

Cover Sheet: Request 9786

HSC4XXX Professional Development for the Health Sciences

Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Heeg,Michelle R mheeg@phhp.ufl.edu
Created	11/19/2014 4:16:42 PM
Updated	1/30/2015 12:31:21 PM
Description	This course is designed to foster the professional development of students transitioning into the health and public health professions. Students will participate in enrichment and skill building activities as well as complete mandatory trainings and demonstrate BHS student learning outcome proficiency via an online portfolio consisting of various course assignments.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	PHHP - Health Science 313301000	Moorhouse, Michael D		11/20/2014
College	Approved	PHHP - College of Public Health and Health Professions	HANSON, STEPHANIE L.		12/24/2014
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Gebhardt, Susan	Added to the January agenda	1/5/2015

Step	Status	Group	User	Comment	Updated
University Curriculum Committee	Recycled	PV - University Curriculum Committee (UCC)	Gebhardt, Susan	This request describes four (or three) courses that are to be taken over the last four semesters with all zero credit except for the last one, worth one credit. The requirements vary with each course so the request should be broken up into several courses, one per semester, with the expectations tied to the specific semester course. The first two courses should be level 3 and the last two level 4. This will clarify the requirements per course, which is currently unclear in this request. These requests must be made using the latest UCC 1 form instead of the outdated one used for this request. The effective term should Fall 2015 and the syllabus needs to include information regarding the online course evaluations.	1/21/2015
College	Recycled	PHHP - College of Public Health and Health Professions	HANSON, STEPHANIE L.		1/30/2015
Department	Approved	PHHP - Health Science 313301000	Moorhouse, Michael D		1/30/2015
College	Approved	PHHP - College of Public Health and Health Professions	HANSON, STEPHANIE L.		1/30/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			1/30/2015
Statewide Course Numbering System					
Office of the Registrar					

Step	Status	Group	User	Comment	Updated
Student Academic Support System					
Catalog					
College Notified					



College of Public Health and Health Professions
Bachelor of Health Science Program

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MEMORANDUM

DATE: January 30, 2015

TO: University Curriculum Committee

FROM: Dr. Michael Moorhouse, Director of the Bachelor of Health Science Program

SUBJECT: Curriculum Modification

Per the University Curriculum Committee's request, the 1-credit, rolling Professional Development for the Health Sciences course has been separated into four distinct courses. In addition to ongoing enrichment and skill-building activities, students are now required to complete one or more activities per semester. If you have any questions, please feel free to contact me at moorhouse@phhp.ufl.edu or 273-6564.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Moorhouse', followed by a horizontal line.

Michael D. Moorhouse, PhD, CRC
Director of the Bachelor of Health Science Program
College of Public Health & Health Professions
University of Florida

Recommended SCNS Course Identification

1. Prefix HSC 2. Level 3 3. Number XXX 4. Lab Code Select

5. Course Title Professional Development for thr Health Sciences I

6. Transcript Title (21 character maximum) Profnl Dev HES I

7. Effective Term Fall 8. Effective Year 2015 9. Rotating Topic? Select

10. Amount of Credit 0 11. If variable, # minimum and # maximum credits per semester.

12. Repeatable credit? No 13. If yes, total repeatable credit allowed #

14. S/U Only? No 15. Contact Type Directed Individual Studies [0.5 headcount hr]

16. Degree Type Baccalaureate 17. If other, please specify: [Click here to enter text.](#)

18. Category of Instruction Intermediate

19. Course Description

Course is the first in a sequence of four courses to foster the professional development of students transitioning into the health and public health professions. Students will be required to complete diversity and plagiarism, participate in enrichment and skill building activities, as well as demonstrate BHS student learning outcome proficiency.

20. Prerequisites

Must be a Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student in the Bachelor of Health Science Program.

21. Co-requisites

None

22. Rationale and Placement in Curriculum

This course supports the Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Professional Development for the Health Sciences I (0 credit) will be offered as the first of four courses to ensure students actively engage in professional development activities and work toward developing their professional portfolios while enrolled in the BHS program.

23. Complete the syllabus checklist on the next page of this form.

Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:

http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

- ☒ Course title
- ☒ Instructor contact information (if applicable, TA information may be listed as TBA)
- ☒ Office hours during which students may meet with the instructor and TA (if applicable)
- ☒ Course objectives and/or goals
- ☒ A weekly course schedule of topics and assignments.
- ☒ Methods by which students will be evaluated and their grades determined
- ☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
- ☒ List of all required and recommended textbooks
- ☒ Materials and Supplies Fees, if any
- ☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."*
- ☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*
- ☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>."*

It is **recommended** that the syllabus contain the following:

- ☒ Critical dates for exams or other work
- ☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)
- ☒ The university's honesty policy regarding cheating, plagiarism, etc.

Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

- ☒ Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

University of Florida
College of Public Health & Health Professions Syllabus
HSC 3XXX: Professional Development for the Health Sciences I (0 credit)

Semester: Fall, 2015
 Delivery Format: Online
 E-Learning - Canvas (<https://lss.at.ufl.edu/>)

Instructor Name: Michael D. Moorhouse, PhD
 Room Number: HPNP, Room 3114
 Phone Number: 352-273-6564

Email Address: moorhouse@phhp.ufl.edu
 Office Hours: By Appointment
 Preferred Course Communications: Email

PREREQUISITES: Must be a General Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student enrolled in the Bachelor of Health Science Program.

