



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: BIOL/CHEM 280 Health Careers Exploration
Course CRN # and Section: BIOL 280 20017 20
CHEM 280 20240 20
Semester Taught: Spring 2019
Credit Hours: 1
Prerequisites: CHEM 101 or permission of instructor
Course Time: TR 6:00 PM - 7:30 PM April 2-May 2
Building and Room Number: Science 400

Professor: Dr. Kimberly Chambers, Assistant Professor of Chemistry & Biochemistry
Office Location: Science Hall Rm. 401D
Office Hours: M 12-1; W 9:30-10:30; R 1-2; F 9:30-10:30 & 12-1 Also by appointment
Email: kchambers@concord.edu
Phone: 304-384-6281 or x6281 (on campus)
Office Fax: 304-384-6225
College/Department Website: <http://www.concord.edu/physci/node/2>

Course Description/Rationale:

This is a course designed to help students learn about various health professions and requirements for applying to professional schools. Students will also directly explore career choices in the field of health care.

Course Management System: Moodle <https://moodle.concord.edu/login/index.php>
Course info: BIOL 280/CHEM 280: Health Careers Exploration
Moodle Privacy Policy: <https://moodle.org/admin/tool/policy/view.php?policyid=1>
Moodle Accessibility Statement: <https://docs.moodle.org/34/en/Accessibility>

Hardware/Software Needed: Microsoft Word & PowerPoint & a PDF reader

Text requirement: None

Concord University Educational Goals:

This course is designed to include many components that align with CU Educational Goals (<http://catalog.concord.edu/index.php>) pertinent to Skills #1, Knowledge #7 & Attitudes #4.

National Standards: Not applicable

Specific Learning Outcomes:

As a result of taking this course, the student should be able to:

- discover the details of various health care professions
- interpret what various health professionals do in their daily routing
- assess two different health professions through shadowing
- write a resume and recognize how to further develop it
- write a personal statement
- analyze the professional school application process
- assess how to prepare for an interview

Course Requirements:

The following assignments will be used to determine the student's grade in the class.

- **Attendance & class participation:** Attendance and a record of your participation will be taken for each class session. During class, you will be expected to participate: ask insightful questions of class guests, contribute to class discussions, complete in-class activities, etc.
- **Writing assignments:** There will be several instances in which you will have short self-assessment and self-reflective writing assignments. You will also write a resume and a personal statement.
- **Shadowing:** You are required to shadow individuals in at least 2 different health professions for a minimum of 4 hours each (at least 8 hours total). Please approach these experiences with an open mind. The point is for you to get an idea of what is involved in various professions and make the best choice for you.
- **Attend seminar or program visit:** The College of Natural Sciences, Mathematics, and Health will be hosting speakers that will discuss topics relevant to preparation for or a career in a health profession. You are required to attend one of these events and turn in a half-page summary of the presentation.

Grading:

Attendance & class participation	30%
Writing assignments	30%
Shadowing	30%
<u>Attend seminar/program visit</u>	<u>10%</u>
Total of	100%

Scale A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: < 60%

Course Policies:

- **Attendance & Make-Up:** Regular attendance is required. Although the instructor reserves the right to drop non-attending students, it is the student's responsibility to withdraw if they have decided not to complete the course. Accommodations for documented university or medical excused absences will be made on a case-by-case basis. In situations where the student is aware of the absence in advance (athletic events, field trips, etc.), arrangements for accommodations must be made prior to the absence. If a student misses class due to an unforeseen circumstance, they must contact the instructor (see, email or call) before the end of the missed class period to make arrangements if applicable. Individuals that wait to speak with the instructor at a later date will not be granted permission to make up missed work. Make-ups must be completed before the next class session. Individuals that miss more than two classes will receive an F in the course.
- **Electronic Assignment Submission:** Some assignments require on-line submission via Moodle. On-line assignments must be completed in a timely fashion. An excuse for "technological difficulties" (internet was down, etc.) is not acceptable.
- **Late Assignments:** Assignments that are not submitted at the specified times will be considered late. There will be a 10% deduction for every day late.
- **Electronic Device Policy:** All cell phones must be turned off during class. The instructor reserves the right to make point deductions from your grade for using a cell phone during class.

Course Timeline (Schedule of Assignments/Assessments/Presentations):

This is a tentative schedule. The instructor reserves the right to modify this schedule as needed.

4/2	Introduction Guest – Princeton Community Hospital HR Recruiter
4/4	Resume Writing Guests - TBA Careers assignment due
4/9	Resume Peer Review Guests - TBA Resume uploaded to Moodle by 5 PM on 4/8
4/11	Writing a Personal Statement Guests- TBA Documentation of 4 hours of shadowing due
4/16	Shadowing Experience Discussion Guests - TBA Personal statement due
4/18	Entrance Exam Information
4/23	Interview Preparation Guests - TBA Road to professional school plan due
4/25	Guests - TBA
4/30	Guests - CU students accepted to various professional schools Documentation of 4 hours of shadowing due
4 4/5/19	<i>last day to drop w/ "W"</i>

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, bottom floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty:

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code:

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy:

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System:

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information:

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy:

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service. Announcements of campus closures and schedule delays are also posted on the CU webpage. Log on to <http://www.concord.edu> → Everyday Access → Emergency Alert System.*

Student Conduct:

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault:

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, **I am a mandatory reporter** which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services:

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Academic Resources:

The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or

asc@concord.edu. Website: <http://hub.concord.edu/academicsuccess/> The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/>. Smarthinking— online, and on-demand tutoring—is available on Blackboard at elearn.concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."