The Department of Health Sciences supports inclusivity—the state of all-embracing that is culturally attune, and which incorporates the needs and viewpoints of diverse communities to create an environment that feels welcoming to everyone, and where each individual feels he/she is valued.

I. Course Description
This course focuses on professional attitudes, knowledge, and skills essential in health care. Compassion, accountability, ethics, integrity, and medical law are addressed. Roles of the professional, including civic engagement, stewardship, leadership, and responsibility to the health of the community are explored.

II. Rationale
Health care is based on three distinct foundations. First, that the knowledge and competence of the professional have been validated by a community of peers; second, that this knowledge has a scientific basis and third, that the professional's judgment and advice are oriented toward a set of values. These aspects of legitimacy correspond to the collegial, cognitive, and moral attributes that define a professional.

III. Course Prerequisites
A. Previous courses/experience
B. Electronic Communications

1. Because of ever-increasing reliance on electronic communications to more effectively and efficiently conduct official business with students of the University of South Dakota, certain electronic communication standards must be set by the University. As a result, email and announcements posted in myUSD Portal are considered official forms of communication at the University of South Dakota. It is imperative students understand that portal announcements and the University assigned e-mail addresses associated with the USD account shall be the official means of communication while they are a student and that they are responsible for information conveyed via announcements and email. The University has the right to expect that those communications be read in a timely fashion.

2. All formal electronic communication between the department faculty and student will occur via the D2L communication system. You can forward D2L email to your University coyote.edu address.

3. You cannot respond to an email sent from D2L through your coyote account. You will still need to respond to the email through D2L.

4. For more information on using D2L please visit the portal: https://d2l.sdbor.edu/

C. Technology Requirements

It is important to become familiar with the "Online Student Handbook" located @ http://www.usd.edu/-/media/files/usd-online/online-orientation-guide.ashx?la=en This packet contains important information on accessing USD’s resources online.

1. Internet browser: Refer to Online Orientation Guide for this information.

2. Information Technology Services (ITS): The ITS Help Desk provides prompt, knowledgeable, and courteous computing support services.
   https://portal.usd.edu/technology/helpdesk/

III. Course Goals

Students will develop skills in professional communication, teamwork, professional preparation, customer service, and relationship-centered care as each relates to a profession in health sciences. This course falls under the System-wide Graduation Requirements (SGR) goal of Expertise, with students focusing on one or more areas of in-depth study through their major and minor coursework, developing a level of expertise that will serve them not only in their intended career but also as educated citizens.

IV. Student Learning Outcomes

Upon completion of this course the student will have:

1. Develop specific skills, competencies, and points of view needed by professionals in the field most closely related to this course (ESSENTIAL).
2. Develop a clearer understanding of, and commitment to, personal values (IMPORTANT).
3. Develop skill in expressing oneself orally and in writing (IMPORTANT).
4. Describe the value of a profession’s internally enforced codes of practice (SUPPLEMENTAL).
5. Evaluate and participate in situations requiring ethical, biomedical, organizational, and moral decision making (SUPPLEMENTAL).
7. Compare accreditation and regulatory compliance (SUPPLEMENTAL).
8. Discriminate required documentation and requirements of medical records (SUPPLEMENTAL).
9. Explain employee rights and responsibilities and patient rights and responsibilities (SUPPLEMENTAL).

V. Program Outcomes
HSC 350 is designed to assist the student in developing the following outcomes of the intended eight end-of-program outcomes for the health sciences major:
1. Communication
2. Professionalism
3. Teamwork
4. Problem Solving
5. Valuing
6. Community Citizenship
7. Global Citizenship
8. Leadership

VI. Required Textbook(s)

VII. Instructional Methods
1. Course readings will include textbook readings and any supplemental readings posted in D2L.
2. Online class activities and your assignments will include online lecture, case studies, online class discussion, video clips, presentations, and hands-on activities and group projects.
3. Reflections – your thoughts and your learning documented in a formal reflection APA formatted paper.

VIII. Evaluation Procedures
1. Traditional Assessments
   a. Exams and quizzes – Mid term and Final exam/quiz – 50 multiple choice and essay questions worth 100 points.
b. Papers/written narratives/reflections – Reflection and Case Study 
review papers consisting of your thoughts and learning achieved 
by doing this activity.

c. Participation in class – active virtual online participation with 
assigned Team members for team project that will be graded both 
on an individual participation and group participation grading.