PURPOSE AND OUTCOME

Course Overview

Professional Development for the Health Sciences I is the first of four courses designed to encourage the professional growth and identity of Bachelor of Health Science (BHS) students entering the health and public health professions. To foster professional development, students will participate in various enrichment and skill building activities, complete diversity and plagiarism trainings, complete a plan of study, and demonstrate proficiency across relevant BHS student learning outcomes.

Relation to Program Outcomes

This course supports the Program's Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Students will participate in activities that help shape professionalism and professional identity.

Course Objectives and/or Goals

Upon successful completion of this course, students will:

- Build a stronger professional identity through volunteering, research, and leadership opportunities.
- Demonstrate proficiency across relevant Bachelor of Health Science Student Learning Outcomes.
- Demonstrate sufficient professional behavior and cultural competence.

Instructional Methods

This course is largely asynchronous and student driven - students chose which Enrichment and Skill Building activities they complete during the semester.

DESCRIPTION OF COURSE CONTENT

Topical Outline/ Schedule

Plan of Study	October 31, 2015
Plagiarism Training Module	October 1, 2015
Diversity Training Module	October 1, 2015
Student Learning Outcomes	December 1, 2015
Enrichment Activities (minimum 3 points)	December 1, 2015
Skill-Building Activities (minimum 2 points)	December 1, 2015

Course Materials and Technology

There are no required materials for this course, however students must be able to log on to the Canvas site on E-Learning. For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Plan of Study. Students will meet with their faculty advisor to develop a plan of study outlining the sequence of courses they will complete as part of the Bachelor of Health Science program. The plan of study will include core classes, college approved electives (if applicable), and general electives necessary to satisfy program and university requirements. Due October 31, 2015.

Plagiarism Training Module. Students will watch the UF Plagiarism video and take a plagiarism quiz. Students will be given three attempts to pass the quiz (70% or better). Students failing the quiz after the third attempt will meet with the BHS program director to develop a remediation plan. Due October 1, 2015.

Diversity Training Module. Students will watch two Diversity Training videos and take a diversity quiz. Students will be given three attempts to pass the quiz (70% or better). Students failing the quiz after the third attempt will meet with the BHS program director to develop a remediation plan. Students will also complete a Diversity worksheet and upload the completed form to the course page. Due October 1, 2015.

Student Learning Outcome Assignments. BHS faculty will designate certain class activities as Student Learning Outcomes (SLOs) assignments. These assignments are purposefully chosen by course instructors to help demonstrate students' competency across one or more of the seven BHS Learning Outcomes:

1. Describe key elements of the U.S. health care system.
2. Comprehensively describe major chronic illnesses and disabilities.
3. Describe core functions of public health.
4. Apply knowledge and application of core bioethical principles to contemporary health issues.
5. Develop appropriate professional behaviors for health careers.
6. Develop and apply critical analysis skills to contemporary health issues.
7. Apply effective basic communication skills for health professionals.

Students must upload their designated SLO assignments to the course page by December 1, 2015. Note: Not all BHS courses have an SLO designated assignment. The courses with SLO designated assignments and which students are responsible for uploading an SLO assignment are listed below:

Course	General Health Science Students	Occupational Therapy Students	Public Health Students
HSA 3111 - US Health Care System	Yes	Yes	Yes
HSC 3502 - Disease and Disability I	Yes	Yes	Yes
PHC 4101 - Public Health Concepts	Yes	No	Yes

Enrichment Points. Students will participate in activities designed to enrich their educational and professional experience. Students may choose from various activities including volunteering, observing a public health or health professional, research assistant, attend public health or health professional talk, etc. Students must earn a minimum of 3 Enrichment points by December 1, 2015. Pre-approved Enrichment points include:

	Points	Max Points
Volunteer/Work for a Health or Public Health Cause	10 hours = 1 point	10 points
Clinical Observation of Health or Public Health Professional	10 hours = 1 point	5 points
Research Assistant	10 hours = 1 point	10 points
Attend a Health/Public Health Related Talk or Presentation	1/2 point	5 points
Serve as a Member of a Health Science Center Organization	1 point	5 points
Complete a Minor	5 points	5 points
Study Abroad ¹	Variable	15 points
Mission Trip ¹	Variable	5 points
Complete Coursera Course	5 points	5 points
Attend Graduate School Admissions Director Talk / Open House	1/2 point	5 points

¹The number of points earned for studying abroad or participating in a mission trip will be determined by the course instructor once the length of the trip and number of credits are determined.

Skill Building Points. Students will participate in activities designed to build leadership and professional skills. Students may choose from various activities including earning a certification, holding a leadership position within the University, Health Science Center, or community, etc. Students must earn a minimum of 2 Skill Building points by December 1, 2015. Pre-approved Skill Building points include:

	Points	Max Points
Interviewing Skills Module	2 points	2 points
Presentation Module and Assignment	2 points	2 points
Earn Certification (e.g., CPR, CNA, etc.) ¹	2 points	4 points
Present Research (poster or oral presentation) ²	Variable	2 points
Serve as an Officer of an HSC Student Organization	2 points	6 points
Serve as an Officer of a Non-HSC Student Organization	2 points	4 points
Hold University Leadership Position (e.g., Cicerone, Senator)	2 points	4 points
LEAP Mentor	1 point	4 points

¹Students who earned a certification prior to entering the BHS program will be allowed to submit proof of their certification for points.

²In-class presentations will not count toward skill building activity points

Submitting for Enrichment/Skill Building Points

To receive credit for Enrichment and Skill Building activities, students must complete and submit a "Point Request Form" (found on Canvas course page). Students must enter their name, UF ID, activity, contact information of a third party who can verify your participation, any comments (optional), read and verify the honor statement, and submit each completed form to bhs@phhp.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Each activity must be submitted as a separate form but multiple forms may be submitted within the same email. Point Request Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Point Request Forms are not required for Mandatory Requirements.

