

Course Description and Learning Outcomes:

Learning Outcomes

Faculty Pathway Specialist(s) (Please include name, email and office hours):

Mary Brown, mary.brown2521@sinclair.edu

I am typically available to Monday through Thursday from 8:30 to 2:30 online. Often online Friday mornings. Can always arrange a time to talk around your school schedule.

Resources Needed to Offer Course (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):

It is NOT required that the school purchase course material, newest edition is embedded into course as OER, every student has access through course shell. Students will need access to computers, access to eLearn, and Google Docs

What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary?

This course is mostly online with the four team assignments done within the classroom. Starting FALL 2020, the course will contain material for both the original format and a fully online format with the team projects being done using discussion boards. It is HIGHLY recommended that the original format be followed as it is actually easier for the students. HOWEVER, the alternative format is being made available due to Covid-19.

How is the final grade for the course determined? (Please list all required assignments, assessments, etc.)

Each assignment is assessed by points and points are used to determine final grade. Standard grading scale is based on points. Rounding up only happens if student is .5 or higher. There are a total of 13 chapter quizzes, 6 library quizzes, 6 grammar quizzes, 4 team projects, 6 additional graded discussions, 11 dropbox assignments, 4 SCORM lesson assignment and final service learning project. Quizzes and SCORM lessons are automatically graded and populated to the gradebook. Rubrics are used and required for all graded assignment EXCEPT quizzes and the 4 SCORM lesson assignments. In addition, instructor must complete the college-wide information literacy required general education rubric that is based on the six library quiz scores.

Who is responsible for grading the required assignments and/or assessments? (faculty or instructor?)

High School Instructors complete grades, and must be posted in eLearn. If incomplete or missing assignments, grade will be recorded as zero.

What is the grading scale for the course?

This course uses the normal grading scale – 90 – 100 A and so on Students must receive a minimum 70% to receive credit for this course.

Must students access the eLearn shell regularly to complete requirements?

Required that all students utilize eLearn to complete all assignments, tests, quizzes and submit through eLearn.

Does the course require access to YouTube, GoogleDrive, etc.?

Highly recommended that students use Google drive to save documents. YouTube assigned videos are also required to view for the course.

Additional course details or requirements important for instructors not covered above:

From Faculty Mary Brown: I do work with high school faculty to help them with learning and working through the course especially when they first start. I HIGHLY RECOMMEND that ALL students complete the How to Succeed in eLearn prior to starting the course. I try to either hold an information meeting prior to the start of each fall and/or offer a listing of everything that has changed since the previous year so instructors are aware and ready for the changes. Each topic has an instructor guide that outlines what is involved in the lesson and the deliverables (graded assignments) for that lesson.

Most common (or popular) degrees this course is in?

All Health Science degrees except Health Information Management (HIM) requires this course in their curriculum. HIM requires this in their short term Medical Coding Certificate.