fairbanks
Fairbanks, AK 99775-7580

DocuSigned by:

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Signature May 2, 2019
Date

Professional Skills in the Workplace
Health 110
Syllabus
Galena Interior Learning Academy
Galena City School District

Term: Spring 2019

Course Title: Professional Skills in the Workplace

UAF Course #: HLTH 110

Credits: 0.5 HS/ 2 UAF credits

Prerequisites: None

Dates: Semester, 1/7/19 - 5/18/19,

Days & Times: Monday - Friday 9:00-10:20 A Days

Location: Galena Interior Learning Academy, Gym Building classroom

Instructor: Carrie Given

Position: CTE Instructor, Health Science Teacher

Phone: (907) 656-2053 ext. 227

Email: carrie.given@galenanet.com

Office Hours: 8:00 - 8:50 am, by appointment

Text:

Professionalism in Health Care, 4th Edition

Author: Sherry Makely

Additional texts, online resources and current events will be utilized to enhance learning opportunities and foster student success.

Course Description:

Although hands-on technical skills remain a high priority in the health care field, good character, a strong work ethic, and personal and professional traits and behaviors are becoming increasingly important. Regardless of job title or discipline, every health care student and worker must understand the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. This course describes the professional standards that apply to all health care workers and the common ground that everyone shares in providing the highest quality of health care services for patients. The course includes interview skills, business manners, customer service, and dressing for success.

Students will get exposure to the variety of Health Care Career opportunities and their role in the career of their choice, information on education and training needed for these careers. In addition, students will start and/or update their Personal Learning and Career Plan (PLCP) in the Alaska Career Information System (AKCIS). This course is a "Tech Prep" course which offers the opportunity of college credit upon the successful completion of both Fall and Spring semesters, with an 85%, or B grade.

Course Goals:

Students successfully completing this course will demonstrate a measureable increase in their knowledge, skills and abilities related to the field of health care and professionalism in all careers.

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

- Explain why professionalism is important in health care and how to identify a health care professional.
- Describe the characteristics and behaviors that demonstrate a commitment to their job.
- Discuss the importance of character, values, morals, ethics, and other personal traits.
- Outline the elements that effect impersonal relationships, teamwork, and working well with others.
- Explain how their personal image and personal skills affect their professional reputation.
- List the factors involved in professional growth and advancement, and apply career-planning components of a resume, application and cover letter for a mock interview.
- Assess their own personal levels of professionalism and identify strengths, weaknesses, and plans for improvement including keeping PLCP up to date in AKCIS.
- Apply course concepts in developing and strengthening professional traits and behaviors.

Instructional Methods:

Health 110 is delivered via classroom lectures, case studies, scenarios, small group discussions, hands-on practice/labs and project work in class, along with assigned readings, research and writing assignments that the students are expected to work on when not in class.

Course Sequence:

Unit Number	Unit Topic(s)	Unit Content	Week(s) Taught Date	Due by
1	Welcome – Getting Started Review Syllabus and course expectations AKCIS-PLCP Chapter 1-Health Care Industry & Your role	AKCIS Overview & PLCP Creation Lecture Notes and Activities Class Discussion, video examples Chapter 1 Test	January 8 and January 15	19-Jan
2	Chapter 2-Your Work Ethic and Performance	Lecture Notes and Activities Vision Board Class Discussion Chapter 2 Test	January 22 and January 29	29-Jan

3	Chapter 3-Personal Traits of the Health Care Professional	Lecture Notes and Activities Class Discussion Mission Statement Chapter 3 Test	February 4 and February 11	12-Feb
4	Chapter 4- Relationships, Teamwork and Communication Skills	Lecture Notes and Activities Class Discussion Resume and Cover Letter Project Chapter 4 Test	February 18 and February 25	4-Mar
5	Chapter 5-Cultural Competence and Patient Care	Lecture Notes and Activities Personality Type Profile Class Discussion Chapter 5 Test	March 5 and March 12	19-Mar
6	Chapter 6 Professionalism and Your Personal Life	Lecture Notes and Activities Class Discussion Personal Essay Chapter 6 Test	March 19 and March 26	30-Mar
7	Chapter 7-The Practicum Experience (Job Shadow/Tour of Health Care Facility)	Lecture Notes and Activities Class Discussion Report on Rural Health Care Facilities Chapter 7 Test	April 2 and April 9	17-Apr
8	Chapter 8-Employment, Leadership, and Career Development (resumes, cover letters, job applications and interview processes)	Lecture Notes and Activities Class Discussion PLCP & Personal Essay Up-date Chapter 8 Test	April 16, 23, and 30	1-May
	Course Review & Final Assessment	Resume and Cover Letter Project due Mock Interview Final Exam	May 7 May 14	14-May
All assignments due by May 11				

Grading System:

Each assignment, project and quiz is allocated points depending upon the time required to complete the assignment well and the difficulty of the assignment. Semester grades are based on the percentage of points completed, by category of tests, daily work and projects. Grades are tabulated from absolute scores.