2. Performance Assessments
   a. Service learning project – Total hours and learning achieved.
   b. Team project – virtual team/group assignment on Case Studies.

- Students will earn their grades by their performance on 11 assignments (200 points), 
  the midterm exam (100 points), the service learning project (150 points), the team 
  project (450 points total), and the final exam (100 points).

- The weekly assignments are a learning tool that will assist you in keeping up with 
your course material as we move through the semester.

- Online class attendance and participation assessment will be based on student 
  involvement in class online participation and class assignments.

**Grading for Coursework Required within the Major**

1. The grading scale used for all HSC prefix coursework is:
   a. Grade A 90 – 100% 900-1000
   b. Grade B 80 – 89% 800-899
   c. Grade C 70 – 79% 700-799
   d. Grade D 60 – 69% 600-699
   e. Grade F 59% and below 0-599

2. A maximum of 1000 points can be earned in this course.
3. Grades will be posted in D2L within two weeks of Dropbox closing date per 
   assignment.
4. **No extra credit** can be earned in any HSC prefix course.
5. Assignment and course completion
   a. Any course assignments that are not submitted by the established deadline 
      (example Tuesday’s, Sunday’s, 11:59 PM, check schedule for exact dates) will 
      result in a grade of zero (0) for the assignment.
   b. The final course grade may be reduced by up to 15% of the total points earned 
      for behavior that is not consistent with that expected of a professional person, 
      including, but not limited to, late assignments or failing to hand in completed 
      assignments. For example, if you earn 800 points for completed work, but 
      chose to not complete an assignment, your course grade earned could be a “D”.
This is calculated in the following manner: 15% of 800 points is 120 points
(800 – 120 = 680, which is a 68%, or a “D”).

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<thead>
<tr>
<th>Requirements</th>
<th>% Grade</th>
<th>Points Possible</th>
<th>Points Earn</th>
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<tbody>
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<td>Assignments</td>
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<td>Exams</td>
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<td>Reflection Paper</td>
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<td>Team Project</td>
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<td>Total Points Earned</td>
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<tr>
<td>Course Grade Earned</td>
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<td>Percentage</td>
<td>Letter Grade</td>
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**Professional Standards of Conduct**

Professional conduct is expected of every student enrolled in Health Sciences coursework, whether he/she is a declared major or not. Professional conduct is evidenced in behaviors which represent:

1. Ethical conduct
2. Integrity and honesty
3. Accountability
4. Respect for oneself, others and the rights of privacy and confidentiality
5. Appearance and communication consistent with a professional.
6. Respectful behavior in interpersonal relationships with peers, superiors, clients, and their families.
7. Punctual attendance at all department scheduled activities and adherence to deadlines set by the faculty.

**Professional Behavior**
Cell phones and other personal electronic devices are not allowed during experiential learning activities, such as Service Learning, unless otherwise indicated by your professor. If you have one in your possession, it must be turned off.

**University Policies**

**Academic Integrity**
The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33
No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:
- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

**Freedom in Learning**
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

**Disability Accommodation**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations.
Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605) 677-6389
Web Site: www.usd.edu/ds
E-mail: disabilityservices@usd.edu

Diversity and Inclusive Excellence
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

Professional Behaviors Grade
Students in the Department of Health Sciences are expected to exhibit professional behavior. Evaluation of professional behaviors is incorporated into final course grading. Professional behaviors include but are not limited to: honesty, integrity, accountability, attendance, participation, professionalism, communication, teamwork, leadership and completion of all course assignments.

- The final course grade may be reduced by up to 15% of the total points earned for behavior that is not consistent with that expected of a professional person.
- A student who fails to exhibit professional behaviors may be dropped from the course, based on the discretion of the instructor.
- A student may be dismissed from the department for unprofessional behavior at the recommendation of the Health Sciences faculty team.

Class Attendance Policy
All students are expected to attend online class in a timely manner having read and prepared assigned materials prior to class time. Attendance and active online participation models that of the professional healthcare provider. It is important for you to take responsibility for participating online and in virtual class discussions. Failure to actively participate hurts your learning and the experience of other students. Therefore, your online attendance and active participation in the course is required. Missing an assignment is not acceptable and no make-up assignments will be allowed unless you have written justification from a department chair or faculty advisor or received written permission from the instructor prior to the class.

