

## REQUEST FOR A NEW PROGRAM

Valdosta State University

The Formal Proposal must be approved at all levels of faculty governance (department, college or division, Graduate Executive, Academic Committee, Faculty Senate) before being submitted to the University System of Georgia.

**Proposed Effective Date:** Fall 2018

**Degree and Program**

**Name:**

Bachelor of Science in  
Health Sciences

**Requirements:** (attach new or revised course proposals separately)

Progression into the Professional Program of Study (3000 and 4000 level courses) Requirements:

Minimum requirements for progression into the professional program of study are:

1. a declared Health Sciences major
2. a 2.50 cumulative, overall grade point average.
3. a satisfactory grade, based on institutional policy for all Area A-F courses (60 hours)
4. Area F courses completed with a grade of "C" or better in all Area F courses

Retention Requirements:

1. a student must not be placed on academic suspension (Academic Suspension - at the end of any term, while on probation, the cumulative GPA falls below the minimum specified in the VSU Stages of Progress with minimum GPA Averages Required, and the term GPA fall below 2.00; a first suspension will be for one semester; a second semester will be for two academic semesters; a third or subsequent suspension shall result in the student's being academically dismissed from the institution for a minimum period of three years) (Readmission Procedures - students must make application for readmission in writing with the Director of Admissions prior to registration for the semester in which they plan to return; additional VSU readmission procedures may also need to be followed)
2. a student must maintain academic integrity (students must know and abide by the Academic Integrity Policy as set forth in the Student Code of Conduct).

Requirements for the Bachelor of Science in Health Sciences Degree

A final grade of "C" or better in all professional program of study courses (3000 and 4000 level courses).

Core Areas (A-E) (see VSU Core Curriculum)	42 hours
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Area F Requirements	18 hours
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BIOL 2651	4 hours
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BIOL 2652	4 hours
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-10 hours from the following:

-ACED 2400 or CS 1000	3 hour
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-MATH 2620	3 hour
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-MATH/SCI Elective	4 hour
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-NURS 2700	3 hour
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-PSYC 2103	3 hour
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Professional Program Requirements	60 hours
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HSHS 3000	3 hours
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HSHS 3100 and HSHS 3110	4 hours
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HSHS 3300 and HSHS 3310L	3 hours
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HSHS 3350	3 hours
HSHS 3600	3 hours
HSHS 3700	3 hours
HSHS 3800	2 hours
HSHS 3900	3 hours
HSHS 4050 and HSHS 4060L	4 hours
HSHS 4100 and HSHS 4110L	4 hours
HSHS 4300	3 hours
HSHS 4500	3 hours
HSHS 4650	3 hours
HSHS 4800 and HSHS 4810L	4 hours
HCAD 4000	3 hours
*Concentrated Electives	9 hours
-3 hours from the following:	
-NUTR 3100	3 hours
- NUTR 3200	3 hours
- NUTR 3300	3 hours
Total hours required for the degree...	120 semester hours
* Students are encouraged to take eletives in a concentrated area of study.	

**Justification:** Select one or more of the following to indicate why the requested change will be beneficial, giving your justification. Please include and/or append relevant supporting data.

Improving Student Learning Outcomes

Adopting Current Best Practice(s) in Field

Meeting Mandates of State/Federal/Outside Accrediting Agencies

Other Replacement program for the Athletic Training Program that will be deactivated in May 2020. The Athletic Training Program is no longer a degree program option for students not currently in the admissions process.

**Source of Data to Support Suggested Change:**

Indirect measures: SOIs, student, employer, or alumni surveys, etc.

Direct measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

**Assessment Plan for the proposed program:**

**Data Sources:**

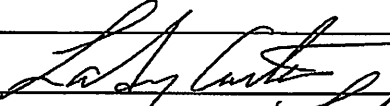
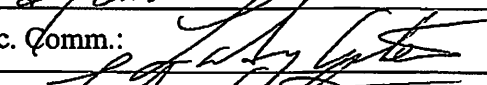
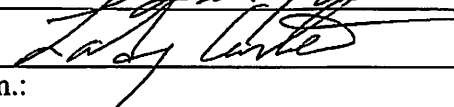
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Direct measures: Materials collected and evaluated for program assessment purposes

(tests, portfolios, specific assignments, etc.)

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**Date that formal proposal was submitted to the University System of Georgia (formal proposal form available at [http://www.usg.edu/academic\\_programs/new\\_programs/](http://www.usg.edu/academic_programs/new_programs/))**

<b>Approvals:</b>	
Dept. Head: 	Date: 4-4-07
College/Division Exec. Comm.: 	Date: 4-4-07
Dean/Director: 	Date: 4-4-07
Graduate Exec. Comm.: (for graduate program)	Date:
Graduate Dean (for graduate program):	Date:
Academic Committee:	Date:

**REQUEST FOR A REVISED CATALOGUE COPY**  
**(New Learning Outcomes, Admissions, or Other Program Policies)**

Valdosta State University

Area of Change:    Core    Senior    Graduate

**Current Catalogue Page Number:**

**Proposed Effective Date for Revised Catalogue Copy:** (new or revised) Spring 2018

**Degree and Program Name:** Bachelor of Science in Health Sciences Degree

**Present Requirements:** N/A

**Proposed Requirements:** (highlight changes after printing) The Bachelor of Science in Health Sciences degree program prepares students for the healthcare industry, currently one of the strongest employment sectors nationally. The program helps students to identify talents and interests in the field that can be developed within the program, leading to careers in fields such as medical assistance, healthcare informatics, marketing and public relations, public health, health education, and environmental health. The degree program can also lead to graduate level study in fields such as athletic training, physical therapy, occupational therapy, medicine, nursing, and exercise physiology.

**Selected Educational Outcomes:**  
Students who graduate with a B.S.H.S. degree will be able to demonstrate knowledge in professional healthcare settings of:

1. documentation, terminology, and coding, evidence-based practice, and professionalism, communication, and cultural competence.
2. kinesiology, nutrition, musculoskeletal evaluation, exercise programming, health assessment, medical disease and illness, and therapeutic intervention.
3. current issues and trends, law and ethical issues, and psychosocial issues in healthcare.

