



CHUKCHI CAMPUS

University of Alaska Fairbanks
COLLEGE OF RURAL AND COMMUNITY DEVELOPMENT
P.O. Box 297, Kotzebue, Alaska 99752

Addendum to UAF/Northwest Arctic Borough School District Tech Prep Articulation Agreement 2018 – 2019

University of Alaska Fairbanks
Chukchi Campus
PO Box 297, 604 Third Ave
Kotzebue, AK 99752

Northwest Arctic Borough School District
PO Box 51, 744 Third Ave
Kotzebue, AK 99752

Purpose:

In addition to the current General Tech Prep Agreement between the University of Alaska Fairbanks (UAF) Chukchi Campus and Northwest Arctic Borough School District (NWABSD), we have agreed to the following processes and criteria with respect to the Allied Health Program.

1. The Northwest Arctic Borough School District will follow UAF Allied Health Program based curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks Chukchi Campus pertaining to the following courses:

Allied Health

UAF Course #	UAF Course Title	UAF Credit	NWABSD Course Title
HLTH F110	Professional Skills in the Workplace	2	CTE101F Professionalism in Healthcare

NWABSD will teach for the attached outcome:

1. The attached syllabus will be followed.
2. NWABSD will provide the support necessary for students to be successful in these course(s) which may include computer support, reference books, and academic assistance.
3. Chukchi Campus will process student 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.



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Approvals

Pete Pinney, Interim Director
Chukchi Campus
University of Alaska Fairbanks

DocuSigned by:
Pete Pinney September 25, 2018
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Signature Date

Mary Pete, Dean
College of Rural and Community
Development
Director, Kuskokwim Campus
University of Alaska Fairbanks

DocuSigned by:
Mary Pete September 25, 2018
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Signature Date

Cathy Winfree
Department Co-Chair Allied Health
University of Alaska Fairbanks

DocuSigned by:
Cathy Winfree September 27, 2018
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Signature Date

Terri Walker
Assistant Superintendent
Northwest Arctic Borough School District

T Walker 9-12-18
Signature Date

Shawn Russell
Department Co-Chair Allied Health
University of Alaska Fairbanks

DocuSigned by:
Shawn Russell October 2, 2018
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Signature Date

Anupma Prakash
Provost and Executive Vice Chancellor
University of Alaska Fairbanks

Anupma Prakash Oct 3, 2018
Signature Date

Michele Stalder
Dean, UAF CTC
University of Alaska Fairbanks

DocuSigned by:
Michele Stalder October 2, 2018
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Signature Date

**Star of the Northwest/NWABSD
Kotzebue High School/Alaska Technical Center
Professional Skills in the Workplace**

COURSE INFORMATION:

Title: Professional Skills in the Workplace

Department/Number: HLTH F110 Credits: 2

Prerequisites: High school graduation, GED, or permission of instructor

Location: Alaska Technical Center

Semester: Fall 2017 Semester

Dates: August 15 – December 14, 2018

Meeting Time: Monday through Friday: 10:00 – 11:00 am

INSTRUCTOR INFORMATION:

Name: Cindy Lincoln RN, BSN, B.Ed., MLIS

Office location: ATC Room 232

Office hours: 8:10am - 9:00am

Cindy Lincoln: 442-1612

Clincoln@nwarctic.org

COURSE READINGS/MATERIALS:

Makely, Sherry 2013 *Professionalism in Health Care – A Primer for Career Success Fourth Edition* Pearson/Prentice Hall ISBN: -13 978-0-13-284010-1

COURSE DESCRIPTION

This course presents skills to ensure success for the professional secretary, receptionist, medical worker and other health related careers. Instruction includes interview skills, business manners, customer service, and dressing for success, as well as American Red Cross CPR and First Aid. Students will be exposed to a variety of Health Care Career choices and will gain information on the education and certification required for many health professions.

INSTRUCTIONAL METHODS:

Course includes lecture and discussion, audiovisual aids, class projects, computer assignments, and activities.

Attendance:

Professional Skills in the Workplace will be delivered in a classroom setting at the Alaska Technical Center. Students are expected to attend classes regularly and on time. Every class is important in order to understand the course content. Excessive absences may result in a failing grade or removal from class.

COURSE CALENDAR

See attached calendar.

