



Walters State Community College Course Syllabus

Course Information

Course Number and Name: HIMT 1308 Intro to Health Related Pros

Section ID: 80510.202380

Semester and Year: Fall 2023

Credit Hours: 3

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: WEB - Web Classes

Catalog Course Description: This course is designed for students who are interested in exploring, planning, and preparing for a career as a health care practitioner. The course presents the essential information that students need to make an informed decision about health care disciplines they would like to pursue that best matches their individual interests, skills, and abilities. Course materials and student assignments will develop the student's awareness of the demands and expectations of health care professionals, including technical, ethical, legal, and professional competencies. **F, S**

Meeting Details: TBD

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Katherine Lowdermilk, RHIT, COC, CPC

Office Location: Main

Office Hours: Available by appointment Monday - Thursday

Office Phone: 423-585-6981

Email: Katherine.Lowdermilk@ws.edu

Supervisor Name: Gail Winkler, MHIIM, RHIA

Supervisor Phone: 423-585-6990

Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

DHO Health Science

Authors: Louise M Simmers, Karen Simmers-Nartker, Sharon Simmers-Kobelak

Publisher: Cengage Learning

Edition: 9th

Additional Information

This course will require MindTap from Cengage. You should purchase MindTap from Cengage.

Purchase a Cengage Unlimited plan for this course, which gives you access to all your Cengage materials for one price. [View this infographic](#) for step-by-step instructions. Visit cengage.com/unlimited to learn more.

Cengage Unlimited:

- 4-month access / 9780357700006; \$124.99
- 12-month access / 9780357700013; \$189.99
- 24-month access / 9780357700020; 249.99

Supplemental or Optional Materials

Supplementary or Optional Materials	Online course management software otherwise known as eLearn (D2L) requires either Internet Explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors. We recommend you use Internet Explorer 9.0. If you have Windows 8 you will not be able to use anything less than Internet Explorer 10.9, therefore we recommend Mozilla Firefox 25.0 or higher or Chrome 30.0 or higher.
Prerequisite knowledge/competencies required for course	Students must be able to create Microsoft Word documents and/or save Word files to Rich Text Format (RTF); and use Internet and computer to navigate course content.
Suggested apps for this course, list the apps and the platform	None
General Education Course Designation	None

Student Learning Outcomes/Objectives

- Course Outcomes

Upon successful completion of this course, students will be able to:

1. Distinguish roles and responsibilities of various health professions careers
2. Summarize legal and ethical principles of healthcare
3. Identify skill standards for various healthcare professions

Course Objectives:

1. Define roles and responsibilities for health professions careers at a minimum of 75% accuracy.
2. Explain legal principles including HIPAA privacy and security at a minimum of 75% accuracy.
3. Explain ethical principles of healthcare at a minimum of 75% accuracy.

Instructional Approach and Methods

1. Textbook
2. Computerized quizzes and tests
3. Report
4. Discussions

Assessment, Evaluation and Testing Procedures

Testing Procedures:

1. Online

Assessment of Points by Type:

Type of Assessment	Number	Value	Possible Points
Discussions	12	10	120

Test Yourself Assignments (Cengage MindTap)	22	Average x 6	600
Career Report	1	100	100
Career Exploration Learning Lab (Cengage MindTap)	1	100	100
Final Exam	1	100	100
Total Points			1020

Grading Scale

A	938 - 1020 points
B	867 - 937 points
C	765 - 866 points
D	714 - 764 points
F	713 points or less

Assignments

Class Schedule

Due Date Thursday	<i>DHO Health Science</i> Reading Assignments	Assignments
8/21/23 – 8/24/23	Orientation to Class	<ul style="list-style-type: none"> Practice Quiz Introduce Yourself to Classmates Discussion
8/31/23	Module 1 Chapter 1 - History and Trends of Health Care Chapter 2 - Health Care Systems	<ul style="list-style-type: none"> Test Yourself 1.1 Test Yourself 2.1 Module 1 Discussion