**Examples of Outcome Assessments:**  
Students who graduate with a B.S.H.S. degree will, through written, oral, and practical examination, and surveys, demonstrate and develop knowledge of:

1. course objectives stated in each didactic course syllabus.
2. course objectives stated in each laboratory course syllabus.

3. practical application of program educational outcomes

Progression into the Professional Program of Study (3000 and 4000 level courses)

Requirements:

Minimum requirements for progression into the professional program of study are:

1. a declared Health Sciences major
2. a 2.50 cumulative, overall grade point average.
3. a satisfactory grade, based on institutional policy for all Area A-F courses (60 hours)
4. Area F courses completed with a grade of "C" or better in all Area F courses

Retention Requirements:

1. a student must not be placed on academic suspension (Academic Suspension - at the end of any term, while on probation, the cumulative GPA falls below the minimum specified in the VSU Stages of Progress with minimum GPA Averages Required, and the term GPA fall below 2.00; a first suspension will be for one semester; a second semester will be for two academic semesters; a third or subsequent suspension shall result in the student's being academically dismissed from the institution for a minimum period of three years) (Readmission Procedures - students must make application for readmission in writing with the Director of Admissions prior to registration for the semester in which they plan to return; additional VSU readmission procedures may also need to be followed)

2. a student must maintain academic integrity (students must know and abide by the Academic Integrity Policy as set forth in the Student Code of Conduct).

Requirements for the Bachelor of Science in Health Sciences Degree

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Core Areas (A-E) (see VSU Core Curriculum)  
42 hours

Area F Requirements 18 hours

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BIOL 2652 4 hours

	-10 hours from the following:	
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	- NUTR 3300	3 hours
	Total hours required for the degree...	
	120 semester hours	
	*Students are encouraged to take electives in a concentrated area of study.	

**Justification:** (select one or more of the following to indicate why the requested change will be beneficial, giving your justification. Include and/or append relevant supporting data.)

- Improving Student Learning Outcomes
- Adopting Current Best Practice(s) in Field
- Meeting Mandates of State/Federal/Outside Accrediting Agencies
- Other Replacement program for the Athletic Training Program that will be deactivated in May 2020. The Athletic Training Program is no longer a degree program option for students not currently in the admissions process.

**Source of Data to Support Suggested Change:**

- Indirect measures: SOIs, student, employer, or alumni surveys, etc.

**Direct measures:** Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

**Plan for assessing the effectiveness of the change in meeting program's learning outcomes (i.e., how do these changes fit within the current program assessment plan and what sorts of data will be collected and evaluated to determine if these changes are meeting stated program outcomes?).**

**Data Sources:**

**Indirect measures:** SOIs, student, employer, or alumni surveys, etc.

**Direct measures:** Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

<b>Approvals:</b>	
Department Head: <i>P. A. Lybette</i>	Date: 4-4-17
College/Division Exec. Committee: <i>P. A. Lybette</i>	Date: 4-4-17
Dean(s)/Director(s): <i>P. A. Lybette</i>	Date: 4-4-17
Graduate Exec. Comm.: (for grad program)	Date:
Graduate Dean: (for grad program)	Date:
Academic Committee:	Date:

Form last updated: January 6, 2010



## REQUEST FOR A NEW COURSE

Valdosta State University

**Date of Submission:** 02/24/2017 (mm/dd/yyyy)

**Department Initiating Request:**  
School of Health Sciences

**Faculty Member Requesting:**  
Chuck Conner

**Proposed New Course Prefix & Number:**  
(See course description abbreviations in the catalog for approved prefixes)  
HSHS 4050

**Proposed New Course Title:**  
Principles of Musculoskeletal Examination  
  
**Proposed New Course Title Abbreviation:**  
(For student transcript, limit to 30 character spaces)  
Prin Musculo Exam

**Semester/Year to be Effective:**  
Fall/2018

**Estimated Frequency of Course Offering:**  
Annually

**Indicate if Course will be :**     Requirement for Major     Elective

**Lecture Hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Proposed Course Description:** (Follow current catalogue format and include prerequisites or co-requisites, cross listings, special requirements for admission or grading. A description of fifty words or fewer is preferred.) Prerequisite: Completion of HSHS 3100 and HSHS 3100L with a grade of "C" or better; Co-Requisite: HSHS 4060L - Examination of commonly occurring musculoskeletal injuries and conditions common in a physically active population.

**Justification:** Select one or more of the following to indicate why the requested change will be beneficial, giving your justification. Include and/or append relevant supporting data.

- Improving student learning outcomes:
- Adopting current best practice(s) in field:
- Meeting Mandates of State/Federal/Outside Accrediting Agencies:
- Other: Replacement program for the Athletic Training Program that will be deactivated in May 2020. The Athletic Training Program is no longer a degree program option for students not currently in the admissions process.

**Source of Data to Support Suggested Change:**

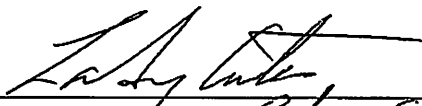
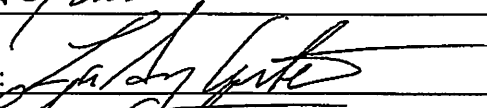
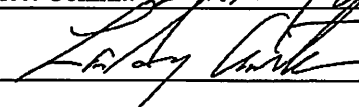
- Indirect Measures: SOIs, student, employer, or alumni surveys, etc.
- Direct Measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

**Plans for assessing the effectiveness of the course in meeting program's learning outcomes (i.e., how does this course fit within the current program assessment plan and what sorts of data will be collected and evaluated to determine if the course is meeting stated program or course outcomes?)**

**Data Sources:**

- Indirect measures: SOIs, student, employer, or alumni surveys, etc.
- Direct measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)
- Other:

