

Articulation Agreement

2018-2019

University Alaska Fairbanks

Interior Alaska Campus
810 Draanjik
Fairbanks, Alaska 99709

Yukon Koyukuk School District

4762 Old Airport Road
Fairbanks, Alaska 99709

Purpose:

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

1. Yukon Koyukuk School District will follow a UAF HLTH curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks pertaining to the following courses on the course below.
2. Yukon Koyukuk 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	Yukon Koyukuk School District Course Title
HLTH 105	Intro to Health Professions	2 Credits	Intro to Health Professions

1. The attached syllabus will be followed.
2. Yukon Koyukuk 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

DocuSigned by:
Shawn Russell
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November 7, 2018
Signature Date

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Cathy Winfree
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Signature Date

Bryan Uher
Director
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Interior Alaska Campus
Fairbanks, Alaska

Patty Woody
Career and Technical Education
Coordinator
Yukon Koyukuk School District
Fairbanks, Alaska

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

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DocuSigned by:
Anupma Prakash
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January 7, 2019
Signature Date

Course Syllabus
HLTH 105 Introduction to Health Careers-Two Credits
Fall 2018

Instructor: Andrea Gelvin
Class location: Online using Blackboard
Email: algelvin@alaska.edu
Office hours: By email or by appointment by phone
Phone: (907) 978-6574

Class Location:

Online using Blackboard. Classes meet beginning August 23, 2018 and continue through December 7, 2018. Students meet via web session, online face to face one day per week. Students work independently in Blackboard throughout the week. For more information, see the Course Tentative Schedule, below.

Required Text Book:

Health Careers Today, 6th Edition,

Author: Judith Gerdin

ISBN:978-0-323-28050-1, 2017

Workbook: ISBN: 978-0-323-28065-5

Course Description:

Students in this course will explore a variety of allied and behavioral health careers, including the roles, responsibilities, and training required for each. Participants will conduct guided self-assessments to help them envision themselves in rewarding careers that are appropriate to their skills and interests. Students will also learn the roles and responsibilities of different members/functional units of the health care team; information on related job and educational opportunities; needs and roles of health providers in rural and urban Alaska settings.

Special Requirements:

Internet (DSL strongly recommended), Windows, MAC or Unix (Computer less than 3 years old) with 64 MB RAM & Sound card with working computer microphone & speakers (headphones with mic available for \$21 approximately); Microsoft Office Suite of Software, (Word, Power point, Excel) installed; software from the Internet will need to be downloaded. Computers found in labs and many offices often have the above abilities.

Office Hours: Monday-Friday 1:00 – 4PM - 907-978-6574, or by email. My response will be within 48 hours.

Course Goals and Student Learning Outcomes:

The goal of the course is to introduce students to a wide variety of opportunities in allied health, medical and behavioral health careers. Visioning and confidence building will

accompany concrete information about career pathways. Special attention will be given to trends and opportunities.

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

- Identify five major events in the history of health care and why they are important
- Describe ten different health careers including duties, educational requirements, and employment opportunities
- Compare educational requirements for associates, bachelors and masters degrees
- Identify four factors that interfere with communication
- Be familiar with the benefits of teamwork and the basic characteristics of a leader
- List the six rights of a patient who is receiving health care
- Describe ways to show respect for cultural diversity
- Describe health care legal and ethical responsibilities
- Describe disease prevention and workplace safety practices
- Complete Blood Borne Pathogens Training
- Provide examples of how bias and prejudice can cause barriers to communication and relationship building
- Describe how computers are being used in today's health care environment
- Identify precautions to maintain patient confidentiality
- List five job keeping skills
- Prepare a cover letter and resume
- Reflect on personal skill set, interests and discuss ways to research and pursue future career paths in health care using tools like the internet.
- Research and gain in-depth knowledge of health-related careers of his/her interest

Course Policies

Instructional Methods:

Introduction to Health Careers-HLTH 105 is delivered via Blackboard (announcements, quizzes, course and assignment calendar, online discussions, online syllabus, etc.). Therefore, you must possess basic computer skills and have access to a computer with internet connection for each class session and for all class activities.

Before the first class session you will be required to:

- Establish your UA Online account (www.uaonline.alaska.edu)
- Establish your UA email account (webmail.alaska.edu)
- Connect to the HLTH 105 Blackboard Site
- Follow the instructions to qualify your computer to use Blackboard.

- It is imperative that you take these steps before the first class session, as we will not be able to take class time to resolve technical issues.

This course is taught primarily online using Blackboard. Students will meet face to face-online one web session per week. Students will take part in weekly learning activities with other students in discussion forums and structured exercises and alone through individual assignments.

Directions for completing homework assignments are available on the class Blackboard site. Generally, late assignments will not be accepted unless prior arrangements are made with your instructor.

Activities, Percentages and Final Exam

Activity	Percentage
Tests	20%
Discussion Boards and online participation	20%
Assignments	40%
Final project	20%

Attendance in Blackboard sessions and completion of assignments and discussion boards are required. If for any reason you are unable to complete assignments, you are expected to inform me by email or phone.

