

**Syllabus – Fall 2023**  
**HSW 100, section 3 - Hybrid**  
**Student Success in Health and Wellness Professions (1 credit)**

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CPS 240C

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### Class Day, Time, and Location

**Section 2** meets on **Mondays from 10:00 – 10:50 a.m. in CPS 228. Our first in-person class meeting is on Monday, September 11.** Occasionally, our section will join another section of HSW 100 and meet in D102 Sci Bldg. When that happens, it will be announced in class and as an announcement in Canvas. Since this course is taught in a hybrid format, there are online lectures and content that you need to complete during the first week of the semester.

If you have questions during the first week of this course, you can email me at bkonietz@uwsp.edu or set up a time to meet with me during office hours.

### Course Description

Discover your purpose in health sciences and wellness. This course provides students with a foundation for college success and an introduction to the various health and service professions, resources for career planning, and key concepts in interprofessional skills, professional ethics, interdisciplinary teams, and person-centered approach.

### Course Learning Outcomes (CLOs)

1. Practice skills contributing to professionalism including active listening and oral communication abilities, empathy, compassion and using a person-focused approach.
2. Explore ethical principles while applying them to ethical practice.
3. Develop an appreciation for people’s varying backgrounds, diversity, uniqueness, and complexity while considering an individual’s needs to formulate a person-centered approach for service.
4. Develop skills for becoming successful students and future professionals.

### Evaluation/Course Requirements

Assignments	Points	Learning Outcomes Met (#)
Exploring Health and Helping Professions	20	CLO 1, 4
Attend a Student Organization Meeting	10	CLO 1, 4
Career Assessment	10	CLO 1, 4

Schedule a Personal Success Meeting with a Peer Adviser	10	CLO 1, 4
Communication / Listening Assignment	10	CLO 1, 3, 4
Individual Development Plan	20	CLO 4
Implicit Bias Test and Reflection	10	CLO 1, 2, 3, 4
Scavenger Hunt Assignment	15	CLO 4
3 Discussion posts	15	CLO 1, 2, 3, 4
3 Quizzes	20	CLO 1, 2, 4
In-class activities, refer to policy on attendance	60 tentative	CLO 1, 2, 3, 4
Total	200	

### Learning Management System

This course uses Canvas, the Learning Management System (LMS) utilized across the UW System. Canvas can be accessed via a launch portal at [www.uwsp.edu/canvas](http://www.uwsp.edu/canvas) using your campus login and password. Help in Canvas is available at the bottom of the launch portal, and through the “Help” menu within Canvas. A student orientation / training course is available for self-registration at <https://uws.instructure.com/enroll/FNRAL8>.

### Course Materials

There will be documents and links shared on the Canvas course site.

### Class Participation Via Canvas

All course material is accessible in Canvas. Students are expected to access course material in a timely manner and complete assignments by the posted due date. To pace yourself, you should work on one unit each week. Technology can be a challenge, especially in rural areas. Be sure you have the [minimum computer and internet configurations for Canvas](#) and access to a stable internet connection (don't rely on cellular). If you have any questions about the capabilities of your technology contact [IT Service Desk](#) (715-346-4357; [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)).

### Student Recording and Sharing Class Lecture and Materials

Lecture materials and recordings for HSW 100, sections 1, 2, 3, and 4, are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record lectures without our permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1](#)

Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructors' express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

### Inclusivity Statement

It is our intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is our intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

### Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

### Assignments

All assignments are to be submitted electronically on Canvas on **Sundays by 11:59 p.m. of the due date**. Use word processing software that is compatible with the default UWSP software Microsoft Word or PDF format. Please do not email assignments unless it has been approved by the instructor.

Check to be sure you are submitting the correct assignment file. One way to distinguish between the completed assignment from the assignment instructions is to add your name to the file name of your completed document. If the wrong document is submitted, it will be considered late.

Be sure to pay attention to deadlines – there will be no make-up quizzes without a serious and compelling reason. Assignments not submitted on time will have point deductions of 10% and an additional 10% for each day it is late beyond the due date unless **prior arrangements** have been made with the course instructor. The instructor reserves the right to determine if there are extenuating circumstances.

### Grading Scale

93-100% =A	77-79.9% = C+	<60% = F
90-92.9% = A-	73-76.9% = C	
87-89.9% = B+	70-72.9% = C-	

83-86.9% = B	67-69.9% = D+	
80-82.9% = B-	60-66.9% = D	

## Viewing Grades in Canvas

Points you receive for graded activities will be posted to Canvas Grade Book. Click on the Grades link to view your points. I will update the online grades each time a grading session has been complete – typically within one week following the assignment due date. You will see a visual indication of new grades posted on your Canvas home page under the link to this course.

## Communicate Clearly

Remember some instructors receive as many as 100 emails per day. Yours should be clear, concise, and professional so that your issues can be responded to effectively. Include the entire thread of an ongoing email conversation so that your instructor can recall the history of your issue without searching for other emails you have sent. Sign off with your first and last name. We will not open attachments without messages or messages that are illegible.

## Attendance

Our class will meet in-person during our scheduled class time. The tentative schedule located on the last page of this document lists all our meeting dates. Throughout the semester, there will be points assigned to in-class activities. To be considered for making up a missed activity, you must notify the instructor **prior to** the class. It is up to the instructor to evaluate if the excuse is valid before extending the makeup opportunity. Please know that it is always best to maintain an open channel of communication with the instructor.