9/07/23	Module 2 Chapter 3 - Careers in Health Care Chapter 4 - Personal and Professional Qualities of a Health Care Team Member	<ul style="list-style-type: none"> • Test Yourself 3.1 • Test Yourself 4.1 • Module 2 Discussion
9/14/23	Module 3 Chapter 5 - Legal and Ethical Responsibilities Chapter 18 - Preparing for the World of Work	<ul style="list-style-type: none"> • Test Yourself 5.1 • Test Yourself 18.1 • Module 3 Discussion
9/21/23	Module 4 Chapter 8 - Human Growth and Development Chapter 9 - Geriatric Care	<ul style="list-style-type: none"> • Test Yourself 8.1 • Test Yourself 9.1 • Module 4 Discussion
9/28/23	Module 5 Chapter 10 - Cultural Diversity Chapter 11 - Nutrition and Diets	<ul style="list-style-type: none"> • Test Yourself 10.1 • Test Yourself 11.1 • Module 5 Discussion
10/05/23	Module 6 Chapter 12 - Computers and Technology in Healthcare Chapter 13 - Medical Math	<ul style="list-style-type: none"> • Test Yourself 12.1 • Test Yourself 13.1 • Module 6 Discussion
10/12/23	Module 7 Career Exploration Learning Lab	<ul style="list-style-type: none"> • Career Exploration Learning Lab • Module 7 Discussion
10/19/23	Module 8 Chapter 14 - Promotion of Safety Chapter 15 - Infection Control	<ul style="list-style-type: none"> • Test Yourself 14.1 • Test Yourself 15.1 • Module 7 Discussion
10/26/23	Module 9 Chapter 16 - Vital Signs Chapter 17 - First Aid	<ul style="list-style-type: none"> • Test Yourself 16.1 • Test Yourself 17.1 • Module 8 Discussion
11/02/23	Module 10	

	Chapter 19 - Dental Assistant Skills Chapter 20 - Laboratory Assistant Skills	<ul style="list-style-type: none"> • Test Yourself 19.1 • Test Yourself 20.1 • Career Report • Module 10 Discussion
11/09/23	Module 11 Chapter 21 - Medical Assistant Skills Chapter 22 - Nurse Assistant Skills	<ul style="list-style-type: none"> • Test Yourself 21.1 • Test Yourself 22.1 • Module 11 Discussion
11/16/23	Module 12 Chapter 23 - Physical Therapy Skills Chapter 24 - Business and Accounting Skills	<ul style="list-style-type: none"> • Test Yourself 23.1 • Test Yourself 24.1 • Module 12 Discussion
11/23/23	Happy Thanksgiving - no class	
11/30/23	Module 12 continued	
12/06/23 - 12/07/23	Final Exam	<ul style="list-style-type: none"> • Final Exam (in Cengage MindTap)

Class Participation

- Due dates for quiz/test/homework is listed on the class schedule.
- Quizzes/tests/reports are due on the due date.
- Assignments, reading and study activities must be completed to prepare you to take quizzes and tests.
- Correct formatting for typewritten assignments:
 1. Name your word file to appropriately match assignment (so you submit the correct assignment) Example: module2HW.jones. Put your name in the file name.
 2. Save word file in Microsoft Word or in Rich Text Format.
- Remember to click "save" for each question when taking a quiz or test.
- Tests/quizzes will not be reset for you because you forgot to save answers.
- Assignments marked as practice do not count toward your grade.

Orientation Quiz and Orientation homework will do not count toward final grade

Course and Class Policies/Procedures

Program Specific Policies

Please note: some quizzes/tests are stated in the course as being worth a certain number of points. Quizzes/tests may create the opportunity to earn additional points on the exam and be worth more than the stated amount of points.

Cheating is construed as attempting to deceive or mislead which includes, but is not limited to:

1. Utilizing old tests, lab reports, or projects, notes or written papers, etc.
2. Copying and pasting someone else's homework into your file and putting your name on their work
3. Providing information to a fellow student during an exam
4. Procuring information in an unacceptable manner during an exam (crib-sheet, verbal exchange, looking at another person's paper, utilizing headphones, using your textbook when the quiz/test is not an open book test/quiz, etc.)
5. Consulting with a classmate or anyone else when taking a computerized test
6. Disregarding other specific policies and procedures outlined for a particular class

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	TBA. During the week I will respond to email questions within 48 hours. I will not respond to questions during the weekends and holidays. If availability changes during the week students will be notified in elearn. Assignments requiring manual grading will be graded within two weeks of ending availability of assignment.
Library Information	Students can access the library online at Walters State Library (opens in new window) . Online databases, e-books, reference librarian, card catalog, periodicals, and e-resources can all be access through the web site as well as in person.

Technical Support	If you have problems using the course software make sure to notify instructor and also seek assistance from the Walters State Helpdesk. (phone number and link are listed below in Student Resources - Technology Support)
Guidelines for Communication: Email, Discussion Posts, Chat	Emails should always include a subject line. Use correct grammar, punctuation and spelling in emails just as you would in a letter or memo. Use standard fonts that are easy to read. These rules apply to the discussion function as well.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

- e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865)

286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.ws.edu)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://catalog.ws.edu/)
catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](https://ws.edu/admissions/registration/)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy](#) ([opens in new window](#)).