

Articulation Agreement

Fall 2014/Spring 2015

University of Alaska Fairbanks

Kuskokwim Campus

Box 368

Bethel, AK 99559

Kuspuk School District

Box 49

Aniak, AK 99557

PURPOSE

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

1. LKSD will follow UAF Allied Health based curriculum in coordination with the Administration and Faculty of the University of Alaska Fairbanks-Kuskokwim Campus pertaining to the course below:

Allied Health

UAF course #	UAF Course Title	UAF Credit	LKSD Course Title
HLTH 110	Prof. Skills in Workplace	2	Prof. Skills in Workplace

UAF will teach for the attached outcome:

1. The attached syllabus will be followed.
2. LKSD will provide necessary support for students to be successful in this course which may include computer support, reference books, and academic assistance.
3. Kuskokwim 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:

Mary Pete, Director

Kuskokwim Campus

University of Alaska Fairbanks

Mary Pete 5/23/14

Alex Russin, Superintendent

Lower Yukon School District

Alex Russin 5-23-14

Shawn Russell, Assistant Professor of Allied Health

University of Alaska Fairbanks, CRCD

Shawn Russell

Pete Pinney, Acting Vice Chancellor & Executive Dean

University of Alaska Fairbanks

Pete Pinney 5-28-14

Dr. Susan Henrichs, Provost

University of Alaska Fairbanks

Susan Henrichs 6-1-14

## **Course Syllabus**

### **HLTH F110 Professional Skills in the (Health Care) Workplace-Two Credits Spring 2013**

**Instructor:** Andrea Gelvin

**Class location:** Online using Blackboard

**Email:** [algelvin@alaska.edu](mailto:algelvin@alaska.edu)

**Office hours:** By email or by appointment by phone

**Phone:** (907) 978-6574

**Required Text Book:** "Professionalism in Health Care" 4<sup>th</sup> Edition, Author Sherry Makely, ISBN: -13-978-0-13-284010-1

**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.

#### **Course Goals and Student Learning Outcomes:**

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. Students will also learn about online education, barrier crimes and laws concerning health care providers. In addition, students will start and/or update their Personal Learning and Career Plan (PLCP) in the Alaska Career Information System (AKCIS). Students successfully completing this course will demonstrate a measurable increase in their knowledge, skills and abilities related to the field of health care and demonstrate an understanding of the following objectives:

- ❖ 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 of effective interpersonal 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.

### Course Policies

**Instructional Methods:** HLTH 110 is delivered via Blackboard resources (announcements, tests, course and assignment calendar, online discussion notes, online syllabus, etc.). Therefore, students must possess basic computer skills and have access to a computer with internet connection for class activities.

Before the first class session, you will be required to:

1. Establish your UA Online account ([www.uaonline.alaska.edu](http://www.uaonline.alaska.edu))
2. Establish your UAF email account ([webmail.alaska.edu](mailto:webmail.alaska.edu))
3. Connect to the Health 110 Blackboard Site ([classes.uaf.edu](http://classes.uaf.edu))

Students will take part in learning activities with other students in discussion forums, structured exercises and alone through individual assignments. Directions for completing each homework assignment are available in the class Blackboard site. Assignments will become available each week on Thursday. Blackboard will display each assignment for that period of time, until the due date and then the assignment will be removed. The assignment will not be re-opened after the specified time for an assignment has passed. Extensions may be considered for valid reasons.

**Student Evaluation and Grading:** Your final grade in this class will be based on the total points accumulated from assignments and activities, posted discussions, wiki projects using the following percentages. Please refer to the Course Calendar section of this syllabus for information regarding specific point values. Letter grades will be assigned as follows: *(Students must make a C or higher to pass this class, C- is not considered a passing grade.)*

Grade	Definition
A= 90%-100% 1598-1775 points	A = An honor grade demonstrates excellence and independence, a thorough mastery of the subject; completing more work than is regularly required. Student work demonstrates a deep understanding.
B= 80%-89% 1420-1597 points	B = A better than average; above the average expectation. Projects, papers and internet discussion entries are neat and thorough but do not show the depth of understanding of an "A".
C= 70%-79% 1243-1419 points	C = Average. The student grasps the essential information, assignments are complete and submitted on time.
D= 60%-69% 1065-1242 points	D = Below average. The student misses significant aspects of the assignment, assignment is not submitted on time.
F = 59% and lower Less than 1241 points	F= Student was unable to complete the assignment on time with at least 60% understanding or presentation

**Attendance:** Students are expected to sign-in to Blackboard regularly. Students are responsible for coordinating with the instructor prior to any absences regarding the possibility of making up missed work. Notify your instructor of all scheduled required absences during the first week of class, for example, travel with an athletic team.

**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. **The honor code of the University of Alaska will be strictly enforced.**

**Participation and Preparation:** It is important to keep up with the reading of each chapter and participating in the on-line discussions. Professionalism involves demonstrating behaviors and attitudes important in the medical workplace and participation involves actively responding to the on-line classroom activities and assisting in creating a positive environment. Inappropriate postings will not be tolerated.

**Assignments:** Assigned modules/chapters should be read before activities, projects or discussions. Work submitted on-time may be returned with suggestions to obtain additional points if re-submitted. All assignments are due by the date on the course calendar. Late assignments will not be accepted.

**Quality Issues:** Accuracy in spelling is extremely important when documenting health care encounters. To reinforce attention to proper spelling, points will be deducted from assignments containing spelling errors. Students are expected to check their work for accuracy before submitting it. Always use a spell-checker. When participating in assignments in Blackboard, you will need to be your own spell checker. Your work must show that you understand the assigned readings and other materials. Some Blackboard assignments must be completed the first time you access them, so it is important to make sure that your entry is correct before you submit it.

**Support Services:** Students are encouraged to contact the instructor via email. Response will be made within 48 hours Monday through Friday. The instructor has posted on-line office hours. If you are unable to get your question answered or if you prefer to discuss your issue locally, there is a student support program in your area. All college classes require good reading and study skills. If you feel you are falling behind, contact me immediately. I want you to be successful. Never be afraid to ask for help.

**Disabilities Services:** The Office of Disability Services (907-474-7043) implements the Americans with Disabilities Act (ADA), and insures that UAF 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. Disability services may also be offered through your school district.