If you decide to drop a class, please do so using AccesSPoint or by contacting the Office of the Registrar. Changes in class enrollment may impact your tuition and fee balance, financial aid award and veterans educational benefit.

- If you must be absent during the term, tell your instructor prior to the class you will miss. If you cannot reach your instructor(s) in an emergency, contact the Dean of Students Office at 715-346-2611 or [DOS@uwsp.edu](mailto:DOS@uwsp.edu) .
- If you are dropped from a class due to non-participation, you may only be reinstated to the class section using the class add process. Reinstatement to the same section or course is not guaranteed. Your instructors will explain their specific attendance policies to be followed at the beginning of each course.
- If you are unable to participate because of emergencies, illness, or the like, your instructors will give you a reasonable amount of help in making up the work you have missed.
- If you enroll in a course and cannot begin participating until after classes have already started, you must first get permission from the department offering the course. Otherwise, you may be required to drop the course.

## Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student has maintained regular contact with the course instructor about his/her situation. All incomplete course assignments must be completed by the last day of classes of the following semester.

### **Absences due to Military Service**

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Call-Up Guidelines - Financial Aid and Veteran Services | UWSP](#)

### **Religious Beliefs Accommodation**

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

### **Equal Access for Students with Disabilities**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such an evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor, and contact the [Disability Resource Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.*

## Help Resources:

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science: <a href="#">TLC website</a>	Academic and Career Advising Center: <a href="#">ACAC website</a>	Dean of Students Office: <a href="#">DOS website</a>	Counseling Center: <a href="#">website</a>  Student Health Service: <a href="#">website</a>

## UWSP Service Desk

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu) or at (715) 346-4357 (HELP) or visit this [link for more information](#).

## Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructors, we may contact the Office of the Dean of Students if we sense you are in need of additional support which we may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

## Academic Honesty

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

*UWSP 14.03 Academic misconduct subject to disciplinary action.*

- (1) Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;

- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to:

- Cheating on an examination
- Collaborating with others in work to be presented, contrary to the stated rules of the course
- Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
- Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
- Stealing examinations or course materials
- Submitting, if contrary to the rules of a course, work previously presented in another course
- Tampering with the laboratory experiment or computer program of another student
- Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructors to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

## Other Campus Policies:

### Campus Emergency Procedures

See UW-Stevens Point Emergency Procedures at [Emergency Procedures - Emergency Management | UWSP](#) for details on all emergency response at UW-Stevens Point.”

### Clery Act

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

### Copyright infringement

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

## Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

## FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student’s education records, without consent, to another school in which the student seeks or intends to enroll.

## Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).



## Tentative Schedule HSW 100, Section 1 Hybrid

<b>Class Day</b>	<b>Online Lectures &amp; Content Access on your own</b>	<b>Meet in-person on Scheduled Monday at 11:00 a.m. in CPS 228, unless otherwise noted</b>	<b>Assignments due by Sunday 11:59 p.m.</b>
None	Welcome Video Read over the syllabus Discussion Post 1	<b>No class meeting this week</b> If you have questions, please email, or set up a meeting with me	<b>9/10 - Discussion Post 1, Introduction</b>
9/11	Health and Helping Careers, Personal Wellness Discussion Post 2	<b>Class meeting-</b> Time management tools and strategies; “aha” moments	<b>9/17 - Discussion Post 2, Health Professions and Strength Traits</b>
9/18	Parade of Instructor Videos – view on your own	<b>Class meeting</b> - Study skills, Collaboration	
9/25	Professionalism Exploring Health and Helping Professions	<b>Class meeting</b> – SHSW program representatives Sections 1 & 2 meet in Sci D102	<b>10/1 - Professionalism Quiz</b>
10/2	Patient-centered care, health care systems	<b>Class meeting</b> – Student Organizations	<b>10/8 – Exploring Health and Helping Professions</b>
10/9	Career development	<b>Class meeting</b> - Career assessment	<b>10/15 - Career Assessment Results</b>
10/16	Ethics	<b>Class meeting</b> - Ethical Case Studies	<b>10/22 – Ethics Quiz</b>
10/23	SMART goals	<b>Class meeting</b> – WOOP SMART Goals, Resilience Sections 1 & 2 meet in Sci D102	<b>10/29 - Schedule a Personal Success Meeting</b>
10/30	Individual Development, Personal Success Plan	<b>Class meeting</b> - Personal plans	
11/6	Resume Development	<b>Class meeting</b> – Resume Building	<b>11/12 – Resume Quiz</b>
11/13	Communication / Listening	<b>Class meeting</b> - Listening activity	<b>11/19 – Communication &amp; Listening Assignment.</b>
11/20	Leadership	<b>Class meeting</b> - Leadership activity and discussion	<b>Complete Personal Success meeting by this week</b>
11/27	Social determinants of health (SDH) Implicit Bias	<b>Class meeting</b> – Financial Literacy Sections 1 & 2 meet in Sci D102	<b>12/3 – Individual Development Plan</b> <b>12/3 - Discussion Post 3, Disparities during the Pandemic</b>
12/4	Overview of medical system, patient rights	<b>Class meeting</b> – Health Insurance 101	<b>12/10 – Implicit Bias Test and Reflection</b> <b>12/10 – Attended a Student Organization Meeting</b>
12/11	Teamwork and collaboration, wrap up	<b>Class meeting</b> – IPP and IPE	<b>12/17 – Scavenger Hunt Assignment</b>