Absence Policy -

- If you miss a class, **YOU** are **responsible** for making up the missed class work.
- You are responsible for finding out what was done during the class(es) in which you were absent.

- This can be done by asking another student or by setting up a time to meet with Ms. Given (**outside** of instructional time).
- You are responsible for obtaining copies of all handouts given on the day(s) missed. Class handouts are placed in the racks located on the wall of the student supply center.

Evaluation:

Assignments, projects, hands-on activities, quizzes and a final exam are assigned throughout the semester.

Quality Issues: Accuracy in spelling is extremely important when documenting health care encounters. To reinforce attention to proper spelling, points are deducted from assignments containing spelling errors. Students are expected to check their work for accuracy before submitting it. Always use a spell-checker when possible.

Assignments - Assignments will be given on an ongoing basis. The assignments are designed to encourage learning and reinforce your understanding of a concept. Some assignments will be completed in class, while some will be expected to be done outside of class time.

Projects - Throughout the semester there will be a few projects assigned. Unlike assignments, the projects will require more time and effort. Some time in class will be provided to work on the projects. However, to achieve a good grade you will need to also work on the projects in your own time. Projects submitted on-time may be returned with suggestions to obtain additional points if re-submitted.

Hands-on Activities - There will be some hands-on, in-class activities through-out each quarter. These activities involve interacting with other people and they take time to set up and do. Because of the time required, the hands-on activities are hard to make up. If you know that you are going to be absent, please let Ms. Weter know.

Homework Policy - **Homework** must be turned in to the classroom inbox on or before the day in which it is due. **Late homework** may be turned in up to **two weeks** past the assignment/project due date, for a maximum of 95% of the original assignment grade. Assignments turned in beyond two weeks past the original due date will **not** be accepted. Exceptions may be made on a case-by-case basis for special circumstances. All coursework must be turned in by May 14th.

Quizzes or Tests - Each unit covered in class will be assessed with a quiz. Practice Tests will be given out at least two class periods before each quiz.

Final Exam - There will be a cumulative final exam at the end of the semester. To help you prepare for the final, a practice test is provided well in advance of the final.

Grading Scale:

90% -100%	A
80% -89%	B
70% -79%	C
60 - 69%	D
≤ 59%	F

Student Expectations:

In addition to the policies and procedures highlighted here, all of the Galena City School District's rules, policies and procedures are followed. GCSD's rules, policies and procedures are described in detail in the student handbook.

Students will conduct themselves ethically, responsibly, and professionally, respecting the rights of others to learn in a least restrictive environment.

Students are expected to be in class each day.

Students are expected to participate fully in class lectures, discussions, and student demonstrations.

Each student must attempt and demonstrate mastery of all skills required for the class.

Class Participation: Class attendance and participation are vital to your success in this course. You are expected to attend class and turn in assigned work. If you accumulate more than 10 attendance absences, you will attendance fail the class (see student handbook).

Plagiarism: Plagiarism and cheating are serious offenses. Any plagiarized work will not be accepted. If you turn in plagiarized work, you will lose all points for that assignment and NOT be given an opportunity to make-up those points or redo the assignment. The entire purpose of participation in this class is to acquire useful skills through learning. To cheat is to lose the opportunity to learn these skills. **The honor code of the University of Alaska and Galena City School District will be strictly enforced.**

Student Protections and Support Services:

Every qualified student is welcome in my class. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc. to find reasonable accommodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. As required, if I notice or am informed of certain types of misconduct, then I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site:
<https://cms-test.alaska.edu/handbook/>

Disability Services

UAF Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. If you have specific physical, psychiatric or learning disabilities and require reasonable accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to Disability Services in room 208 of the Whitaker Building and request a letter of accommodation. More information is available online at <https://uaf.edu/disability/>

Discrimination, Harassment, Violence Statement (Title IX) (source: <https://uaf.edu/oeo/civilrights/aa-eo/>)

Discrimination, Harassment, Violence: The University of Alaska Board of Regents has clearly stated in UA regulations that discrimination, harassment, and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a teacher of a course or university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for reporting include: 1. You may access confidential counseling by contacting the UAF Health & Counseling Center at 907-474-7043 2. You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 907-474-6600 3. You may file a criminal complaint by contacting the University Police Department at 907-474-7721. uaf.edu/oeo/civil-rights/aa-eo/ Any UAF employee or volunteer who reasonably suspects or observes minor abuse or maltreatment is required to report the incident. Reporting procedures are available on the UAF Protection of Minors website located at: <http://uaf.edu/safety/minors/>. Violation of this policy by employees shall be reported as well.