**\*\*Attach a course syllabus with course outcomes/assessments and general education outcomes/assessments.\*\***

<b>Approvals:</b>		
Dept. Head:		Date: 4-4-17
College/Division Exec. Comm.:		Date: 4-4-17
Dean/Director:		Date: 4-4-17
Graduate Exec. Comm.: (for graduate course):		Date:
Graduate Dean: (for graduate course):		Date:
Academic Committee:		Date:

Form last updated: January 6, 2010

**HSHS 4050**  
**Principles of Musculoskeletal Examination**  
**3 SEMESTER HOURS**

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**College of Nursing and Health Sciences**  
**Health Sciences**  
**Valdosta State University**

**REQUIRED TEXT**

Examination of Orthopedic and Athletic Injuries by Starkey, Brown, and Ryan

**COURSE DESCRIPTION**

Examination of commonly occurring musculoskeletal injuries and conditions common in a physically active population. Co-Requisite: HSHS 4060L

**LEARNING OUTCOMES FOR VSU'S CORE CURRICULUM**

All learning outcomes in the major continue to build upon those in VSU's Core Curriculum listed at <http://www.valdosta.edu/gec/ProposedNewLearningOutcomes.shtml>.

**COURSE OBJECTIVES**

- Describe the components of thoracic and lumbar spine pathologies:
  - Clinical anatomy, clinical examination, pathologies of the thoracic and lumbar spine
- Describe the components of cervical spine pathologies:
  - Clinical anatomy, clinical examination, pathologies of the cervical spine
- Describe the components of thoracic and abdominal pathologies:
  - Clinical anatomy, clinical examination, pathologies of the thoracic spine and abdomen
- Describe the components of assessment of posture:
  - Clinical anatomy, clinical examination, muscle length assessment, common postural deviations
- Describe the components of eye pathologies:
  - Clinical anatomy, clinical examination, pathologies of the eye
- Describe the components of face and related structure pathologies:
  - Clinical anatomy, clinical examination, pathologies of the face and related structures
- Describe head and cervical spine pathologies
  - Clinical anatomy, clinical examination, pathologies of the head and cervical spine

**COURSE ACTIVITIES / ASSIGNMENTS / REQUIRMENTS**

Classroom Lecture, Discussions  
Classroom Participation  
Written Exam

**COURSE EVALUATION**

Written Exam (80%)  
Final Exam (20%)

**Grading Scale**

A	=	100 – 90
B	=	89 – 80
C	=	79 - 70
D	=	69 – 60
F	=	59 - below

## **COMPUTER AND INFORMATION TECHNOLOGY REQUIREMENTS**

- Be sure to set up your active directory account. This will allow access to student email, Blazeview, Banner, Campus wifi, login access to lab computers, and access to other important resources.
  - If you are having trouble logging into one of these services, use the password reset feature.
  - If you are still having trouble after resetting your password, contact the Helpdesk at 229-245-4357
- Students must have access to a computer which meets the minimum requirements of VSU to access Blazeview. Computer labs are available in the following locations:
  - Library (7 open labs)
  - College of the Arts (3 open labs)
  - College of Arts & Sciences (4 open labs)
  - College of Business (1 open lab)
  - College of Education (8 open labs)
  - University Center (6 open labs)
  - Health Sciences and Business Administration Building
- It is recommended that students locate and run the recommended browser Blazeview check upon initiation of the program, when initiating any new or different computer and anytime difficulties with the program occur.
  - It is important you take the time to assess and set up all of your individual systems.
  - You may need to contact your Internet service provider for connectivity issues.
  - Difficulties with any computer within the College of Nursing and Health Sciences should be reported using the help form from that computer if possible. When immediate assistance is needed these problems should be reported to College of Nursing and Health Sciences administrative staff.
- Students are responsible for safe computing.
  - Safe computing guide
  - Information resources acceptable use policy
  - Information security policy
- Microsoft Office® is the required software package. Please use version 2007 or newer to avoid file compatibility issues.
- ATI testing technical requirements and Kaplan include Adobe Acrobat Reader, Microsoft Internet Explorer 7 or higher or Mozilla-Firefox
- Sun Java Runtime Environment is required for all courses using Blazeview
- Adobe Reader and Realtime may also be required for certain material in courses.
- If you are need of technical equipment (laptop, voice recorder, remote presenter, projector, webcam, etc.), please visit the Odum Library Media Center to check out equipment.  
<http://www.valdosta.edu/academics/library/depts/media-center/>

## **ATTENDANCE POLICY**

Students are expected to attend class. It is the student's responsibility to make up any missed class work or information discussed in class. All assignments are due at the beginning of the class period on the due date. Students need to turn in assignments on or before the due date to avoid penalty. Students turning assignments in after the due date will have 10 points deducted for each day that the assignment is late. Tests must be taken on the date of the test. A missed test can be taken in extraordinary circumstances. This must be discussed with the instructor before the test is taken to reschedule a test date. If rescheduling before the test is taken is not possible due to an emergency situation, the student must contact the instructor as soon as possible. Make up work or alternative assignments will be determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situation. Missed quizzes will not be rescheduled. Tardiness and non-emergent absences are unacceptable. If you enter class late, and a quiz or exam is underway, you will not be given extra time to finish. Being late to class on two occasions will result in one absence. After being tardy on two occasions, each subsequent tardy will be counted as an absence. Six (20%) or more absences will result in the student receiving a failing grade (F) for the class.

## **WITHDRAWAL FROM COURSES POLICY** (from the VSU Catalog):

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty.

### **PROFESSIONALISM**

The student is expected to communicate with the instructor in a professional manner no matter what type of communication is used (formal papers and assignments, email, texts, telephone, face to face communication, etc). Unprofessional communication will be identified and the student will be expected to correct unprofessional communications. The student is expected to interact with the instructor and peers in a professional manner. Students who exhibit unprofessional behavior or dispositions, dress or communication will be written up with the appropriate form: an Infraction Form, a CONHS Disposition Form and the University Student Conduct Form, <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/our-services.php> .

### **SAFEASSIGN:**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeVIEW D2L. For more information on the use of SafeAssign at VSU see SafeAssign for Students (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).