Grading and student expectations are based on policies found in the current university catalog.

It is important to remember that distance courses typically involve more independent study time than traditional face-to-face classes. Reading and Blackboard assignments are to be completed by the deadlines and no credit will be given for work submitted after the deadline unless your home teacher can excuse you. Time management skills have significant influence on success as a college student. It is assumed that you will take the initiative to complete your work on or, preferably, before the deadline. Please refer to the Class Calendar section of this syllabus for information regarding specific point values.

Students are subject to the Student Code of Conduct. It is each student's responsibility to become familiar with this Code of Conduct 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.

Individual assignment and overall 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, presented with exceptional clarity & poise.
B = 89.99% - 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 = 79.99% - 70%	Average. The student grasps the essential information; material is complete and presented on time.
D = 69.99% - 60%	Below average. Student misses significant aspects of the assignment. Material is not turned in on time.
F = below 60 %	Student was unable to complete the assignment on time with at least a 60% understanding and presentation.

Students are expected to schedule enough time each week to complete assignments in blackboard by the deadlines assigned.

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. In health care dishonest behaviors may result in jeopardizing patient safety. Strict adherence to principles of ethics and honesty are fundamental requirements.

Honesty is a primary responsibility of you and every other university 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.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.
4. **Incompletes:**
Incomplete 'I' grades will only be given if the student has successfully completed the class and has some *emergency or extenuating circumstance* which makes it *impossible* for them to complete the course this semester. An Incomplete grade will not be given to students who have simply fallen behind on the assignments

or who wish to get a better grade by turning in assignments after the course deadline. 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

Participation and Preparation:

Please share your thoughts respectfully with the whole group, as this is how we can all learn from each other. Inappropriate behavior will be subject to disciplinary action including dismissal from the course. Students are expected to contribute to class in a manner that is conducive to learning. This course is designed to assist you with decision making about your future in a health career. The more effort and attention you put into this class and the more you share with others the more you will benefit from it.

Student Responsibility:

As students taking a college course, you must accept the responsibility of ensuring your own learning. It is your responsibility to know what you need to do and when you need to do it. This requires a great deal of initiative on your part. Always ask if you don't know what is expected of you. Never wait for someone to tell you. "I didn't know," and "no one told me," are not acceptable reasons for failure to fulfill your student obligations. This course encourages you to practice your time management skills. I am here to help and support students who take the initiative to help themselves.

Assignments:

Students are expected to prepare for the weekly modules. Work may be turned in early for review and recommendations for resubmission before the due date. Extra credit options may be available as the course unfolds. There will be five open-book tests, each worth 40-50 points. See tentative schedule. The final project will be presented the week of December 3-7, the written report will be due Friday, December 7nd at 11:59PM.

Quality Issues:

Accuracy in spelling is extremely important when documenting health care encounters. Proper grammar and spelling are also integral parts of professionalism. To reinforce attention to proper spelling and grammar, points will be deducted from assignments containing spelling and grammatical errors. Students are expected to check their work for accuracy before submitting it. Always use a spellchecker then check the spellchecker. Spellcheckers miss errors where the words are spelled correctly but the wrong word is used, for example "too" and "to". When participating in assignments in

Blackboard, you will need to be your own spellchecker. Your work must show that you understand the course content. For some assignments, you may not be able to go back to your assignment and make corrections after you have finished, so it is important to make sure that the information you provide is correct before you submit it. Review instructions for each assignment carefully.

Support Services:

Students in need of support are encouraged to contact me via email or telephone. Response will be made within 48 hours Monday through Friday. I have posted online office hours. All college classes require strong reading and study skills. There may be a student support program in your area. **If you feel that you may be falling behind, contact me immediately.** I want you to be successful. Never be afraid to ask for help. I am here to help you succeed and have a positive learning experience. I can only do that if you let me know your concerns.

Disabilities Services:

The Office of Disability Services (203 WHIT, 474-7043) implements the Americans with Disabilities Act (ADA), and insures that UA students have equal access to the campus and course materials. I will work with the Office of Disabilities Services to provide reasonable accommodation to rural students with disabilities. Please contact me or The Office of Disability Services if you require special assistance

Tentative Course Calendar Fall 2018 (Dates may be subject to change)