Academic Excused Absence Policy
When necessary, make-up of course requirements missed because of student participation in university-sanctioned events and activities shall be worked out between the instructor and the student upon the student’s timely initiative. For a university-related event, a student must contact his/her instructor at least two days prior to the absence and provide documentation from the sponsoring unit indicating the dates that the student will be absent from class. To the extent possible, students should notify the instructor during the first week of the semester of
possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in events approved by the Vice President for Academic Affairs. An instructor may have special attendance/requirement policies for particular classes, whenever those policies are not in conflict with the student’s right to make up missed requirements as described above. [http://www.usd.edu/~media/files/student-life/usdstudenthandbook.ashx](http://www.usd.edu/~media/files/student-life/usdstudenthandbook.ashx)

**Assignments**

All work must be submitted by the required date and time. No credit will be earned for exams or papers that are turned in after their deadlines. **In addition, the final course grade may be reduced by 15% of the total points earned.**

**Academic Integrity Philosophy**


Academic integrity is a fundamental concept underlying the educational enterprise of the university. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the university. Academic integrity encompasses the values of honesty, trust, fairness, respect, and responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

To this end, The University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement: **We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions.**

The University should:

a. Promote a well-defined philosophy of academic integrity pertaining to all members of the university community and addressing the five cardinal values of Honesty, Trust, Fairness, Respect, and Responsibility.

b. Promulgate clear procedures for dealing with transgression of the established policies protecting academic integrity. These procedures should be congruent with applicable laws, Board of Regents policy and existing university policy, including the Student Code of Conduct and the Academic Appeals process, so as to protect the rights of all involved. The Colleges and Schools within the University should be allowed latitude in establishing appropriate procedures that take into account not only the values and ideals promoted by the University but also those which are congruent with expectations of acceptable conduct in professional settings. An innate feature of the university community is an emphasis on dialogue and learning; thus, consultation and mediation should be emphasized as the primary means of resolution in instances where academic integrity has been lacking. This emphasis does not preclude stringent application of appropriate university policy when necessary. Similarly, commitment to academic integrity should enhance, not stifle, honest disagreement, debate, and differences of opinion among the members of the university community.

c. Use all appropriate avenues to disseminate and underscore the core values of academic integrity at the University. Applicants, parents, enrolled students, visitors, faculty,
staff, and administrators should be aware of the university’s philosophy and policies on academic integrity. Commitment to academic integrity should be prominent in all actions of the constituents of the university community. All students, faculty, and staff entering the university community for the first time shall be apprised of the academic integrity policies and should agree to the philosophy that underlies them. The University should take opportunities to reinforce the academic integrity philosophy at appropriate times throughout the academic year.

d. Revisit the academic integrity philosophy and policies in a timely manner.

**Freedom in Learning**
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Health Sciences students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact June Larson, Associate Dean of the School of Health Sciences and Chair of the Department of Health Sciences to initiate a review of the evaluation.

**Student Rights and Responsibilities Office**
Center for Continuing EducationRoom 104
Phone: 605-677-6030
Email: srr@usd.edu

The office of Student Rights and Responsibilities (SRR) is charged with ensuring that the individual rights of students are upheld throughout the university community, while common standards for personal behavior are evidenced by all who enjoy USD affiliation. In addition to administering due process and adjudicating allegation of misconduct, the SRR can assist with procedural questions related to (https://www.sdbor.edu/policy/Documents/3-4.pdf)

a. (the Student Code of Conduct) such as the referral process and resolution options, as well as in identifying available resources to support student success.

b. SRR is committed to fostering an environment of engaged citizenship for students among all USD community members.

c. Accordingly, reasoned and civil discourse, integrity and intellectual honesty, and the recognition of the rights of all are encouraged.

d. SRR aids in cultivating a campus-wide ethic of accountability through its conduct processes.

**Academic Appeals**
Students have the right to initiate the Academic Appeals Policy of the University of South Dakota as a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting a student’s academic performance and progress. Undergraduate Academic Appeals forms may be found on my USD Portal. For questions regarding health sciences courses, contact the SD Board of Regents Policy 2:9, Student Appeals for Academic
Cultural Insensitivity and Bullying

One of the responsibilities and expectations of University of South Dakota students is that they will participate in the creation of a positive climate at USD that welcomes, comforts, and is inclusive of all students in the residence halls, classrooms, student organizations, and other parts of the university. Two critical issues that lead to a negative climate for and experience of diverse students are cultural acts of insensitivity and “bullying.” Making fun of or degrading individuals and the groups to which they belong is considered an act of cultural insensitivity. Bullying is defined as unwanted, aggressive behavior that is repeated, or has the potential to be repeated, over time. Bullying is repeated, deliberate, and disrespectful behavior that has the intent of hurting someone else. Teasing; making fun of; laughing at, or harassing someone over time is bullying. Bullying hurts, creates a negative climate, and can disrupt another student’s ability to function, sleep, concentrate, and to be academically successful.