### **ACADEMIC INTEGRITY**

Per the VSU Student Handbook:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

A. Academic Integrity Violations: Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.
5. No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own. Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them. Some typical examples of plagiarism are:
  - Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
  - Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.

- Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

B. Academic Integrity Academic Response: Valdosta State University policy is that a violation of Appendix A, Section I may and should be handled by the professor, the student, and possibly the department head or academic dean concerned with the offense. Sanctions for an academic integrity violation should be outlined in the course syllabus.

Any faculty member who has documentation and/or suspects that academic dishonesty has occurred shall

1. gather all pertinent information, and
2. meet with the student or students involved, and
3. inform the student or students of the academic response to an alleged violation of academic integrity. The faculty member will notify his/her department head and/or dean of these decisions and may also contact the Student Conduct Office in the Dean of Students office for procedural clarification if desired.

The most severe action that may be administered by any faculty member is a grade of "F" in that particular course. This is an academic response and not a disciplinary recommendation. A student who wishes to appeal an academic response to an alleged violation of academic integrity may follow the grade appeal process (grade appeal form).

#### **TITLE IX STATEMENT**

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, [titleix@valdosta.edu](mailto:titleix@valdosta.edu), 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

#### **ACCESS STATEMENT**

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu).

#### **STUDENT OPINION OF INSTRUCTION**

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

#### **INCOMPLETES:**

A report of I (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of I requires the subsequent

completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F.

#### **POLICY: FAILING GRADE IN ATP CURRICULUM:**

Students must be aware that a grade of F or D in a major course may result in a delay of graduation by as much as a year. The course may not be offered but once in an academic year. No mechanism exists, nor will one be devised, for making up the deficiency other than retaking the course when offered the next time.

#### **APPROPRIATE BEHAVIOR IN CLASS**

In an effort to create a beneficial learning environment, please observe the following rules:

1. **Do not be late.** It is disruptive to both the instructor and other students. Repeated tardiness is considered to be disrespectful. If you arrive after class has started, **and you should not, do not disrupt the class.**
2. Please do not converse with classmates during class or lab time. This distracts other students, makes it hard for the students I am interacting with to hear me, and wastes time you could be using to practice your skills.
3. Listen to instructions in labs. I won't keep trying to talk over you.
4. Please ask questions when you have them. You are probably not the only student who would like to know the answer.
5. Please do not study for other courses or do assignments for other classes during this class time.
6. **CELL PHONES:** When the instructor informs you to put cell phones away (this means to place them in a book bag, purse, etc., so that they are completely out of sight and unable to be used) please do so immediately.

#### **STUDENT ACADEMIC IRREGULARITIES**

No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory, report, examination, or other assignment included in any academic course. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University. Plagiarism is prohibited. Themes, essays, term papers, test, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged. VSU policy is that under the established process a violation of Section A may and should be handled by the professor, the student and possible the department head or dean concerned with the offense. However, the most severe sanction that may be administered through this process is to give a grade "F" in the course. If a stronger sanction is felt to be needed, or if an agreement cannot be reached between the above parties concerning the incident, it is no longer a matter that addresses itself to the academic school or division. In such cases where a student may continue to violate Section A (Academic Irregularity) after he or she has been warned or sanctioned by one or more professors, he or she should then be referred to the Dean of Students where official charges may be drawn up and the student subjected to the established disciplinary process.

**Important: As the instructor of this course, I reserve the privilege to modify the educational experiences or topics dependent upon the progress and ability of the students taking this course.**

#### **Instructor**

Russ Hoff

Office: HSBA Building; Room# 2211

Office Phone: (229) 333-7196

SOHS Phone: (229) 253-2900

E-mail: [rhoff@valdosta.edu](mailto:rhoff@valdosta.edu)

Office Hours: To Be Posted On Office Door



**Tentative Course Agenda**

Chapter 13: Thoracic and Lumbar Spine Pathologies	(week 1-2)
Chapter 14: Cervical Spine Pathologies	(week 3-4)
Chapter 15: Thoracic, and Abdominal Pathologies	(week 5-6)
Exam	
Chapter 6: Assessment of Posture	(week 7-8)
Exam	
Chapter 19: Eye Pathologies	(week 9)
Chapter 20: Face and Related Structure Pathologies	(week 10-11)
Exam	
Chapter 21: Head and Cervical Spine Pathologies	(12-14)
Exam	
Final Exam	



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**Civility-** A Blazer shows *courtesy* and *compassion* as well as *respect* for the *dignity* of every human being.

**Integrity** -Each Blazer is *responsible* for his or her own actions, and our *community* is stronger when we contemplate the context of our decisions and uphold the principles of *trust* and *honesty*.

**Citizenship** – Every Blazer has an interest in the well-being of the *community*, and, therefore, a duty to stay informed, to make *positive* contributions, and to offer support to those who need help.

As a Blazer, I pledge to uphold the core principles of **Civility, Integrity, and Citizenship.**

## REQUEST FOR A NEW COURSE

Valdosta State University

**Date of Submission:** 02/24/2017 (mm/dd/yyyy)

**Department Initiating Request:**

School of Health Sciences

**Faculty Member Requesting:**

Chuck Conner

**Proposed New Course Prefix & Number:**

(See course description abbreviations in the catalog for approved prefixes)

HSHS 4060L

**Proposed New Course Title:**

Principles of Musculoskeletal Examination Lab

**Proposed New Course Title Abbreviation:**

(For student transcript, limit to 30 character spaces)

Prin Musculo Exam Lab

**Semester/Year to be Effective:**

Fall/2018

**Estimated Frequency of Course Offering:**

Annually

**Indicate if Course will be :**  Requirement for Major  Elective

**Lecture Hours:** 0

**Lab Hours:** 2

**Credit Hours:** 1

**Proposed Course Description:** (Follow current catalogue format and include prerequisites or co-requisites, cross listings, special requirements for admission or grading. A description of fifty words or fewer is preferred.) Prerequisite: Completion of HSHS 3100 and HSHS 3100L with a grade of "C" or better; Co-Requisite: HSHS 4050 - Laboratory component of examinations of commonly occurring musculoskeletal injuries and conditions common in a physically active population.