Petitioning for Enrichment/Skill Building Points

Students may petition for other activities to count toward Enrichment and Skill Building points by completing a "Point Petition Form" found on the Canvas course page. Like Point Request Forms, Point Petition Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Students must submit each form to bhs@phhp.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Submitting a Point Petition Form does not guarantee the instructor will approve the activity.

Activity Review

Each semester the BHS Director will meet with students from the BHS undergraduate student organizations (PHHP College Council, Health Science Student Organization, and LEAP Mentorship Program) to discuss the list of Enrichment and Skill Building activities. Students input will be strongly considered regarding activities to be added in future semesters, points per activity, Mandatory Requirements, course delivery, etc.

Grading

This course is 0 credits and therefore students will not receive a grade. To matriculate to the next course, students must complete all required assignments. Failure to complete any of the requirements will result in an unsatisfactory ("U") or incomplete ("I") grade.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at: <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Policy Related to Make up Exams or Other Work

Given the nature of this course, no make-up assignments are allowed unless approved by the course instructor. Health issues or other unforeseen circumstances impacting overall course completion will be managed individually. All Point Request Forms and Point Petition Forms must be electronically submitted by the last day of class during the semester in which the student completed the activity. Please Note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details: http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic_regulations/academic_regulations_013_.htm

Online Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT**Expectations Regarding Course Behavior**

Students are expected to conduct themselves in a professional manner in all communication with the course instructor and BHS staff that assist with this course.

Communication Guidelines

Students can contact the BHS Program Director and/or BHS Program Staff via phone, email, or in-person to address any issues regarding the course. Students are expected to contact the Program Director and/or Staff regarding questions or concerns about Point Request/Point Petition Forms as they arise – do not wait to contact the Director or Staff about issues concerning points.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

SUPPORT SERVICES**Accommodations for Students with Disabilities**

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center
(352) 264-6789
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Recommended SCNS Course Identification

1. Prefix HSC 2. Level 3 3. Number XXX 4. Lab Code Select

5. Course Title Professional Development for thr Health Sciences II

6. Transcript Title (21 character maximum) Profnl Dev HES II

7. Effective Term Spring 8. Effective Year 2016 9. Rotating Topic? Select

10. Amount of Credit 0 11. If variable, # minimum and # maximum credits per semester.

12. Repeatable credit? No 13. If yes, total repeatable credit allowed #

14. S/U Only? No 15. Contact Type Directed Individual Studies [0.5 headcount hr]

16. Degree Type Baccalaureate 17. If other, please specify: [Click here to enter text.](#)

18. Category of Instruction Intermediate

19. Course Description

Course is the second in a sequence of four courses to foster the professional development of students transitioning into the health and public health professions. Students will be required to develop a resume and meet with a Career Resource Center (CRC) representative to discuss their resume, participate in mock interview with a CRC representative, participate in enrichment and skill building activities, as well as demonstrate BHS student learning outcome proficiency.

20. Prerequisites

Must be a Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student in the Bachelor of Health Science Program.

21. Co-requisites

None

22. Rationale and Placement in Curriculum

This course supports the Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Professional Development for the Health Sciences II (0 credit) will be offered as the second of four courses to ensure students actively engage in professional development activities and work toward developing their professional portfolios while enrolled in the BHS program.

23. Complete the syllabus checklist on the next page of this form.

Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:

http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

- ☒ Course title
- ☒ Instructor contact information (if applicable, TA information may be listed as TBA)
- ☒ Office hours during which students may meet with the instructor and TA (if applicable)
- ☒ Course objectives and/or goals
- ☒ A weekly course schedule of topics and assignments.
- ☒ Methods by which students will be evaluated and their grades determined
- ☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
- ☒ List of all required and recommended textbooks
- ☒ Materials and Supplies Fees, if any
- ☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."*
- ☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*
- ☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>."*

It is **recommended** that the syllabus contain the following:

- ☒ Critical dates for exams or other work
- ☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)
- ☒ The university's honesty policy regarding cheating, plagiarism, etc.

Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

- ☒ Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

University of Florida
College of Public Health & Health Professions Syllabus
HSC 3XXX: Professional Development for the Health Sciences II (0 credit)

Semester: Spring, 2016
 Delivery Format: Online
 E-Learning - Canvas (<https://lss.at.ufl.edu/>)

Instructor Name: Michael D. Moorhouse, PhD
 Room Number: HPNP, Room 3114
 Phone Number: 352-273-6564

Email Address: moorhouse@php.ufl.edu
 Office Hours: By Appointment
 Preferred Course Communications: Email

PREREQUISITES: Must be a General Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student enrolled in the Bachelor of Health Science Program. Must have completed the minimum requirements for HSC 3XXX: Professional Development for the Health Sciences I.

PURPOSE AND OUTCOME

Course Overview

Professional Development for the Health Sciences II is the second of four courses designed to encourage the professional growth and identity of Bachelor of Health Science (BHS) students entering the health and public health professions. To foster professional development, students will participate in various enrichment and skill building activities, develop a professional resume, participate in a mock interview, and demonstrate proficiency across relevant BHS student learning outcomes.

Relation to Program Outcomes

This course supports the Program's Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Students will participate in activities that help shape professionalism and professional identity.

Course Objectives and/or Goals

Upon successful completion of this course, students will:

- Build a stronger professional identity through volunteering, research, and leadership opportunities.
- Demonstrate proficiency across relevant Bachelor of Health Science Student Learning Outcomes.
- Develop graduate school preparatory skills such as resume writing and interviewing.

