


# Course Syllabus



## HLC51 - Section 5063

# Introduction to Health Careers - Course Syllabus

Download: [Tentative Schedule \(https://canvas.santarosa.edu/courses/76665/files/10258725?wrap=1\)](https://canvas.santarosa.edu/courses/76665/files/10258725?wrap=1) ↓  
([https://canvas.santarosa.edu/courses/76665/files/10258725/download?download\\_frd=1](https://canvas.santarosa.edu/courses/76665/files/10258725/download?download_frd=1))  - Update  
1/3/2025

(<https://canvas.santarosa.edu/courses/76665/files/10229677?wrap=1>)

## Course Description

In this course, students will focus on assessment and career research in the development of a healthcare career plan. Careers include but are not limited to Nursing, Nursing Assistant, Nutrition, Dental Hygiene, Dental Assisting, Medical Assisting, Radiologic Technology, and Pharmacy Technician. Emphasis is on identifying interests, personality testing values clarification, career information, research skills, individual skills assessment, decision making, communication, teamwork, inter-professional education, and goal setting specifically in the healthcare field. The course also covers healthcare job trends, education, and licensure requirements.

## Student Learning Outcomes

After this course, the student should be able to:

1. Develop personal, educational, and healthcare career goals and create educational plans to reach these goals.
2. Identify and use resources for researching potential healthcare careers.

## Class Meetings

There are weekly mandatory Zoom meetings for this class.

**Mondays 6-8:30 PM**

## Join Zoom Meeting

<https://santarosa-edu.zoom.us/j/86595291195> ↗ (<https://santarosa-edu.zoom.us/j/86595291195>)

Meeting ID: 865 9529 1195

Please refer to the due dates listed on assignments and in each module overview.

## Instructor Contact

Mari Morris, MAS, RD

Email: [mmorris@santarosa.edu](mailto:mmorris@santarosa.edu)

Phone: (707) 527-4999 Ext# 5386

Office Hours: Mondays 5:10 - 6 PM

## Join Zoom Meeting

<https://santarosa-edu.zoom.us/j/86595291195> ↗ (<https://santarosa-edu.zoom.us/j/86595291195>)

Meeting ID: 865 9529 1195

<https://santarosa-edu.zoom.us/j/86071849838>

I respond to emails within 48 hours.

## Course Web Site

Students will use the Canvas course website for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades.

## Textbook and Materials

Required: Introduction to Health Care & Careers. DeLaet, Roxanne. Jones and Bartlett Learning. 2020.

Optional: Career Choices and Changes: A Workbook to Discover Who You Are, What You Want, and How to Get It. 6th Ed. Bingham, Mary and Sandy Stryker. Academic Innovations, 2017

## Required Software

You will need the following software for this course.

- [Adobe Reader \(http://get.adobe.com/reader/\)](http://get.adobe.com/reader/)

- Open Office or Google Documents

## Important Dates

<b>Date Class Begins:</b>	<b>1/13/2025</b>	<b>FIRST CENSUS DATE:</b>	<b>2/3/2025</b>
<b>Date Class Ends:</b>	<b>5/12/2025</b>	<b>Last Day Drop for Refund:</b>	<b>1/27/2025</b>
<b>Last Day Add w/o add code:</b>	<b>1/13/2025</b>	<b>Last Day Drop w/o W:</b>	<b>2/3/2025</b>
<b>Last Day Add with add code:</b>	<b>2/3/2025</b>	<b>Last Day Drop with W:</b>	<b>4/20/2025</b>
<b>Date Final Exam:</b>	<b>5/12/2025</b>		

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of the course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences or non-participation for two weeks, the instructor may drop a student.

## Instructor Announcements and Q&A Forum

The instructor will post announcements on the “Instructor Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A “[Q&A Forum](https://canvas.santarosa.edu/courses/70407/discussion_topics/698125) ([https://canvas.santarosa.edu/courses/70407/discussion\\_topics/698125](https://canvas.santarosa.edu/courses/70407/discussion_topics/698125))” is also on Canvas to ask for assistance from your classmates or instructor.

## Attendance

Students who fail to log in to this course after the second day of the semester will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row you contact me to avoid being dropped from the class. A substantial portion of your grade relies on you attending the live Zoom meetings, attendance, participation, and synchronous activities.

## Grades and Assignments

<b>Assignment/Activity</b>	<b>Percent of Grade</b>
Problem Solving: Discussions and Activities	20%

Writing: Weekly Reflections/Summaries	30%
Quizzes x 8	20%
Culminating Project: Portfolio	20%
Participation: Answering and asking questions during class	10%

## Late Policy

Pework and reading need to be completed before Zoom meetings. All assignments are due by 11:59 pm on the due date. Late submissions may receive a 20% penalty. Please reach out to the instructor if you fall behind on assignments to avoid penalty.

## Grading Policy

Visit the “Grades” in Canvas to keep track of your grades. I grade once a week and post grades and comments on the online [Canvas Gradebook. \(https://canvas.santarosa.edu/courses/70407/grades\)](https://canvas.santarosa.edu/courses/70407/grades)

Grades will be assigned as follows:

<b>A</b>	90%+
<b>B</b>	80%-89%
<b>C</b>	70%-79%
<b>D</b>	60%-69%

## Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is the basis for referral to the Vice President of Student Services or dismissal from class or the College. See the [Student Code of Conduct page. \(https://student-conduct.santarosa.edu/\)](https://student-conduct.santarosa.edu/)

Collaborating on or copying tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share

information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#)

(<http://srjctstaff.santarosa.edu/~jroyal/research/plagiarism/plagiarism.html>).

[SRJC's policy on Academic Integrity \(http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C\)](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)

## Other Important Policies and Practices

### Avoid Plagiarism Like the, er, Plague

Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent in higher education.

The video below reviews what plagiarism is and how not to do it.

[Plagiarism: How to avoid it \(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)



[\\_ \(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)

This activity tests your knowledge of plagiarism (not graded): [Self-check: Plagiarism \(%24CANVAS\\_OBJECT\\_REFERENCE%24/quizzes/i696b19c1010f6ed1b5e76a0cc2d518b2\)](#)

### Netiquette or Why Is It Harder to Be Polite Online?

*Netiquette* refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes, humor can be misread as criticism or personal attack. Feel free to use emoticons like 😊 for a smiley face to let others know you are trying to be humorous.
- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs — review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

## Disability Resources

Students with disabilities who believe they need accommodations in this class are encouraged to contact [Disability Resources \(527-4278\) \(https://drd.santarosa.edu/\)](https://drd.santarosa.edu/) as soon as possible to ensure better such accommodations are implemented in a timely fashion.