Date	Class	Tests	Assignments
8/23/18 - 8/24/18	Course Overview, Review Syllabus Assignments & Expectations Introduce self (20 points) AHA- http://www.healthcareercenter.com/		Read Chapters 1 Complete Work book pages noted - 20 pts AKCIS Career Interest Survey – 20 pts VARK Learning Styles Questionnaire http://vark-learn.com/the-vark-questionnaire/ - 20 pts
8/27-31	<u>Review and Discuss-</u> <u>UNIT I: Career Foundation</u> Ch. 1 Health Care of the Past, Present and Future Wkbk pgs. 2 (Just the Facts) and 4-5 (critical thinking only)		Read Ch 2 Complete the workbook pages noted Medical Milestones Insurance Comparison
9/4-7	<u>Review and Discuss</u> Ch. 2 Interpersonal Dynamics, Systems and Communications Wkbk pgs. 8 (Just the Facts), 9 and 12		Read Ch 3 Complete the workbook pages noted Self-Awareness/Emotional Intelligence
9/10-14	<u>Review and Discuss</u> Ch. 3 Safety, Health, and Environmental Practices Wkbk pgs. 19 & 20 Blood Borne Pathogens		Read Ch 4 Complete the workbook pages noted Pro Training Blood Borne Pathogens Hand-washing
9/17-21	<u>Review and Discuss</u> Ch. 4 Ethics and Legal Responsibilities Wkbk pgs. 28 & 29 (Just the Facts)		Read Ch 5 Complete the workbook pages noted Patient Rights & Responsibilities Documentation/Charting
9/24-28	<u>Review and Discuss</u> Ch. 5 Culture and Health Care Wkbk pgs. 38 (Just the Facts) and 39	Test on Ch 1-5 (50pts)	Read Ch 6 & 9 Complete the workbook pages noted Cultural Competency Summary
10/1-5	<u>Review and Discuss</u> Ch. 6 Employability and Career Development Wkbk pgs.46 & 47(complete Just the Facts) Ch. 9 Professionalism Wkbk pgs. 88 (Abbreviations & Just the Facts)		Read Ch 7, 10 & 11 Complete the workbook pages noted
10/8-12	<u>Review and Discuss</u> Ch. 7 Academic Foundation Wkbk pgs.62 & 63 Ch. 10 Medical Math Wkbk pgs. 94 & 97 Ch. 11 Medical Terminology Wkbk pgs. selected		Read Ch 8 Complete the workbook pages noted
10/15-19	<u>Review and Discuss</u> Ch. 8 Wellness, Growth and Development Wkbk pgs. 74 & 75 (Just the Facts)	Test on Ch 6-11(50pts)	Read Ch 14, 16-17 Complete the workbook pages noted
10/22-26	Unit II Anatomy & Physiology Brief over view of Ch 14, 16-17 Selected Wkbk pages Ch 14 p 133 – Just the Facts 1-10, p 134 Id Structures Ch 16 p 154-155 Ch 17 p 168-170	Test Ch 14-17 (40 pts)	Read Ch. 25 & 26

10/29-11/2	<p><u>UNIT III: Career Pathways</u> <u>Review and Discuss</u> Ch. 25 Biotechnology/Research and Development Careers Wkbk pgs.262 (Just the Facts) Ch. 26 Clinical Laboratory and Medical Forensics Careers Wkbk pgs. 270 & 271(Just the Facts)</p>		<p>Read Ch 29 Complete the workbook pages noted Work on resume <u>2nd Quarter - Research Project</u> Student select one profession of interest and write 250-500 word paper discussing role of profession, personal skills & education needed, career pathway, options for employment and why they chose that profession. Short presentation of findings. (100 pts, presentation points included)</p>
11/5-9	<p><u>Review and Discuss</u> Ch. 29 Information and Administration Careers Wkbk. pgs. 300(Just the Facts) & 305 Investigate pre-employment background checks Assist the patient with Insurance Forms</p>		<p>Read Ch 31-32 Complete the workbook pages noted</p>
11/12-16	<p><u>Review and Discuss</u> Ch. 31 Nursing Careers Wkbk pgs.320-321 Ch. 32 Medical Careers Wkbk. pgs 344 & 345 Describe the various nursing & medical specialties</p>	<p>Test on Ch. 25-32 (not 28) (50 pts)</p>	<p>Read Ch 28 Complete the workbook pages noted</p>
11/19-21	<p><u>Review and Discuss</u> Ch. 28 Emergency Health Careers Wkbk pgs. 290-291. Guest Speaker: EMT/MICP Investigate the Good Samaritan Law of Alaska Describe Emergency Assessment and Treatment for three common emergencies</p>		<p>Read Ch 34& 36 Complete the workbook pages noted</p>
11/26-30	<p>Ch. 34 Complementary and Alternative Careers Describe three complementary careers Wkbk pgs.368 & 369 (Just the Facts) Ch. 36. Community and Social Careers Investigate local agencies that provide assistance Wkbk pgs.387</p>	.	<p>Read Ch 37-38 Complete the workbook pages noted</p>
12/3-7	<p>Ch. 37 Mental Health Careers Investigate availability of local mental health services Wkbk pgs.396 & 397 (Just the Facts) Student Report/Presentations-on face to face</p>	<p>Final Test on Ch 28-38 (50 pts)</p>	<p>Student Report/Presentations</p>

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2. Yukon Koyukuk 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	Yukon Koyukuk School District Course Title
HLTH 116	Math in Health Care	3 Credits	Math in Health Care

1. The attached syllabus will be followed.
2. Yukon Koyukuk School District will provide necessary support for students to be successful in this course which may include computer support, reference books and academic assistance.
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