Instructional Methods

This course is largely asynchronous and student driven - students chose which Enrichment and Skill Building activities they complete during the semester.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Career Resource Center - Resume	May 1, 2016
Career Resource Center - Mock Interview	May 1, 2016
Student Learning Outcomes	May 1, 2016
Enrichment Activities (minimum 7 points)	May 1, 2016
Skill-Building Activities (minimum 5 points)	May 1, 2016

Course Materials and Technology

There are no required materials for this course, however students must be able to log on to the Canvas site on E-Learning. For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Resume. Students will create a resume and schedule an appointment with the University of Florida Career Resource Center (CRC) to discuss their resume. Once completed, students will upload their resume to the course page and electronically submit a Resume Confirmation form to confirm their appointment date and time. Due May 1, 2016.

Mock Interview. To improve interviewing skills, students will schedule a mock interview appointment with the University of Florida Career Resource Center (CRC). Once completed, students will electronically submit a Mock Interview Confirmation form to confirm their appointment date and time. Due May 1, 2016.

Student Learning Outcomes. BHS faculty will designate certain class activities as Student Learning Outcomes (SLOs) assignments. These assignments are purposefully chosen by course instructors to help demonstrate students' competency across one or more of the seven BHS Learning Outcomes:

1. Describe key elements of the U.S. health care system.
2. Comprehensively describe major chronic illnesses and disabilities.
3. Describe core functions of public health.
4. Apply knowledge and application of core bioethical principles to contemporary health issues.
5. Develop appropriate professional behaviors for health careers.
6. Develop and apply critical analysis skills to contemporary health issues.
7. Apply effective basic communication skills for health professionals.

Students must upload their designated SLO assignments to the Professional Development course page by May 1, 2016. Note: Not all BHS courses have an SLO designated assignment. The courses with SLO designated assignments and which students are responsible for uploading an SLO assignment are listed below:

Course	General Health Science	Occupational Therapy	Public Health
HSC 3057 - Research Methods	Yes	Yes	Yes
HSC 4558 – Disease and Disability II	Yes	Yes	Yes
OTH 3416 - Pathophysiology	Yes	Yes	No
PHC 4101 - Public Health Concepts	No	Yes	No

Enrichment Points. Students will participate in activities designed to enrich their educational and professional experience. Students may choose from various activities including volunteering, observing a public health or health professional, research assistant, attend public health or health professional talk, etc. Students must earn a minimum of 7 Enrichment points by May 1, 2016. Note: Any Enrichment points earned from previous semesters are applied to the 7 points required this semester; that is, points rollover from previous semesters. Pre-approved Enrichment points include:

	Points	Max Points
Volunteer/Work for a Health or Public Health Cause	10 hours = 1 point	10 points
Clinical Observation of Health or Public Health Professional	10 hours = 1 point	5 points
Research Assistant	10 hours = 1 point	10 points
Attend a Health/Public Health Related Talk or Presentation	1/2 point	5 points
Serve as a Member of a Health Science Center Organization	1 point	5 points
Complete a Minor	5 points	5 points
Study Abroad ¹	Variable	15 points
Mission Trip ¹	Variable	5 points
Complete Coursera Course	5 points	5 points
Attend Graduate School Admissions Director Talk / Open House	1/2 point	5 points

¹The number of points earned for studying abroad or participating in a mission trip will be determined by the course instructor once the length of the trip and number of credits are determined.

Skill Building Points. Students will engage in activities designed to build leadership and professional skills. Students may choose from various activities including earning a certification, holding a leadership position within the University, Health Science Center, or community, etc. Students must earn a minimum of 5 Skill Building points by May 1, 2016. Note: Any Skill Building points earned from previous semesters are applied to the 5 points required this semester; that is, points rollover from previous semesters. Pre-approved Skill Building points include:

	Points	Max Points
Interviewing Skills Module	2 points	2 points
Presentation Module and Assignment	2 points	2 points
Earn Certification (e.g., CPR, CNA, etc.) ¹	2 points	4 points
Present Research (poster or oral presentation) ²	Variable	2 points
Serve as an Officer of an HSC Student Organization	2 points	6 points
Serve as an Officer of a Non-HSC Student Organization	2 points	4 points
Hold University Leadership Position (e.g., Cicerone, Senator)	2 points	4 points
LEAP Mentor	1 point	4 points

¹Students who earned a certification prior to entering the BHS program will be allowed to submit proof of their certification for points.

²In-class presentations will not count toward skill building activity points

Submitting for Enrichment/Skill Building Points

To receive credit for Enrichment and Skill Building activities, students must complete and submit a "Point Request Form" (found on Canvas course page). Students must enter their name, UF ID, activity, contact information of a third party who can verify your participation, any comments (optional), read and verify the honor statement, and submit each completed form to bhs@php.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Each activity must be submitted as a separate form but multiple forms may be submitted within the same email. Point Request Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Point Request Forms are not required for Mandatory Requirements.

Petitioning for Enrichment/Skill Building Points

Students may petition for other activities to count toward Enrichment and Skill Building points by completing a "Point Petition Form" found on the Canvas course page. Like Point Request Forms, Point Petition Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Students must submit each form to bhs@php.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Submitting a Point Petition Form does not guarantee the instructor will approve the activity.

Activity Review

Each semester the BHS Director will meet with students from the BHS undergraduate student organizations (PHHP College Council, Health Science Student Organization, and LEAP Mentorship Program) to discuss the list of Enrichment and Skill Building activities. Students input will be strongly considered regarding activities to be added in future semesters, points per activity, Mandatory Requirements, course delivery, etc.