**Justification:** Select one or more of the following to indicate why the requested change will be beneficial, giving your justification. Include and/or append relevant supporting data.

Improving student learning outcomes:

Adopting current best practice(s) in field:

Meeting Mandates of State/Federal/Outside Accrediting Agencies:

Other: Replacement program for the Athletic Training Program that will be deactivated in May 2020. The Athletic Training Program is no longer a degree program option for students not currently in the admissions process.

**Source of Data to Support Suggested Change:**

Indirect Measures: SOIs, student, employer, or alumni surveys, etc.

Direct Measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

**Plans for assessing the effectiveness of the course in meeting program's learning outcomes** (i.e., how does this course fit within the current program assessment plan and what sorts of data will be collected and evaluated to determine if the course is meeting stated program or course outcomes?)

**Data Sources:**

- Indirect measures: SOIs, student, employer, or alumni surveys, etc.
- Direct measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)
- Other:

**\*\*Attach a course syllabus with course outcomes/assessments and general education outcomes/assessments.\*\***

<b>Approvals:</b>	
Dept. Head: <i>L. A. Long Carter</i>	Date: 4-4-17
College/Division Exec. Comm.: <i>L. A. Long Carter</i>	Date: 4-4-17
Dean/Director: <i>L. A. Long Carter</i>	Date: 4-4-17
Graduate Exec. Comm.: (for graduate course):	Date:
Graduate Dean: (for graduate course):	Date:
Academic Committee:	Date:

Form last updated: January 6, 2010

**HSHS 4060L**  
**Principles of Musculoskeletal Examination Lab**  
**1 SEMESTER HOURS**

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**College of Nursing and Health Sciences**  
**Health Sciences**  
**Valdosta State University**

**REQUIRED TEXT**

TBA

**COURSE DESCRIPTION**

Laboratory component of examinations of commonly occurring musculoskeletal injuries and conditions common in a physically active population.

Co-Requisite: HSHS 4050

**LEARNING OUTCOMES FOR VSU'S CORE CURRICULUM**

All learning outcomes in the major continue to build upon those in VSU's Core Curriculum listed at <http://www.valdosta.edu/gec/ProposedNewLearningOutcomes.shtml>.

**COURSE OBJECTIVES**

- Demonstrate the components of thoracic and lumbar spine pathologies:
  - Clinical anatomy, clinical examination, pathologies of the thoracic and lumbar spine
- Demonstrate the components of cervical spine pathologies:
  - Clinical anatomy, clinical examination, pathologies of the cervical spine
- Demonstrate the components of thoracic and abdominal pathologies:
  - Clinical anatomy, clinical examination, pathologies of the thoracic spine and abdomen
- Demonstrate the components of assessment of posture:
  - Clinical anatomy, clinical examination, muscle length assessment, common postural deviations
- Demonstrate the components of eye pathologies:
  - Clinical anatomy, clinical examination, pathologies of the eye
- Demonstrate the components of face and related structure pathologies:
  - Clinical anatomy, clinical examination, pathologies of the face and related structures
- Demonstrate head and cervical spine pathologies
  - Clinical anatomy, clinical examination, pathologies of the head and cervical spine

**COURSE ACTIVITIES / ASSIGNMENTS / REQUIRMENTS**

- Online lecture/video content
- Face-to-face lab techniques
- Practical Examinations

**COURSE EVALUATION**

Practical Exams (60%)

Lab Assignments (20%)

Attendance/Participation (20%)

### Grading Scale

A	=	100 – 90
B	=	89 – 80
C	=	79 - 70
D	=	69 – 60
F	=	59 - below

### COMPUTER AND INFORMATION TECHNOLOGY REQUIREMENTS

- Be sure to set up your active directory account. This will allow access to student email, Blazeview, Banner, Campus wifi, login access to lab computers, and access to other important resources.
  - If you are having trouble logging into one of these services, use the password reset feature.
  - If you are still having trouble after resetting your password, contact the Helpdesk at 229-245-4357
- Students must have access to a computer which meets the minimum requirements of VSU to access Blazeview. Computer labs are available in the following locations:
  - Library (7 open labs)
  - College of the Arts (3 open labs)
  - College of Arts & Sciences (4 open labs)
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  - University Center (6 open labs)
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- It is recommended that students locate and run the recommended browser Blazeview check upon initiation of the program, when initiating any new or different computer and anytime difficulties with the program occur.
  - It is important you take the time to assess and set up all of your individual systems.
  - You may need to contact your Internet service provider for connectivity issues.
  - Difficulties with any computer within the College of Nursing and Health Sciences should be reported using the help form from that computer if possible. When immediate assistance is needed these problems should be reported to College of Nursing and Health Sciences administrative staff.
- Students are responsible for safe computing.
  - Safe computing guide
  - Information resources acceptable use policy
  - Information security policy
- Microsoft Office® is the required software package. Please use version 2007 or newer to avoid file compatibility issues.
- ATI testing technical requirements and Kaplan include Adobe Acrobat Reader, Microsoft Internet Explorer 7 or higher or Mozilla-Firefox
- Sun Java Runtime Environment is required for all courses using Blazeview
- Adobe Reader and Realtime may also be required for certain material in courses.
- If you are need of technical equipment (laptop, voice recorder, remote presenter, projector, webcam, etc.), please visit the Odum Library Media Center to check out equipment.  
<http://www.valdosta.edu/academics/library/depts/media-center/>

### ATTENDANCE POLICY

Students are expected to attend class. It is the student's responsibility to make up any missed class work or information discussed in class. All assignments are due at the beginning of the class period on the due date. Students need to turn in assignments on or before the due date to avoid penalty. Students turning assignments in after the due date will have 10 points deducted for each day that the assignment is late. Tests must be taken on the date of the test. A missed test can be taken in extraordinary circumstances. This must be discussed with the instructor before the test is taken to reschedule a test date. If rescheduling before the test is taken is not possible due to an emergency situation, the student must contact the instructor as soon as possible. Make up work or alternative assignments will be determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situation. Missed quizzes will not be rescheduled. Tardiness and non-emergent absences are unacceptable. If you enter class late, and a quiz or exam is underway, you will not be given extra time to finish. Being late to class on two occasions will result in one absence. After

being tardy on two occasions, each subsequent tardy will be counted as an absence. Six (20%) or more absences will result in the student receiving a failing grade (F) for the class.

