Assessment of Accumulated Knowledge

Course Description

1 sem. hr. (1:0) Provides an assessment of student knowledge garnered from Health Science program course work. Allows creation of a business resume and mock interview experience. Prepares students for the capstone Practicum course. Prerequisite: Completion of 3000 level courses

Learning Objectives

1. Assess student knowledge in the areas of healthcare management and administration focusing on the specific skills, competencies, and points of view needed by professionals in the field.
2. Identify knowledge gaps and provide resources to address student needs.
3. Utilize the assessments to guide Practicum placement and career planning.
4. Support students in choosing and preparing for a Practicum placement which will provide them with a constructive experience.
5. Students will demonstrate the accumulated knowledge gained from the Health Science curriculum by earning a successful (75% or better) grade on the survey exam.
6. Students will complete a self-assessment to identify strengths and weaknesses relevant to a future career as a healthcare manager.
7. Develop and complete a professional resume.
8. Identify short and long-term career objectives.
9. Clarify internship objectives and expected accomplishments.
10. Understand the professional work and appropriate internship behavior needed to be successful.
11. Participate in the employment interview process by means of a mock interview.
12. Understand various employment opportunities in the health administration field.

Major Course Requirements

Discussions - 10 targeted discussions @ 30 points each
Survey Exam – Objective @ 100 points
Student Self-Assessment – 50 points
Career Assessment – 50 points
Resume – 50 points
Mock Job Interview – 50 points

Grading Scale
A – 90-100
B – 83-89
C – 75-82
D – 65-74
F – below 65

Required or Recommended Readings


Recommended or Supplemental Reading:

Website: https://career-services.tamucc.edu/
List of Supplies: Access to pc or tablet and internet connection

Course Requirements

1. Students are expected to have access to a computer that can support Bb applications and all related course materials. A backup plan should be in place if normal computer access becomes unavailable, i.e. arrange use of a computer elsewhere.
2. Any problems with technology, computer, internet browsers, internet connections, Bb or other applications should be dealt with through the IT (information technology) helpline at (361) 825-2692 or computer.helpline@tamucc.edu.
3. Any problems understanding the assignments or due dates should be brought to the attention of the instructor, preferably within the first week of class.
4. Students are expected to complete the course orientation and review modules prior to beginning work on course content.
5. All e-mail communication with the instructor should occur through Bb, unless otherwise noted. Bb mail and announcements should be reviewed at least every 48 hours.
6. All assignments are due by 11:59 pm on the scheduled date unless other arrangements have been made with the instructor before the due date. Respectful and timely participation in discussion forums is required. Since it is assumed each student will be prepared for discussions, all contributions will be considered knowledgeable contributions. Disrespect in any form will NOT be tolerated.
7. All information disclosed through course chats or discussions is confidential and should not be shared with others outside the context of this course.
8. Students should notify the instructor if they withdraw from the course and should not attempt to access course materials once they have withdrawn.

9. Students are expected to complete a course evaluation at the end of the course.

10. Students can expect the instructor to grade assignments within 2 weeks of submission unless otherwise informed.

Course Policies

**Attendance/tardiness**
Students are expected to attend all scheduled classes and arrive at the time stated in the course information.

**Instructor policies:**
Written assignments: Students are expected to follow instructions associated with the assignments for this course. Students should use the APA Publication Manual, 6th Edition as a reference for formatting and organizing written assignments. Points will be deducted for poorly written papers.

Students are expected to review the syllabus and course calendar throughout the semester to ensure that they complete class assignments correctly. Additional information may be found in the course Blackboard shell.

**CONHS and University Policies:**

**Evaluation Input from Students**
The faculty of the College of Nursing and Health Sciences places great value on evaluative input from students. Evaluation of courses, instructors and clinical facilities provides the College with important data which is used to strengthen the program. Data is analyzed as to trends and themes and is important to curriculum and sequencing decisions. All evaluations for courses posted are online. The online mechanism allows us the opportunity to tabulate and store information in order to analyze trends within the curriculum. Please be assured that this information is secured and not released until after grades are submitted. No names are available to faculty. In order to garner some reliability and validity, the College must have representative data from the student population. That representation, based on the literature, has been set at 70%. The College is anticipating that students will thoughtfully participate in the evaluation process which will assist the faculty with the growth of the program. A link to evaluations will be available on Blackboard toward the end of the semester. Thank you in advance for your assistance with the evaluation process.

**Academic Integrity and Honesty**
It is expected that University students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all
forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one’s own). Please see the following sites for additional information: University Student Handbook and Code of Conduct: http://www.tamucc.edu/~studentsUniversity catalog related to academic integrity and honesty: http://catalog.tamucc.edu/ University Rules and Procedures: University Procedure 13.02.99.C3.01 Academic Misconduct Cases

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at 361.825.5816 or visit the office in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disabilities Services office for assistance at (361) 825-5816.

Title IX
As part of the Texas A & M Corpus Christi University policy, pregnant students are urged to contact the Title IX office for facilitation of academic issues impacted by pregnancy, delivery and subsequent complications. Contact information: Mr. Samuel Ramirez, Title IX Coordinator or Ms. Rosie Ruiz, Deputy Title IX Coordinator (825-5826).

Active Military Duty
Active duty military personnel, military spouses, and veterans with special circumstances (eg: deployment, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the course and clinical instructor.

Grade Appeals Process
The College of Nursing and Health Sciences (CONHS) adheres to the University’s student grade appeal procedures described in Section 13.02.99.C2.01 (revised May, 2013) and follows those guidelines. See http://academicaffairs.tamucc.edu/Rules_Procedures/ for the University procedure and see http://conhs.tamucc.edu/shb/ for the CONHS process identified in the Student Handbook.

Support Services
Students are encouraged to seek faculty assistance in accessing University Services, including tutoring, health services, personal counseling, degree counseling, financial aid, learning resources, job/work placement, career guidance, and computer/technical support/instruction. If a student is interested in other support services provided by the University, the student is encouraged by the College of Nursing and Health Sciences and the University to seek these services.
Syllabus  
(*course outline*)

- **Week 1**: Introduction; Career Discussion 1  
- **Week 2**: Survey Exam; Career Discussion 2  
- **Week 3**: Student Self-Assessment; Career Discussion 3  
- **Week 4**: Career Assessment; Career Discussion 4  
- **Week 5**: Resume Preparation; Career Discussion 5  
- **Week 6**: Mock Job Interview; Career Discussion 6  
- **Week 7**: Review of selected information from prior coursework; Career Discussion 7  
- **Week 8**: Review of selected information from prior coursework; Career Discussion 8  
- **Week 9**: Review of selected information from prior coursework; Career Discussion 9  
- **Week 10**: Review of selected information from prior coursework; Career Discussion 10  
- **Week 11**: Review of selected information from prior coursework  
- **Week 12**: Review of selected information from prior coursework  
- **Week 13**: Review of selected information from prior coursework  
- **Week 14**: Preparation for Practicum  
- **Week 15**: Practicum Site Selection