Grading

This course is 0 credits and therefore students will not receive a grade. To matriculate to the next course, students must complete all required assignments. Failure to complete any of the requirements will result in an unsatisfactory ("U") or incomplete ("I") grade.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at: <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Policy Related to Make up Exams or Other Work

Given the nature of this course, no make-up assignments are allowed unless approved by the course instructor. Health issues or other unforeseen circumstances impacting overall course completion will be managed individually. All Point Request Forms and Point Petition Forms must be electronically submitted by the last day of class during the semester in which the student completed the activity. Please Note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from

LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details: [http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic regulations/academic regulations 013 .htm](http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic%20regulations/academic%20regulations%20013.htm)

Online Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Students are expected to conduct themselves in a professional manner in all communication with the course instructor and BHS staff that assist with this course.

Communication Guidelines

Students can contact the BHS Program Director and/or BHS Program Staff via phone, email, or in-person to address any issues regarding the course. Students are expected to contact the Program Director and/or Staff regarding questions or concerns about Point Request/Point Petition Forms as they arise – do not wait to contact the Director or Staff about issues concerning points.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>
<https://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to

or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center
(352) 264-6789
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Recommended SCNS Course Identification

1. Prefix HSC 2. Level 4 3. Number XXX 4. Lab Code Select

5. Course Title Professional Development for thr Health Sciences III

6. Transcript Title (21 character maximum) Profnl Dev HES III

7. Effective Term Fall 8. Effective Year 2016 9. Rotating Topic? Select

10. Amount of Credit 0 11. If variable, # minimum and # maximum credits per semester.

12. Repeatable credit? No 13. If yes, total repeatable credit allowed #

14. S/U Only? No 15. Contact Type Directed Individual Studies [0.5 headcount hr]

16. Degree Type Baccalaureate 17. If other, please specify: [Click here to enter text.](#)

18. Category of Instruction Intermediate

19. Course Description

Course is the third in a sequence of four courses to foster the professional development of students transitioning into the health and public health professions. Students will be required to complete a leadership training module, participate in enrichment and skill building activities, as well as demonstrate BHS student learning outcome proficiency.

20. Prerequisites

Must be a Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student in the Bachelor of Health Science Program.

21. Co-requisites

None

22. Rationale and Placement in Curriculum

This course supports the Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Professional Development for the Health Sciences III (0 credit) will be offered as the third of four courses to ensure students actively engage in professional development activities and work toward developing their professional portfolios while enrolled in the BHS program.

23. Complete the syllabus checklist on the next page of this form.

Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:

http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

- ☒ Course title
- ☒ Instructor contact information (if applicable, TA information may be listed as TBA)
- ☒ Office hours during which students may meet with the instructor and TA (if applicable)
- ☒ Course objectives and/or goals
- ☒ A weekly course schedule of topics and assignments.
- ☒ Methods by which students will be evaluated and their grades determined
- ☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
- ☒ List of all required and recommended textbooks
- ☒ Materials and Supplies Fees, if any
- ☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."*
- ☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*
- ☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>."*

It is **recommended** that the syllabus contain the following:

- ☒ Critical dates for exams or other work
- ☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)
- ☒ The university's honesty policy regarding cheating, plagiarism, etc.

Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

- ☒ Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

University of Florida
College of Public Health & Health Professions Syllabus
HSC 4XXX: Professional Development for the Health Sciences III (0 credit)

Semester: Fall, 2016
 Delivery Format: Online
 E-Learning - Canvas (<https://lss.at.ufl.edu/>)

Instructor Name: Michael D. Moorhouse, PhD
 Room Number: HPNP, Room 3114
 Phone Number: 352-273-6564

Email Address: moorhouse@php.ufl.edu
 Office Hours: By Appointment
 Preferred Course Communications: Email

PREREQUISITES: Must be a General Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student enrolled in the Bachelor of Health Science Program. Must have completed the minimum requirements for HSC 3XXX: Professional Development for the Health Sciences I and HSC 3XXX Professional Development for the Health Sciences II.

PURPOSE AND OUTCOME

Course Overview

Professional Development for the Health Sciences III is the third of four courses designed to encourage the professional growth and identity of Bachelor of Health Science (BHS) students entering the health and public health professions. To foster professional development, students will participate in various enrichment and skill building activities, develop a leadership statement, and demonstrate proficiency across relevant BHS student learning outcomes.

Relation to Program Outcomes

This course supports the Program's Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Students will participate in activities that help shape professionalism and professional identity.

Course Objectives and/or Goals

Upon successful completion of this course, students will:

- Continue to build a strong professional identity through volunteering, research, leadership opportunities.
- Demonstrate proficiency across relevant Bachelor of Health Science Student Learning Outcomes.
- Develop a Public Health and Health Professions Leadership statement.

Instructional Methods

This course is largely asynchronous and student driven - students chose which Enrichment and Skill Building activities they complete during the semester.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Leadership Module	December 1, 2016
Enrichment Activities (minimum 13 points)	December 1, 2016
Skill-Building Activities (minimum 10 points)	December 1, 2016
Student Learning Outcomes	December 1, 2016

Course Materials and Technology

There are no required materials for this course, however students must be able to log on to the Canvas site on E-Learning. For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Leadership Module. Students will watch the Leadership video and take a leadership quiz. with a 70% or better. Students will be given three attempts to pass the quiz. Students will be given three attempts to pass the quiz (70% or better). Students failing the quiz after the third attempt will meet with the BHS program director to develop a remediation plan. Due December 1, 2016.

