

# College of DuPage

Term: 2023 Spring

Curricular Area: Health Sciences

Course Number: 1100

HLTHS 1100 Survey of Health Care Careers

Term- SP2021

Credit Hours: 2

Clinical Hours: 0

Lecture Hours: 2

Lab Hours: 0

Repeatable for credit: No

Pre-Enrollment Criteria: None

## Instructor Information

Name: Jeannine Marco, RN, M. Ed.	
Office Location: Wilco Area Career Center	E-Mail Address: jmarco@wilcoacc.org
Contact Telephone: 815-838-6941	Google classroom

## Office Hours

Monday: 7:40am- 2:40pm	Tuesday: 7:40am- 2:40pm	Wednesday: 7:40am-2:40pm	Thursday: 7:40am- 2:40pm	Friday: 7:40am- 2:40pm	Saturday: N/A	Sunday: N/A
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## Course Description

An exploration of various allied health professions including diagnostic, medical information, rehabilitation, and patient care services through classroom and field experience.

Repeatable for credit: No

Pre-Enrollment Criteria: None

## General Course Objectives

Upon successful completion of this course, the student should be able to do the following:

1. Identify the categories of health care careers that will be covered in the course.
2. Describe basic vocabulary related to health care careers covered in the course.
3. Describe the roles and responsibilities of various health care careers in the healthcare delivery system.
4. Identify the components of a foundation upon which appropriate and relevant career choices can be made within the field of health care.
5. Demonstrate a basic understanding of the ethical/legal responsibilities related to health care careers.
6. Demonstrate a basic understanding of the safety issues related to health care careers.
7. Demonstrate a basic understanding of patient rights and confidentiality issues related to health care careers.
8. Describe various health care careers.
9. Differentiate among various health care careers through participation in different learning methodologies (i.e. interviews, research, authentic career-related skills, labs & hands-on activities, projects, & presentations).

## Topical Outline

1. Categories (diagnostic, medical information, rehabilitation, and patient care) of health care careers
2. Basic vocabulary related to various health care careers
3. Roles and responsibilities of various health care careers
4. Ethical and legal responsibilities related to health care careers

5. Safety issues related to health care
6. Patient rights and confidentiality in health care
7. Health care career information to include the following: description of career prerequisites, education, internship market outlook, salary range certificate, licensure, professional organizations career ladder special skills special precautions

### **Course Materials**

- Career videos
- Handouts as provided
- Flashcards

### **Required Texts:**

Gerdin, Judith. *Health Careers Today (Seventh Edition)*, Elsevier 2022

### **Course Methods of Instruction**

Instructional methods may include (but are not limited to):

- Lecture, guest speaker presentations, audio-visual presentations
- Computer-based instruction & activities, cooperative learning activities, individually guided learning
- Research, reading/writing assignments, & projects/presentations
- In-class labs & authentic career-related activities & skills

### **Assignments**

Weekly career exploration through internet resources such as onetonline.org or others as assigned. Guided response assignment based on student choice of career option for the week.

### **Methods of Evaluating Students:**

Students will be evaluated by projects, and/or tests, and/or participation. Class attendance may also be a factor in evaluation. Evaluation may include (but is not limited to):

- Final Exam: HealthCare Career Exploration Project due in May.

Students shall create a professional 3 sided poster display with interactive elements to be shared with peers on career day; a research paper in which career option is explored in written format and research is placed in portfolio/binder; or a slideshow lesson of chosen healthcare career.

- Reading/writing assignments/ video link assignments based on high need health careers
- Participation in authentic, career-related lab activities & skills
- Professionalism (initiative, dependability, cooperation, attendance, safety, accuracy, sanitation)

### **Grading Policy**

Final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>
A =	90 & above
B =	80-89
C =	70-79
D =	60-69
F =	Less than 60%
S =	Not applicable
I =	Not applicable

### **Absences/Tardiness**

It is the responsibility of the student to attend class on time on a regular basis. Loss of professionalism points will be incurred for absence or tardiness. If absence is unexcused students will not be allowed to make up

the assignment and will be given a zero for any work from that day, including tests and/or quizzes. Legitimate absences include illness and death in the immediate family. Please notify me per email with specifics as they occur and I will respond with work if absence is deemed excused. If no email received, absence will be considered unexcused. Complete guidelines on the Wilco attendance policy can be found in the Wilco handbook.

### **Make-up Missing Exams/Assignment Policy**

One (1) day grace per absent day is allowed for excused absence. Otherwise acceptance of late work is at the discretion of the instructor and, if accepted, earns a maximum of grade minus 20 points.

**Incomplete Policy** – No incompletes will be given for this dual credit course. Students who do not complete required assignments within the relevant Wilco grading periods will be given a mark of Withdraw or Fail.

### **Withdrawal Policy**

#### **Student Withdrawal Procedures**

The student may withdraw from a course by contacting the instructor up to the eighth calendar day following the midterm date in any term (or the equivalent in any session of non-standard length) and receive a grade of "W." If student chooses to withdraw from the course prior to the midterm no indication of the course will appear on their transcript.

#### **Administrative/Instructor Withdrawal Procedures**

Students not actively pursuing the completion of course objectives or with incomplete essential assignments or with grade average of "D" (below 70%) may be withdrawn from the class by the instructor up until the midterm. No indication of the course will occur on the student's transcript. If withdrawal occurs after mid-term, the student will receive a grade of "W".

### **Classroom Policies/Standards of Conduct**

Students will follow the standards of behavior and conduct as outlined in the Wilco handbook.

### **Attendance Policies**

Attendance at Wilco is viewed as preparation for the workplace. Excessive absence in the workforce is a major reason for dismissal. Students are evaluated on participation in their programs which require regular attendance. Wilco will send a warning letter home to notify students and parents that five days of school have been missed. After the tenth absence, a parent conference may be required with an attendance contract being issued. Continued absences may result in the student being dropped from Wilco, and the student receiving a failing grade. The only absences not included in the policy are those covered by a doctor's note, court document, or notification/verification of a death in the family. · **Excused absence:** Students may make up work for credit but will have one day for every day absent from class plus one day to submit it. · **Unexcused absence:** No credit for course work missed. · **Tardy to class:** If a student is not in class by the late/second bell, the student will be considered tardy. The teacher will notify administration with a possible detention issued. · **School events:** Students may be required to attend assemblies, field trips,

and meetings at their home schools. Absence due to a school event is not factored into their Wilco absences. · Suspensions: Students who are not in school because of disciplinary action may submit work in accordance with the excused absence policy.

**Plagiarism/Academic Dishonesty**

(See COD catalog, Course-Related Academic Integrity, Board Policy 5050 and Board Procedure 5715.) Academic dishonesty is prohibited. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to

1. Assignment of a failing grade for a test, examination or assignment.
2. Assignment of a failing grade for a course.
3. Student disciplinary sanction under Board Procedure #5715, Student Rights and Responsibilities.

Date Syllabus Prepared: 12/15/2022

Submitted by: Jeannine Marco  
HLTHS 1100