



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/>).

## **Biology 350/351 Biology Shadowing/Internship I/II**

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Office hours: 11-12 MWF, 12:30-2:30 T; other times by appointment

**Course Title:** Biol 350/351, Biology Shadowing/Internship I/II  
**Course CRN # and section, credit hours:** 20800/20801, sec 01, 2 hours  
**Semester taught:** Spring 2019  
**Room number:** S-204  
**Course time:** MF 12:00-12:50  
**Course Management System:** none  
**Hardware/Software needed:** no specific requirement  
**Pre-requisites:** sophomore or higher standing and instructor permission

**Textbooks:** composition notebook

**Course description/rationale:** Provides shadowing opportunities for enrolled students. Students will be required to perform at least 45 hours of shadowing throughout the semester at multiple locations and complete assignments related to their experiences.

**Concord University Educational Goals:** This course addresses the following goals under the category of "Skills":

1. An ability to employ appropriate observational, logical, analytical, computational, creative, and critical thinking skills within and across academic disciplines; and to apply these skills in problem-solving.
2. An ability to employ appropriate methods and technologies for conducting empirical and scholarly research, to interpret research findings, and to use insights gained from such research as a basis for informed decision making.
3. An ability to analyze, synthesize, and integrate elements, information and ideas.

4. An ability to evaluate elements, information, and ideas on the basis of appropriate criteria.

This course addresses the following goals under the category of “Knowledge”:

1. An awareness of the fundamental characteristics and properties of the physical universe.
2. A recognition of the complex interactions between organisms, including human beings, and their environments.

**Learning Outcomes:**

Gain experience in a chosen field of the medical sciences by shadowing professionals in that field for a total of 45 hours  
Practice record-keeping skills in a medical context  
Practice the presentation of health-related material in an oral format

**Course Requirements:** See below.

**Grading policies:**

Your grade will consist of three parts: a verified log of shadowing/internship hours, a journal recording your observations of each shadowing experience, and a final presentation.

Shadowing/Internship Hours: Each student must complete 45 hours of observation of professionals in their workplaces.

Shadowing Journal: Students will be required to record for each shadowing session: what they did, what they liked/disliked, what they didn’t understand and to give specific examples of incidents or events that were especially valuable or instructive. This journal will be collected three times during the semester to verify that the student is making satisfactory progress.

Presentation: Students will be required to make a ten minute presentation at the end of the course that should cover what they observed and learned and which professionals were most amenable to shadowing. Powerpoint is encouraged, however, patient confidentiality must be observed.

Breakdown of Grade

Shadowing/Internship Hours	50%
Shadowing Journal	30%
Presentation	<u>20%</u>
Total of	100%

**Professional Conduct**

While shadowing, it is essential that you conduct yourself in a professional manner. All students are expected to:

- dress appropriately for a professional environment
- act respectfully to all employees and patients encountered
- maintain the required confidentiality for a health employee

- be punctual and assist as requested
- use of cellphones during observation time is forbidden

Remember you will probably need a recommendation from one of these professionals so do your best to impress them with your behavior. Also you will be an ambassador of Concord University so your behavior should be above reproach.

### **Withdrawal and Audit Policies**

Faculty in the Division of Science, Mathematics and Health will not sign academic exceptions for withdrawal after the deadline for students earning a grade of D or F. Academic exceptions for withdrawal after the deadline will be considered for students earning grades of A, B, or C only under highly unusual circumstances. It is also the policy of the Division that students may not change to audit status in a course after the 10-week withdrawal deadline under any circumstances. In addition, changing to audit status will only be allowed if the student has regularly attended classes and continues to attend class following the conversion to audit. This course is not suitable for auditing.

### **Schedule of events**

There will be an initial meeting of the class on the first date where a schedule of due dates for the semester will be distributed. This schedule will include due dates for journal submissions (three times during the semester) and the presentation. Students are expected to make progress towards completion of the course throughout the semester roughly equal to one third (15 hours) of the total shadowing hours between each journal submission.

Journal submissions due: Feb. 18                  Apr. 1                  May 3

Presentations will be held during the scheduled final examination period:

Wednesday, May 8 11:30-1:45

## Journal Format

Write out answers to the following questions (you need not put the question, just the number). Please do not violate patient confidentiality with names. You need to complete one entry for each date (day) that you observe.

Name of Professional

Date

Hours observed

*Signature of professional observed*

*If first time at a site:* Mailing address of site

Phone number

Email address

1. What things did you do during this observation period?
2. Of what you observed, what things did you like?
3. Of what you observed, what things did you dislike or were uncomfortable with?
4. Were there any things or procedures you didn't understand?
5. Please give specific examples of observations or discussions that were particularly valuable or instructive for you.

**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.*

### **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](mailto: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](mailto:cuhelpdesk@concord.edu).

## **Syllabus Disclaimer**

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