Student Learning Outcomes. BHS faculty will designate certain class activities as Student Learning Outcomes (SLOs) assignments. These assignments are purposefully chosen by course instructors to help demonstrate students' competency across one or more of the seven BHS Learning Outcomes:

1. Describe key elements of the U.S. health care system.
2. Comprehensively describe major chronic illnesses and disabilities.
3. Describe core functions of public health.
4. Apply knowledge and application of core bioethical principles to contemporary health issues.
5. Develop appropriate professional behaviors for health careers.
6. Develop and apply critical analysis skills to contemporary health issues.
7. Apply effective basic communication skills for health professionals.

Students must upload their designated SLO assignments to the course page by December 1, 2016. Note: Not all BHS courses have an SLO designated assignment. The courses with SLO designated assignments and which students are responsible for uploading an SLO assignment are listed below:

Course	General Health Science	Occupational Therapy	Public Health
HSC 3057 - Research Methods	Yes	Yes	Yes
HSC 3661 - Therapeutic Comm.	Yes	Yes	Yes
RCS 4415L - Therapeutic Comm. Lab	Yes	Yes	Yes
HSC 4184 - Health Care Leadership	Yes	Yes	No

Enrichment Points. Students will participate in activities designed to enrich their educational and professional experience. Students may choose from various activities including volunteering, observing a public health or health professional, research assistant, attend public health or health professional talk, etc. Students must earn a minimum of 13 Enrichment points by December 1, 2016. Note: Any Enrichment points earned from previous semesters are applied to the 13 points required this semester; that is, points rollover from previous semesters. Pre-approved Enrichment points include:

	Points	Max Points
Volunteer/Work for a Health or Public Health Cause	10 hours = 1 point	10 points
Clinical Observation of Health or Public Health Professional	10 hours = 1 point	5 points
Research Assistant	10 hours = 1 point	10 points
Attend a Health/Public Health Related Talk or Presentation	1/2 point	5 points
Serve as a Member of a Health Science Center Organization	1 point	5 points
Complete a Minor	5 points	5 points
Study Abroad ¹	Variable	15 points
Mission Trip ¹	Variable	5 points
Complete Coursera Course	5 points	5 points
Attend Graduate School Admissions Director Talk / Open House	1/2 point	5 points

¹The number of points earned for studying abroad or participating in a mission trip will be determined by the course instructor once the length of the trip and number of credits are determined.

Skill Building Points. Students will participate in activities designed to build leadership and professional skills. Students may choose from various activities including earning a certification, holding a leadership position within the University, Health Science Center, or community, etc. Students must earn a minimum of 10 Skill Building points by December 1, 2016. Note: Any Skill Building points earned from previous semesters are applied to the 10 points required this semester; that is, points rollover from previous semesters. Pre-approved Skill Building points include:

	Points	Max Points
Interviewing Skills Module	2 points	2 points
Presentation Module and Assignment	2 points	2 points
Earn Certification (e.g., CPR, CNA, etc.) ¹	2 points	4 points
Present Research (poster or oral presentation) ²	Variable	2 points
Serve as an Officer of an HSC Student Organization	2 points	6 points
Serve as an Officer of a Non-HSC Student Organization	2 points	4 points
Hold University Leadership Position (e.g., Cicerone, Senator)	2 points	4 points
LEAP Mentor	1 point	4 points

¹Students who earned a certification prior to entering the BHS program will be allowed to submit proof of their certification for points.

²In-class presentations will not count toward skill building activity points

Submitting for Enrichment/Skill Building Points

To receive credit for Enrichment and Skill Building activities, students must complete and submit a "Point Request Form" (found on Canvas course page). Students must enter their name, UF ID, activity, contact information of a third party who can verify your participation, any comments (optional), read and verify the honor statement, and submit each completed form to bhs@php.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Each activity must be submitted as a separate form but multiple forms may be submitted within the same email. Point Request Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Point Request Forms are not required for Mandatory Requirements.

Petitioning for Enrichment/Skill Building Points

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Activity Review

Each semester the BHS Director will meet with students from the BHS undergraduate student organizations (PHHP College Council, Health Science Student Organization, and LEAP Mentorship Program) to discuss the list of Enrichment and Skill Building activities. Students input will be strongly considered regarding activities to be added in future semesters, points per activity, Mandatory Requirements, course delivery, etc.

Grading

This course is 0 credits and therefore students will not receive a grade. To matriculate to the next course, students must complete all required assignments. Failure to complete any of the requirements will result in an unsatisfactory ("U") or incomplete ("I") grade.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at: <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Policy Related to Make up Exams or Other Work

Given the nature of this course, no make-up assignments are allowed unless approved by the course instructor. Health issues or other unforeseen circumstances impacting overall course completion will be managed individually. All Point Request Forms and Point Petition Forms must be electronically submitted by the last day of class during the semester in which the student completed the activity. Please Note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details: http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic_regulations/academic_regulations_013_.htm

Online Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT**Expectations Regarding Course Behavior**

Students are expected to conduct themselves in a professional manner in all communication with the course instructor and BHS staff that assist with this course.

Communication Guidelines

Students can contact the BHS Program Director and/or BHS Program Staff via phone, email, or in-person to address any issues regarding the course. Students are expected to contact the Program Director and/or Staff regarding questions or concerns about Point Request/Point Petition Forms as they arise – do not wait to contact the Director or Staff about issues concerning points.