**WITHDRAWAL FROM COURSES POLICY** (from the VSU Catalog):

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty.

**PROFESSIONALISM**

The student is expected to communicate with the instructor in a professional manner no matter what type of communication is used (formal papers and assignments, email, texts, telephone, face to face communication, etc). Unprofessional communication will be identified and the student will be expected to correct unprofessional communications. The student is expected to interact with the instructor and peers in a professional manner. Students who exhibit unprofessional behavior or dispositions, dress or communication will be written up with the appropriate form: an Infraction Form, a CONHS Disposition Form and the University Student Conduct Form, <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/our-services.php> .

**SAFEASSIGN:**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeVIEW D2L. For more information on the use of SafeAssign at VSU see SafeAssign for Students (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).

**ACADEMIC INTEGRITY**

Per the VSU Student Handbook:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

A. Academic Integrity Violations: Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.
5. No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own. Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them. Some typical examples of plagiarism are:

- Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
- Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.
- Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

B. Academic Integrity Academic Response: Valdosta State University policy is that a violation of Appendix A, Section I may and should be handled by the professor, the student, and possibly the department head or academic dean concerned with the offense. Sanctions for an academic integrity violation should be outlined in the course syllabus.

Any faculty member who has documentation and/or suspects that academic dishonesty has occurred shall

1. gather all pertinent information, and
2. meet with the student or students involved, and
3. inform the student or students of the academic response to an alleged violation of academic integrity. The faculty member will notify his/her department head and/or dean of these decisions and may also contact the Student Conduct Office in the Dean of Students office for procedural clarification if desired.

The most severe action that may be administered by any faculty member is a grade of "F" in that particular course. This is an academic response and not a disciplinary recommendation. A student who wishes to appeal an academic response to an alleged violation of academic integrity may follow the grade appeal process (grade appeal form).

#### **TITLE IX STATEMENT**

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, [titleix@valosta.edu](mailto:titleix@valosta.edu), 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

#### **ACCESS STATEMENT**

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu).

#### **STUDENT OPINION OF INSTRUCTION**

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.



### **INCOMPLETES:**

A report of I (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of I requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F.

### **POLICY: FAILING GRADE IN ATP CURRICULUM:**

Students must be aware that a grade of F or D in a major course may result in a delay of graduation by as much as a year. The course may not be offered but once in an academic year. No mechanism exists, nor will one be devised, for making up the deficiency other than retaking the course when offered the next time.

### **APPROPRIATE BEHAVIOR IN CLASS**

In an effort to create a beneficial learning environment, please observe the following rules:

1. **Do not be late.** It is disruptive to both the instructor and other students. Repeated tardiness is considered to be disrespectful. If you arrive after class has started, **and you should not, do not disrupt the class.**
2. Please do not converse with classmates during class or lab time. This distracts other students, makes it hard for the students I am interacting with to hear me, and wastes time you could be using to practice your skills.
3. Listen to instructions in labs. I won't keep trying to talk over you.
4. Please ask questions when you have them. You are probably not the only student who would like to know the answer.
5. Please do not study for other courses or do assignments for other classes during this class time.
6. **CELL PHONES:** When the instructor informs you to put cell phones away (this means to place them in a book bag, purse, etc., so that they are completely out of sight and unable to be used) please do so immediately.

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**Important:** As the instructor of this course, I reserve the privilege to modify the educational experiences or topics dependent upon the progress and ability of the students taking this course.

## Instructor

Russ Hoff

Office: HSBA Building; Room# 2211

Office Phone: (229) 333-7196

SOHS Phone: (229) 253-2900

E-mail: [rhoff@valdosta.edu](mailto:rhoff@valdosta.edu)

Office Hours: To Be Posted On Office Door

## Tentative Course Agenda

Demonstrate the components of thoracic and lumbar spine pathologies: Clinical anatomy, clinical examination, pathologies of the thoracic and lumbar spine	(weeks 1-2)
Demonstrate the components of cervical spine pathologies: Clinical anatomy, clinical examination, pathologies of the cervical spine	(weeks 3-4)
Practical Exam	
Demonstrate the components of thoracic and abdominal pathologies: Clinical anatomy, clinical examination, pathologies of the thoracic spine and abdomen	(weeks 6-7)
Demonstrate the components of assessment of posture: Clinical anatomy, clinical examination, muscle length assessment, common postural deviations	(weeks 8-10)
Practical Exam	
Demonstrate the components of eye pathologies: Clinical anatomy, clinical examination, pathologies of the eye	(week 11)
Demonstrate the components of face and related structure pathologies: Clinical anatomy, clinical examination, pathologies of the face and related structures	(week 11)
Demonstrate head and cervical spine pathologies Clinical anatomy, clinical examination, pathologies of the head and cervical spine	(weeks 12-13)
Practical Exam	



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As a Blazer, I pledge to uphold the core principles of **Civility, Integrity, and Citizenship.**

## REQUEST FOR A NEW COURSE

Valdosta State University

**Date of Submission:** 02/24/2017 (mm/dd/yyyy)

**Department Initiating Request:**  
School of Health Sciences

**Faculty Member Requesting:**  
Chuck Conner

**Proposed New Course Prefix & Number:**  
(See course description abbreviations in the catalog for approved prefixes)  
HSHS 4300

**Proposed New Course Title:**  
Professionalism and Healthcare

**Proposed New Course Title Abbreviation:**  
(For student transcript, limit to 30 character spaces)  
Professional Healthcare

**Semester/Year to be Effective:**  
Fall/2018

**Estimated Frequency of Course Offering:**  
Annually

**Indicate if Course will be :**     Requirement for Major     Elective

**Lecture Hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Proposed Course Description:** (Follow current catalogue format and include prerequisites or co-requisites, cross listings, special requirements for admission or grading. A description of fifty words or fewer is preferred.) Prerequisite: Completion of Progression Requirements of Professional Program - The course provides students with information related to identifying and developing professional behaviors in healthcare professions. Information regarding assessing professional behavior and challenging unprofessional behavior will be addressed.

