Welcome Letter
HSC 360: Technology Care Delivery, 3 credits
Spring 2018– On Line
Start Date: Jan 8, 2018   End Date: Apr 27, 2018

Welcome and Instructor Introduction!
Welcome to HSC 360: Technology Care Delivery. My name is Dr. Jerry McGraw and I will be your instructor for this semester. I have been teaching for over 30 years, full time over the last 8 years. My background is strongly anchored in healthcare administration and I was a practicing Physician Assistant for almost 30 years. I would like to introduce some of the major aspects of the course, to include expectations that I will have of you as well as the expectations you should have of me.

I have been in the medical arena for over 38 years. I was a medical laboratory technologist in 1972 (trained by the USAF), graduated from Physician Assistant School with the Air Force in 1978, and practiced medicine full time till 1998. I retired from the Air Force as a Major in 1994 after 23 years of honorable service. Throughout my professional career I have taught at several colleges to include University of California, Davis; Texas Tech University, Texas Christian University, The College of Chicago, the University of New Mexico, Arizona State University, and Western Dakota Tech. My degrees include: a bachelor’s degree in medicine (Physician Assistant) from the University of Oklahoma, a master’s degree in Physician Assistant Studies from the University of Nebraska; and a master’s degree in business from Webster University, and a doctorate degree in Education from the University of South Dakota. He has been a full time instructor at the University of South Dakota since August 2010.

Textbook & Materials
The following are the REQUIRED textbooks for this course:


There will also be supplemental reading materials and resources posted under each of the modules.
Technology Requirements

The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started widget on the course homepage.

Students registered for HSC 360 are required to have internet access and a current USD e-mail address. All computers should be able to run the latest editions of operating systems and programs utilized during the course. All course communication will be facilitated within D2L including notices and updates, assignments, drop-box submissions, and grades. Please contact the USD Information Technology Services Help Desk for assistance with D2L. Office: Slagle Hall Room 18B, (605) 677-5028, http://www.usd.edu/technology/contact-the-help-desk

Additionally, lectures may be recorded via a web-conferencing system called Collaborate. It is important that you have the proper equipment to view these lectures.

It is important to become familiar with the "CDE Student On-Line Orientation Guide" located on the USD Continuing Education web page @ http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf

This packet contains important information on accessing USD's resources online.

1. Internet browser: All students must use Firefox as their internet browser to use USD’s student email system. To download please visit: www.getfirefox.com
2. Information Technology Services (ITS): The ITS Help Desk provides prompt, knowledgeable and courteous computing support services.
3. ITS Help Desk is located in the I.D. Weeks Library, Room # 104.

| IMPORTANT: All students should have access to Microsoft Word 2003 or later to use to view Power Point slides. A student version of Microsoft Office is available for free at https://portal.usd.edu/technology/downloads/student/office-365.cfm?casLogin=1 |

General Course Schedule

The dates for assignments are included in the course schedule. Deadlines for submission to D2L are due at 11:59 p.m. (Central Time) on the nights listed in the course schedule.

Please see the course schedule posted in the Content Section of D2L. The modules will be released each Monday by 8:00 AM CST. All weekly assignments will be due on or before the following Sunday at 11:59 PM CST. Please see the schedule, for the exact due dates of all items related to this course.

General Course Requirements and Expectations

The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. To that end, as this is a three credit-hour course, students should expect to invest around nine hours per week in the course.
University of South Dakota, School of Health Sciences

As this is an online course, we will not be meeting face-to-face, so this engagement requirement will be reproduced by the following activities, all of which will be due by the end of the week: posting in the module discussions, watching the recorded lectures, completing the quizzes, **completing the service learning hours**, completing the corresponding assignments, and completing the midterm and final examinations.

**IMPORTANT:** This will not be a self-paced or correspondence-like course. You will be required—and given points based upon your performance—on the weekly requirements. Failure to do so may result in a reduced grade in the course, or being dropped from the course.

**IMPORTANT:** No points will be offered for assignments not submitted to D2L after the posted deadlines.

**Getting Started**

First, you will want to access the course in Desire2Learn (D2L). This can be done via the USD student portal, [https://my.usd.edu/uPortal/f/home/normal/render.uP](https://my.usd.edu/uPortal/f/home/normal/render.uP), or directly via [https://d2l.sdbor.edu](https://d2l.sdbor.edu). The course should be listed in under “My Courses.”

**IMPORTANT:** You will not be able to access the course until the start date listed in WebAdvisor. I will only release course content, discussions, etc. on a weekly basis. It is important that you read the weekly updates I will be providing as well as weekly content. These are the only two places I will notify students of any changes in the schedule.

Next, you should familiarize yourself with the CDE Online Orientation, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:

1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage.
2. Orient yourself to the course components in D2L: News, Content, Discussion Board, Drop-box, etc.
3. Purchase your textbook.

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**Contacting Me**

My contact information is listed at the top of this document. The best way to contact me is via the course in D2L email. I will do my utmost to respond to your requests within twenty-four (24) hours during the weekdays, or forty-eight (48) hours on the weekends. Note: **Please do not use the pager tool to contact me.**
I look forward to getting to know each and everyone one of you this semester!

Dr. McGraw

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