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“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

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It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

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Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

SUPPORT SERVICES**Accommodations for Students with Disabilities**

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center
(352) 264-6789
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Recommended SCNS Course Identification

1. Prefix HSC 2. Level 4 3. Number XXX 4. Lab Code Select

5. Course Title Professional Development for thr Health Sciences IV

6. Transcript Title (21 character maximum) Profnl Dev HES IV

7. Effective Term Spring 8. Effective Year 2017 9. Rotating Topic? Select

10. Amount of Credit 1 11. If variable, # minimum and # maximum credits per semester.

12. Repeatable credit? No 13. If yes, total repeatable credit allowed #

14. S/U Only? Yes 15. Contact Type Directed Individual Studies [0.5 headcount hr]

16. Degree Type Baccalaureate 17. If other, please specify: [Click here to enter text.](#)

18. Category of Instruction Intermediate

19. Course Description

Course is the fourth in a sequence of four courses to foster the professional development of students transitioning into the health and public health professions. Students will be required to complete a reflection paper assignment, participate in enrichment and skill building activities, demonstrate BHS student learning outcome proficiency, and complete an exit survey.

20. Prerequisites

Must be a Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student in the Bachelor of Health Science Program.

21. Co-requisites

None

22. Rationale and Placement in Curriculum

This course supports the Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Professional Development for the Health Sciences IV (1 credit) will be offered as the fourth of four courses to ensure students actively engage in professional development activities and work toward developing their professional portfolios while enrolled in the BHS program.

23. Complete the syllabus checklist on the next page of this form.

Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:

http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

- ☒ Course title
- ☒ Instructor contact information (if applicable, TA information may be listed as TBA)
- ☒ Office hours during which students may meet with the instructor and TA (if applicable)
- ☒ Course objectives and/or goals
- ☒ A weekly course schedule of topics and assignments.
- ☒ Methods by which students will be evaluated and their grades determined
- ☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
- ☒ List of all required and recommended textbooks
- ☒ Materials and Supplies Fees, if any
- ☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."*
- ☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*
- ☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>."*

It is **recommended** that the syllabus contain the following:

- ☒ Critical dates for exams or other work
- ☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)
- ☒ The university's honesty policy regarding cheating, plagiarism, etc.

Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

- ☒ Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

University of Florida
College of Public Health & Health Professions Syllabus
HSC 4XXX: Professional Development for the Health Sciences IV (1 credit)

Semester: Spring, 2017
 Delivery Format: Online
 E-Learning - Canvas (<https://lss.at.ufl.edu/>)

Instructor Name: Michael D. Moorhouse, PhD
 Room Number: HPNP, Room 3114
 Phone Number: 352-273-6564

Email Address: moorhouse@phhp.ufl.edu
 Office Hours: By Appointment
 Preferred Course Communications: Email

PREREQUISITES: Must be a General Health Science, Pre-Occupational Therapy, or Pre-Public Health undergraduate student enrolled in the Bachelor of Health Science Program. Must have completed the minimum requirements for HSC 3XXX: Professional Development for the Health Sciences I, HSC 3XXX Professional Development for the Health Sciences II, and HSC 4XXX Professional Development for the Health Professions III.

PURPOSE AND OUTCOME

Course Overview

Professional Development for the Health Sciences IV is the fourth of four courses designed to encourage the professional growth and identity of Bachelor of Health Science (BHS) students entering the health and public health professions. To foster professional development, students will participate in various enrichment and skill building activities, reflect upon the culmination of their educational experience, and demonstrate proficiency across relevant BHS student learning outcomes.

Relation to Program Outcomes

This course supports the Program's Academic Learning Compact by meeting the Bachelor of Health Science's Student Learning Outcome number 5 - "Develop appropriate professional behaviors for health careers." Students will participate in activities that help shape professionalism and professional identity.

Course Objectives and/or Goals

Upon successful completion of this course, students will:

- Continue to build a strong professional identity through volunteering, research, leadership opportunities.
- Demonstrate proficiency across all Bachelor of Health Science Student Learning Outcomes.
- Reflect upon the educational experience and professional development while in the Bachelor of Health Science Program.

Instructional Methods

This course is largely asynchronous and student driven - students chose which Enrichment and Skill Building activities they complete during the semester.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Reflection Paper	May 1, 2017
Enrichment Activities (minimum 20 points)	May 1, 2017
Skill-Building Activities (minimum 15 points)	May 1, 2017
Student Learning Outcomes	May 1, 2017
Complete Exit Survey	May 1, 2017

Course Materials and Technology

There are no required materials for this course, however students must be able to log on to the Canvas site on E-Learning. For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Reflection Paper. Students will write a 500 word (minimum) paper reflecting about their Educational and Professional Development throughout the BHS program. Due May 1, 2017.

Student Learning Outcome Assignments. BHS faculty will designate certain class activities as Student Learning Outcomes (SLOs) assignments. These assignments are purposefully chosen by course instructors to help demonstrate students' competency across one or more of the seven BHS Learning Outcomes:

1. Describe key elements of the U.S. health care system.
2. Comprehensively describe major chronic illnesses and disabilities.
3. Describe core functions of public health.
4. Apply knowledge and application of core bioethical principles to contemporary health issues.
5. Develop appropriate professional behaviors for health careers.
6. Develop and apply critical analysis skills to contemporary health issues.
7. Apply effective basic communication skills for health professionals.