**Justification:** Select one or more of the following to indicate why the requested change will be beneficial, giving your justification. Include and/or append relevant supporting data.

- Improving student learning outcomes:
- Adopting current best practice(s) in field:
- Meeting Mandates of State/Federal/Outside Accrediting Agencies:
- Other: Replacement program for the Athletic Training Program that will be deactivated in May 2020. The Athletic Training Program is no longer a degree program option for students not currently in the admissions process.

**Source of Data to Support Suggested Change:**


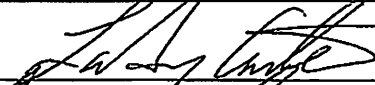
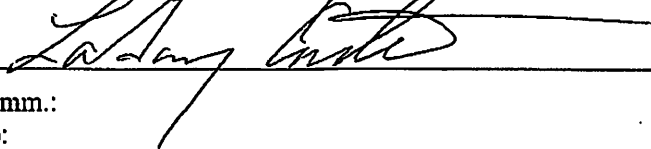
- Indirect Measures: SOIs, student, employer, or alumni surveys, etc.
- Direct Measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)

**Plans for assessing the effectiveness of the course in meeting program's learning outcomes (i.e., how does this course fit within the current program assessment plan and what sorts of data will be collected and evaluated to determine if the course is meeting stated program or course outcomes?)**

**Data Sources:**

- Indirect measures: SOIs, student, employer, or alumni surveys, etc.
- Direct measures: Materials collected and evaluated for program assessment purposes (tests, portfolios, specific assignments, etc.)
- Other:

**\*\*Attach a course syllabus with course outcomes/assessments and general education outcomes/assessments.\*\***

<b>Approvals:</b>	
Dept. Head: 	Date: 4-4-17
College/Division Exec. Comm.: 	Date: 4-4-17
Dean/Director: 	Date: 4-4-17
Graduate Exec. Comm.: (for graduate course):	Date:
Graduate Dean: (for graduate course):	Date:
Academic Committee:	Date:

Form last updated: January 6, 2010

**HSHS 4300  
Professionalism and Healthcare  
3 SEMESTER HOURS**

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**College of Nursing and Health Sciences  
Health Sciences  
Valdosta State University**

**REQUIRED TEXT**

Health Care Professionalism at a Glance by Thistlethwaite and McKimm

**COURSE DESCRIPTION**

The course provides students with information related to identifying and developing professional behaviors in healthcare professions. Information regarding assessing professional behavior and challenging unprofessional behavior will be addressed.

**LEARNING OUTCOMES FOR VSU'S CORE CURRICULUM**

All learning outcomes in the major continue to build upon those in VSU's Core Curriculum listed at <http://www.valdosta.edu/gec/ProposedNewLearningOutcomes.shtml>.

**COURSE OBJECTIVES**

- Describe the following components of professionalism:
  - What is professionalism, health professionalism, becoming a professional
- Describe the following components of learning to become a professional:
  - Informal learning, role models, principles of selection
- Describe the following components of professionalism in practice:
  - Behaviors, empathy, compassion, and altruism, self-care, reflective practice, values-based practice, cultural competency, sensitivity, and safety, bias and prejudice
- Describe the following components of working with patients:
  - Advocacy, safety, relationships, boundary crossing and violations, compliance, adherence, and shared decision-making, communication
- Describe the following components of working with others:
  - Teamwork, interprofessional practice, roles
- Describe the following components with issues and dilemmas:
  - Conflict, complaints

**COURSE ACTIVITIES / ASSIGNMENTS / REQUIRMENTS**

Classroom Lecture, Discussions

Classroom Participation

Written Exam

**COURSE EVALUATION**

Written Exam (80%)

Final Exam (20%)

**Grading Scale**

A	=	100 – 90
B	=	89 – 80
C	=	79 - 70
D	=	69 – 60

### **COMPUTER AND INFORMATION TECHNOLOGY REQUIREMENTS**

- Be sure to set up your active directory account. This will allow access to student email, Blazeview, Banner, Campus wifi, login access to lab computers, and access to other important resources.
  - If you are having trouble logging into one of these services, use the password reset feature.
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  - Information resources acceptable use policy
  - Information security policy
- Microsoft Office® is the required software package. Please use version 2007 or newer to avoid file compatibility issues.
- ATI testing technical requirements and Kaplan include Adobe Acrobat Reader, Microsoft Internet Explorer 7 or higher or Mozilla-Firefox
- Sun Java Runtime Environment is required for all courses using Blazeview
- Adobe Reader and Realtime may also be required for certain material in courses.
- If you are need of technical equipment (laptop, voice recorder, remote presenter, projector, webcam, etc.), please visit the Odum Library Media Center to check out equipment.  
<http://www.valdosta.edu/academics/library/depts/media-center/>

### **ATTENDANCE POLICY**

Students are expected to attend class. It is the student's responsibility to make up any missed class work or information discussed in class. All assignments are due at the beginning of the class period on the due date. Students need to turn in assignments on or before the due date to avoid penalty. Students turning assignments in after the due date will have 10 points deducted for each day that the assignment is late. Tests must be taken on the date of the test. A missed test can be taken in extraordinary circumstances. This must be discussed with the instructor before the test is taken to reschedule a test date. If rescheduling before the test is taken is not possible due to an emergency situation, the student must contact the instructor as soon as possible. Make up work or alternative assignments will be determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situation. Missed quizzes will not be rescheduled. Tardiness and non-emergent absences are unacceptable. If you enter class late, and a quiz or exam is underway, you will not be given extra time to finish. Being late to class on two occasions will result in one absence. After being tardy on two occasions, each subsequent tardy will be counted as an absence. Six (20%) or more absences will result in the student receiving a failing grade (F) for the class.