Notice of Nondiscriminatory Policy

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and nondiscrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy. For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Room 205 - Slagle, Vermillion, SD 57069. Phone: 605-677-5651 E-Mail: equalopp@usd.edu.

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 E-Mail: dservice@usd.edu

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2009. The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance
with these statutes. This obligates USD and Ms. Ambur to provide equal access for all persons with disabilities.

**South Dakota Board of Regents Policies Link**

http://www.usd.edu/policies/south-dakota-board-of-regents

Students shall refer to the above link for the most current versions of South Dakota Board of Regents Policies. Sections 1-3 affect all University students.

**Student Code of Conduct**

SD Board of Regents Policy 3:4. Student Disciplinary Code

Cheating and Plagiarism

The Department of Health Sciences considers plagiarism, cheating, and other forms of academic dishonesty contrary to the objectives of higher education. A student who engages in any form of academic dishonesty will be referred to the Office of Student Rights and Responsibilities.

Plagiarism

The Department of Health Sciences accepts the definition of plagiarism as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. In the event a faculty member has reason to believe a student has plagiarized another’s work, the case will be referred to the Office of Student Rights & Responsibilities.

Recycled Work: Self-Plagiarism

a. Students may not submit academic work or portions of the academic work for which academic credit has already been received to use towards meeting current course requirements without prior permission from the instructor of the course in which they are currently enrolled.

b. Submitting an assignment or portions of an assignment which has already received credit will result in referral to the Office of Student Rights & Responsibilities.

**VAIL (Virtual Academic Integrity Laboratory) Tutor**

a. The completion of Vail Tutor is required once per academic school year with a minimum score of 90%.

b. The tutor is available at http://www.umuc.edu/students/academic-integrity/tutorial.cfm. The tutor consists of 4 modules:
- Module 1: Understanding Academic Integrity, Plagiarism, and Cheating
- Module 2: Understanding How to Avoid Plagiarism: tips and Strategies
- Module 3: Documentation Styles: When and How to Use them
- Module 4: Plagiarism Policies

c. There is a quiz at the end of the tutorial that covers all four modules. After completing and scoring the quiz, your Report of Successful Completion will be available to you. You may retake the quiz as often as needed to achieve the required score. Once you have received the required score, you will need to copy or print and scan your Report of Successful Completion and save. You will then submit the saved Report of Successful Completion to the drop box for this assignment. **If you have taken the Vail Tutor Quiz within the past year and have a passing score of 90% or greater. You do not need to retake the quiz, but you will need to drop in a copy of that score dated within one year from due date of current Vail quiz requirement.**

**Electronic Communication**

1. Because of ever-increasing reliance on electronic communications to more effectively and efficiently conduct official business with students of the University of South Dakota, certain electronic communication standards must be set by the University. As a result, email and announcements posted in myUSD Portal are considered official forms of communication at the University of South Dakota. It is imperative students understand that portal announcements and the University assigned e-mail addresses associated with the USD account shall be the official means of communication while they are a student and that they are responsible for information conveyed via announcements and email. The University has the right to expect that those communications be read in a timely fashion.

2. All formal electronic communication between the department faculty and student will occur via the D2L communication system. You can forward D2L email to your University coyote.edu address.

3. You cannot respond to an email sent from D2L through your coyote account. You will still need to respond to the email through D2L.

4. For more information on using D2L please visit the portal: https://d2l.sdbor.edu/

**Technology Requirements**

1. **Internet browser:** Refer to CDE Online Orientation for this information http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf.

2. **Turnitin:** The Department of Health Sciences requires all writing assignments for the Health Sciences Major to be submitted to Turnitin to check for plagiarism. For your convenience, TurnItIn has been integrated directly into the D2L Dropbox tool.

**Instructor response time to e-mail, phone, and Discussion Board postings, when at all possible:**
• Instructors check messages once during the day Monday through Friday and will respond by the next business day.
• Weekend messages will be returned as soon as possible on the next business day.
• Instructor feedback to discussion board assignments will be posted within one week of the due date for the assignment.
• Feedback on written assignments and assessments will be provided within two weeks of the due date.