Students must upload their designated SLO assignments to the course page by May 1, 2017. Note: Not all BHS courses have an SLO designated assignment. The courses with SLO designated assignments and which students are responsible for uploading an SLO assignment are listed below:

Course	General Health Science	Pre-OT	Pre-Public Health
HSC 4608L - Critical Thinking	Yes	Yes	No
HSC 4652L - Ethical and Legal Issues	Yes	Yes	No
PHC 4117 - PH Man. and Leadership	No	No	Yes

Enrichment Points. Students will participate in activities designed to enrich their educational and professional experience. Students may choose from various activities including volunteering, observing a public health or health professional, research assistant, attend public health or health professional talk, etc. Students must earn a minimum of 20 Enrichment points by May 1, 2017. Note: Any Enrichment points earned from previous semesters are applied to the 20 points required this semester; that is, points rollover from previous semesters. Pre-approved Enrichment points include:

	Points	Max Points
Volunteer/Work for a Health or Public Health Cause	10 hours = 1 point	10 points
Clinical Observation of Health or Public Health Professional	10 hours = 1 point	5 points
Research Assistant	10 hours = 1 point	10 points
Attend a Health/Public Health Related Talk or Presentation	1/2 point	5 points
Serve as a Member of a Health Science Center Organization	1 point	5 points
Complete a Minor	5 points	5 points
Study Abroad ¹	Variable	15 points
Mission Trip ¹	Variable	5 points
Complete Coursera Course	5 points	5 points
Attend Graduate School Admissions Director Talk / Open House	1/2 point	5 points

¹The number of points earned for studying abroad or participating in a mission trip will be determined by the course instructor once the length of the trip and number of credits are determined.

Skill Building Points. Students will participate in activities designed to build leadership and professional skills. Students may choose from various activities including earning a certification, holding a leadership position within the University, Health Science Center, or community, etc. Students must earn a minimum of 15 Skill Building points by May 1, 2017. Note: Any Skill Building points earned from previous semesters are applied to the 15 points required this semester; that is, points rollover from previous semesters. Pre-approved Skill Building points include:

	Points	Max Points
Interviewing Skills Module	2 points	2 points
Presentation Module and Assignment	2 points	2 points
Earn Certification (e.g., CPR, CNA, etc.) ¹	2 points	4 points
Present Research (poster or oral presentation) ²	Variable	2 points
Serve as an Officer of an HSC Student Organization	2 points	6 points
Serve as an Officer of a Non-HSC Student Organization	2 points	4 points
Hold University Leadership Position (e.g., Cicerone, Senator)	2 points	4 points
LEAP Mentor	1 point	4 points

¹Students who earned a certification prior to entering the BHS program will be allowed to submit proof of their certification for points.

²In-class presentations will not count toward skill building activity points

Exit Survey. Students will complete an Exit Survey to provide feedback about the Bachelor of Health Science program (i.e., courses, course sequence, opportunities) as well as identify what they will be doing after graduation. Students must complete the Exit Survey by May 1, 2017.

Submitting for Enrichment/Skill Building Points

To receive credit for Enrichment and Skill Building activities, students must complete and submit a "Point Request Form" (found on Canvas course page). Students must enter their name, UF ID, activity, contact information of a third party who can verify your participation, any comments (optional), read and verify the honor statement, and submit each completed form to bhs@php.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Each activity must be submitted as a separate form but multiple forms may be submitted within the same email. Point Request Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Point Request Forms are not required for Mandatory Requirements.

Petitioning for Enrichment/Skill Building Points

Students may petition for other activities to count toward Enrichment and Skill Building points by completing a "Point Petition Form" found on the Canvas course page. Like Point Request Forms, Point Petition Forms must be submitted no later than the last day of class during the semester in which the student completed the activity. Students must submit each form to bhs@php.ufl.edu; the instructor will not accept hand delivered forms. Please Note: Submitting a Point Petition Form does not guarantee the instructor will approve the activity.

Activity Review

Each semester the BHS Director will meet with students from the BHS undergraduate student organizations (PHHP College Council, Health Science Student Organization, and LEAP Mentorship Program) to discuss the list of Enrichment and Skill Building activities. Students input will be strongly considered regarding activities to be added in future semesters, points per activity, Mandatory Requirements, course delivery, etc.

Grading

This course is pass/fail (S/U). To earn a satisfactory grade in this course, students must have completed the following requirements:

- Complete a Plan of Study,
- Complete the Diversity Module,
- Complete the Plagiarism Module,
- Complete a Resume appointment with the CRC,
- Complete a Mock Interview appointment with the CRC,
- Complete the Leadership Module,
- Complete an Educational and Professional Development Reflection Paper,
- Upload all required Student Learning Outcome assignments to the course page,
- Earn a minimum of 20 Enrichment points
- Earn a minimum of 20 Skill Building points,
- Complete the Exit Survey

Failure to complete any of the requirements will result in an unsatisfactory ("U") or incomplete ("I") grade.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at: <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Policy Related to Make up Exams or Other Work

Given the nature of this course, no make-up assignments are allowed unless approved by the course instructor. Health issues or other unforeseen circumstances impacting overall course completion will be managed individually. All Point Request Forms and Point Petition Forms must be electronically submitted by the last day of class during the semester in which the student completed the activity.

Please Note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details: http://www.registrar.ufl.edu/catalogarchive/01-02-catalog/academic_regulations/academic_regulations_013_.htm

Online Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Students are expected to conduct themselves in a professional manner in all communication with the course instructor and BHS staff that assist with this course.

Communication Guidelines

Students can contact the BHS Program Director and/or BHS Program Staff via phone, email, or in-person to address any issues regarding the course. Students are expected to contact the Program Director and/or Staff regarding questions or concerns about Point Request/Point Petition Forms as they arise – do not wait to contact the Director or Staff about issues concerning points.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center
(352) 264-6789
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.
