

**Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT**

COURSE: MAP 110 Introduction to Health Science Professions & Technology

INSTRUCTOR: **SEMESTER/YEAR:**

CLASS DAY/TIME:

COURSE DESCRIPTION: This course will serve as a solid foundation for students in health sciences or health occupations. Introducing students to a variety of health occupations, this course assists students in acquiring the basic knowledge and professional behaviors required to work and interact with patients in a healthcare setting. Course fee required. Total of 45 hours of lecture.

TEXTBOOK: Simmers, Louise, Simmers-Nartker, Karen and Simmers-Kabelak, Sharon, Introduction to Health Science Technology, Delmar, New York, 2009, 2nd edition.

STUDENT LEARNING OUTCOMES:

1. Demonstrate understanding of ethnic, cultural and racial differences related to health care
2. Demonstrate a basic understanding of infection control components
3. Recognize basic concepts of communication professionally in health care
4. Describe basic understanding of ethical/legal guidelines for healthcare practice.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 3 credit course achieves the minimum of 112.5 hours of total time by requiring 37.5 hours of instructional time and 75 hours of student work outside of instructional time.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Face-to-Face and Hybrid Course

Assignment/Assessment	Clock Hours
Homework, Reading, Projects	30 hours
Studying for regular exams/quizzes	65 hours
Final Assessment (Common Final Exam)	15 hours
Total out of class time	110.0 hours

COURSE CONTENT OBJECTIVES:

At the completion of this course, the student will:

1. Have an understanding of the history of medicine.
2. Understand the various types of health care professions.
3. Have knowledge of the various types of healthcare settings and the members of healthcare teams.
4. Understand legal and ethical issues associated with health care.
5. Understand and demonstrate the role of cultural diversity in healthcare.
6. Understand and demonstrate fundamentals of infection control and safety in health care.
7. Understand the unique challenges of working with an aging population.
8. Understand and demonstrate professionalism in healthcare.

ASSESSMENT PROCEDURES: Final course grade will be based on the weighted grade by category as indicated below:

Homework	20%
Attendance & Professionalism	10%
Tests	30%
Final Exam	30%
Paper Project	<u>10%</u>
Total:	100%

The final grade is based on the following scale:	90 – 100%	A
	80 – 89.9%	B
	75 – 79.9%	C
	60 – 74.9%	D
	Below 60%	F

PLEASE NOTE: Grades will not be rounded up to give students a higher letter grade.

COURSE POLICIES:

1. In the event of inclement weather, students are advised to check their campus Email account and/or local radio and television stations, where cancellations will be disseminated.
2. Homework assignments in Moodle will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of “zero” or a reduced grade if partially completed. Failure to notify the instructor within 5 days of the due date of an assignment that the student was unable to complete due to “computer” problems will result in a zero for the assignment with no discussion.
3. The primary form of communication outside of the classroom will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be

no consideration given if emailed assignments are not received and Moodle assignments not seen.

4. Cell phones are to be silenced when students are in class.
5. Laptops will be allowed unless the student abuses the privilege by using the laptop for purposes other than note taking during the class, at which time the student will be required to turn off the laptop.
6. **Disclaimer:** The instructor reserves the right to modify course content.

HONOR CODE:

The HCC Student Code of Conduct is published in the HCC Student Guide and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process. Academic dishonesty will be dealt with in accordance with the College's policies and procedures.

PLAGIARISM/ORIGINAL WORK POLICY:

Plagiarism involves using another's work and presenting it as one's own. This includes using information that is not documented accurately, copying another's work and presenting it as one's own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college.

CLASS ATTENDANCE POLICY:

1. Students are expected to attend all regularly scheduled classes. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the responsibility of the student to confer with the instructor with regard to missed course work assignments and the like.
2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by January 14, 2019, to get a refund**). Failure to do so will result in the recording of an "F" grade for that class.

Attendance Policy:

- a. Students will be allowed one unexcused absence/tardy per semester that will not count against their course attendance grade.
- b. Any additional absences/tardiness will only be excused for: 1) student illness with physician/hospital excuse; 2) court appearance with appropriate court order; 3) death of a first degree relative, or 4) in the event of inclement weather as specified in the College Guide. Absences/tardiness not meeting the above criteria will be reflected in the course attendance grade.

Make Up Policy:

- a. Students who miss clinical class work will not have an opportunity to make up the work. This could severely compromise your ability to successfully complete course competencies.
- b. Students who miss scheduled "in class" activities will not have an opportunity to make up the "in class" assignment.
- c. All tests in this course will be given online at the HCC Testing Center. Chapter tests will be open for a minimum of two days. The Final Exam will be given online at the

HCC Testing Center and will be open for a total of 6 days. The hours of the Testing Center are posted under the course orientation topic. It is the student's responsibility to make the time to take each test.

- d. Makeup of missed tests will ONLY be considered for reasons covered in point "b" of the Attendance Policy above, and will be discussed one-on-one with the student. Students must contact the instructor within 7 days of the missed test, or receive a grade of "zero". Excuses involving lack of time to test due to a busy "personal schedule", pre-planned vacation time, or work schedules will not be honored.
3. Class will begin at the scheduled time. In the event that the instructor is delayed, students are expected to wait for a minimum of 15 minutes before departing. All cases of time shall be guided by the time displayed in the classroom.

Course Disclaimer: The instructors reserve the right to modify the course content and evaluation procedures as deemed necessary.

TOPIC OUTLINE

DATE	CONTENT COVERED	ASSIGNMENTS
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Outline is tentative and may be subject to change upon instructor protocol. Students should be prepared to come to campus ANY Monday afternoon. Should there be inclement weather, ON CAMPUS days will be rescheduled.

CONTACT INFORMATION:

Program Coordinator, Medical Assisting and Phlebotomy
E-mail(***THIS IS THE BEST WAY TO CONTACT ME***).
Phone 240-500-2624
Office Hours: CPB 170-B

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

Learning Support Center: For tutoring or additional help with courses, please visit the Learning Support Center.

- LSC-100
- 240-500-2560

- lsc@hagerstowncc.edu
- Hours:
 - Monday - Thursday 8am-10pm
 - Friday 8am-5pm
 - Saturday 9am-3pm
 - Sunday 12-5pm