COURSE GOALS AND STUDENT OUTCOMES

After completing this course, students will gain understanding in the following areas:

- Compare and contrast *soft and hard* skills
- Current trends and issues in health care
- Factors that influence cost of health care in the United States
- Critical thinking skills
- Organizations and health care organizational charts
- Job commitment, work ethics, and attitude
- Working with others: relationships, teamwork, and communication skills
- Personal characteristics, morals, and values of health care professionals
- Personal communication styles: assertive, passive, aggressive, and passive-aggressive
- Legal obligations of health care professionals
- Online job searches and applications; career planning
- Interviewing for employment
- Portfolio development: Resumes, cover letters, transcripts, certificates
- Financial aid sources for further education
- Infection control: Standard Precautions, infection control, isolation precautions
- American Red Cross CPR Adult, Infant, and Child; Using an AED
- American Red Cross First Aide
- Health care practicum and job shadowing (optional)

COURSE POLICIES

Plagiarism/Academic Integrity:

Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or courses. 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.

Honesty is a primary responsibility of every student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless specific permission has been granted. No materials may be used to assist in quizzes and examinations without specific permission.

2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in all assigned work.

Incompletes:

Incomplete 'I' grades will only be given if the student has successfully completed a majority of the class and has some emergency or extenuating circumstance which makes it a hardship for them to complete the course this semester. The student must have a C or better and have the majority of their work completed to be eligible for an Incomplete. Incompletes are awarded at

the discretion of the instructor. Students given an 'I' grade will have a specified period of time to complete specified assignments. Failure to complete assignments within the specified time period will result in an 'I' grade changing to an 'F' (failing) grade on your report card.

Withdrawal:

Students are expected to formally withdraw from the class if they cannot complete the course. Students who do not successfully complete the class or withdraw will receive a grade of 'F'.

Participation and Preparation:

"Participation" grades are based on being on time, staying for the whole class, and contributing in group discussion and small group projects. Students are expected to contribute to class in a manner that is conducive to learning.

Assignments:

Students are expected to be prepared for class. You should read the material scheduled to be discussed prior to the class period. If you come to class unprepared, it diminishes the discussion for everyone. Work turned in on time may be returned with suggestions to obtain additional points if re-submitted. Extra credit options may be available as the course unfolds.

EVALUATION

Students will be evaluated using a point system to determine a final grade. Points will be accumulated by participating in class discussions, completing weekly assignments and quizzes, and a final exam.

Grading Criteria

Participation and class attendance	10%
Weekly Assignments/Quizzes	30%
Portfolio Project	20%
Midterm and final exam	<u>40%</u>
TOTAL	100%

A mid-term and a final exam will be worth 40% of total grade. There may be opportunities for extra credit.

Assignment and course grades are based on the following criteria:

Grade Definition

- A = 100% - 90% An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding of content, presented with exceptional clarity and poise.
- B = 89% - 80% Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.
- C = 79% - 70% Average. The student grasps the essential information; material is complete and presented on time.

D = 69% - 60% Below average. Student misses significant aspects of the assignment. Material is submitted late; student is unprepared to participate in class.

F = below 60 % Student was unable to complete the assignment on time with at least a 60% understanding and presentation.

Students are subject to the Student Code of Conduct, which can be found at www.uaf.edu or in the student handbook. The university may initiate disciplinary action against any student found responsible for committing, attempting to commit, or assisting in the commission of any of the prohibited forms of conduct outlined in the Student Code of Conduct. Academic dishonesty (i.e., cheating, plagiarism, collaboration on assignments, etc.) and disruptive actions will not be tolerated and will be reviewed in accordance with procedures specified in regent's policy, university regulations, and university policies and procedures.

STUDENT SUPPORT SERVICES

Chukchi Student Services Coordinator provides services by appointment and on a walk-in basis. Staff at Chukchi understand the unique challenges of rural students and will assist by providing advising services and assisting with forms and applications if needed. Services are not limited to those listed and other services will be provided if possible. For more information contact:

Receptionist (907) 442-3400
Mary Booth Barger (907) 442-3400

DISABILITIES SERVICES

UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development's (CRCDD) campuses and UAF's Center for Distance Education (CDE). Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services. If you believe you are eligible, visit <http://www.uaf.edu/chc/disability.html> on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu.