

College of DuPage

Term: 2025 Spring

Curricular Area: Health Sciences

Course Number: 1100

HLTHS 1100 Survey of Health Care Careers

Credit Hours: 2

Clinical Hours: 0

Lecture Hours: 2

Lab Hours: 0

Repeatable for credit: No

Pre-Enrollment Criteria: None

Instructor Information

Name: Michelle Sharp, RT (R) (ARRT)	
Office Location: Wilco Area Career Center	E-Mail Address: msharp@wilcoacc.org
Contact Telephone: 815-838-6941	Google classroom

Office Hours

Monday: 7:30am-3pm	Tuesday: 7:30am-3pm	Wednesday: 7:30am-3pm	Thursday: 7:30am-3pm	Friday: 7:30am-3pm	Saturday: N/A	Sunday: N/A
-----------------------	------------------------	--------------------------	-------------------------	-----------------------	------------------	----------------

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 in May 2025
- 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 is 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.

Academic Integrity

Your participation in this class should reflect College of DuPage's core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor's policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College.

Learn more about the Code of Academic Conduct at College of DuPage

Action(s) will be decided based on the incident in question (and/or any prior instances).

Additionally, COD has resources to help you learn more about academic integrity. The COD library has an informative tutorial that you can find here: <https://library.cod.edu/plagiarism/tutorial>. For more information about academic integrity, see the college's Code of Conduct page: https://www.cod.edu/student_life/dean-of-students/academic-integrity.aspx.

Withdrawal policy

See the College website, Withdrawal Procedures. For the withdrawal deadlines for the current semester, see Academic Calendar, and click through to the calendar for the current academic year.

ADA statement

The College of DuPage is committed to providing equal access to its programs, services and activities for people with disabilities. The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you feel you may need accommodations in this or any class, please visit the Center for Access and Accommodations in the Student Services Center (SSC), Room 3249, or contact them by phone at (630) 942-2154 or TDD at (630) 858-9692 or e-mail at: access@cod.edu

Access and Accommodations

The College of DuPage is committed to the equitable access of educational opportunities for students with disabilities in accordance with The Americans with Disabilities Act, As Amended and Section 504 of the Rehabilitation Act of 1973. Any student who feels they may need accommodation on the basis of an illness, injury, medical condition, or disability should contact the Center for Access and Accommodations to determine eligibility for accommodations and to obtain an official Letter of Accommodation. Connecting with the Center for Access and Accommodations is an important way to

make sure that any student who has a need based on a disability, illness, injury, or medical condition is provided with appropriate accommodations. The Center for Access and Accommodations can be reached via email at access@cod.edu.

Students may also initiate a request for services by going to www.cod.edu/access and clicking on the green box labeled "complete form to request accommodations." Student's requesting accommodations for COVID-19 or COVID-19 protocols should also use the above mentioned process to connect with the Center for Access and Accommodations. If you are already registered with the Center for Access and Accommodations, please email me your Letter of Accommodation as soon as possible. For your own privacy, please DO NOT send any health documentation or Doctor's notes to me.

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.

Your participation in this class should reflect College of DuPage's core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor's policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College

Learn more about the [Code of Academic Conduct](#) at College of DuPage

Date Syllabus Prepared: 12/6/2024

Submitted by: Michelle Sharp
HLTHS 1100