**WITHDRAWAL FROM COURSES POLICY** (from the VSU Catalog):

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty.

**PROFESSIONALISM**

The student is expected to communicate with the instructor in a professional manner no matter what type of communication is used (formal papers and assignments, email, texts, telephone, face to face communication, etc). Unprofessional communication will be identified and the student will be expected to correct unprofessional communications. The student is expected to interact with the instructor and peers in a professional manner. Students who exhibit unprofessional behavior or dispositions, dress or communication will be written up with the appropriate form: an Infraction Form, a CONHS Disposition Form and the University Student Conduct Form, <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/our-services.php> .

**SAFEASSIGN:**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeVIEW D2L. For more information on the use of SafeAssign at VSU see SafeAssign for Students (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).

**ACADEMIC INTEGRITY**

Per the VSU Student Handbook:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

A. Academic Integrity Violations: Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.
5. No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own. Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them. Some typical examples of plagiarism are:
  - Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
  - Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.



- Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

**B. Academic Integrity Academic Response:** Valdosta State University policy is that a violation of Appendix A, Section I may and should be handled by the professor, the student, and possibly the department head or academic dean concerned with the offense. Sanctions for an academic integrity violation should be outlined in the course syllabus.

Any faculty member who has documentation and/or suspects that academic dishonesty has occurred shall

1. gather all pertinent information, and
2. meet with the student or students involved, and
3. inform the student or students of the academic response to an alleged violation of academic integrity. The faculty member will notify his/her department head and/or dean of these decisions and may also contact the Student Conduct Office in the Dean of Students office for procedural clarification if desired.

The most severe action that may be administered by any faculty member is a grade of "F" in that particular course. This is an academic response and not a disciplinary recommendation. A student who wishes to appeal an academic response to an alleged violation of academic integrity may follow the grade appeal process (grade appeal form).

#### **TITLE IX STATEMENT**

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, [tileix@valosta.edu](mailto:tileix@valosta.edu), 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

#### **ACCESS STATEMENT**

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu).

#### **STUDENT OPINION OF INSTRUCTION**

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

#### **INCOMPLETES:**

A report of I (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of I requires the subsequent

completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F.

#### **POLICY: FAILING GRADE IN ATP CURRICULUM:**

Students must be aware that a grade of F or D in a major course may result in a delay of graduation by as much as a year. The course may not be offered but once in an academic year. No mechanism exists, nor will one be devised, for making up the deficiency other than retaking the course when offered the next time.

#### **APPROPRIATE BEHAVIOR IN CLASS**

In an effort to create a beneficial learning environment, please observe the following rules:

1. **Do not be late.** It is disruptive to both the instructor and other students. Repeated tardiness is considered to be disrespectful. If you arrive after class has started, **and you should not**, do not disrupt the class.
2. Please do not converse with classmates during class or lab time. This distracts other students, makes it hard for the students I am interacting with to hear me, and wastes time you could be using to practice your skills.
3. Listen to instructions in labs. I won't keep trying to talk over you.
4. Please ask questions when you have them. You are probably not the only student who would like to know the answer.
5. Please do not study for other courses or do assignments for other classes during this class time.
6. **CELL PHONES:** When the instructor informs you to put cell phones away (this means to place them in a book bag, purse, etc., so that they are completely out of sight and unable to be used) please do so immediately.

#### **STUDENT ACADEMIC IRREGULARITIES**

No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory, report, examination, or other assignment included in any academic course. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University. Plagiarism is prohibited. Themes, essays, term papers, test, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged. VSU policy is that under the established process a violation of Section A may and should be handled by the professor, the student and possible the department head or dean concerned with the offense. However, the most severe sanction that may be administered through this process is to give a grade "F" in the course. If a stronger sanction is felt to be needed, or if an agreement cannot be reached between the above parties concerning the incident, it is no longer a matter that addresses itself to the academic school or division. In such cases where a student may continue to violate Section A (Academic Irregularity) after he or she has been warned or sanctioned by one or more professors, he or she should then be referred to the Dean of Students where official charges may be drawn up and the student subjected to the established disciplinary process.

**Important:** As the instructor of this course, I reserve the privilege to modify the educational experiences or topics dependent upon the progress and ability of the students taking this course.

#### **Instructor**

Russ Hoff

Office: HSBA Building; Room# 2211

Office Phone: (229) 333-7196

SOHS Phone: (229) 253-2900

E-mail: [rhoff@valdosta.edu](mailto:rhoff@valdosta.edu)

Office Hours: To Be Posted On Office Door

**Tentative Course Agenda**

Components of Professionalism	(weeks 1-3)
Components of Becoming a Professional Exam	(weeks 4-5)
Components of Professionalism in Practice	(weeks 6-8)
Working with Patients Exam	(weeks 9-10)
Working with Others	(weeks 11-12)
Issues and Dilemmas Exam	(weeks 13-14)
Final Exam	



Valdosta State University is a learning environment based on trust and mutual respect in which open dialogue, vigorous debate, and the free exchange of ideas are welcome. The University is equally dedicated to the core values of community, including a commitment to practice **civility, integrity, and citizenship**. As members of this community, and proud Blazers, we will strive to uphold these core values for the advancement of the University.

**Civility**- A Blazer shows *courtesy* and *compassion* as well as *respect* for the *dignity* of every human being.

**Integrity** -Each Blazer is *responsible* for his or her own actions, and our *community* is stronger when we contemplate the context of our decisions and uphold the principles of *trust* and *honesty*.

**Citizenship** – Every Blazer has an interest in the well-being of the *community*, and, therefore, a duty to stay informed, to make *positive* contributions, and to offer support to those who need help.

As a Blazer, I pledge to uphold the core principles of **Civility, Integrity, and Citizenship**.