

**SCHOOL OF BIOMEDICAL SCIENCES**

**COURSE SYLLABUS**

**XXXXXX**

XXXXXX to XXXXXX

**COURSE DIRECTOR**

XXXXXX

Office location:

Office hours:

Telephone:

E-mail:

**Administrative support**

**XXXXXXXXXXXX**

Office location:

Office hours:

Telephone:

E-mail:

**Academic Student Navigator**

XXXXXX

Office location:

Office hours:

Telephone:

E-mail:

**course FACULTY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lecturers** | **Telephone No.** | **Email Address** | **Office**  |
| XXXXXX | XXXXX | XXXXXX | XXXXXX |
| XXXXXX | XXXXX | XXXXXX | XXXXXX |
| XXXXXX | XXXXX | XXXXXX | XXXXXX |
| XXXXXX | XXXXX | XXXXXX | XXXXXX |
| XXXXXX | XXXXX | XXXXXX | XXXXXX |
| XXXXXX | XXXXX | XXXXXX | XXXXXX |

**Course Prerequisites**

XXXXXX

**CREDIT HOURS**

XXXXXX

**CLASS WEBSITE**

All Core Course information will be posted on Canvas. To get to Canvas: <http://canvas.unthsc.edu>

You will need your EUID (EIS login) and password (i.e., the one you use for Outlook).

FAQ and technical Support:

Canvas Support: CANVAS@unthsc.edu

Phone: 817-735-2943

**COURSE DESCRIPTION**

XXXXXX

 **COURSE GOALS: Student should be able to demonstrate verbally and in writing**

1. XXXXXX
2. XXXXXX

 **REQUIRED TEXTBOOK(S)**

Unless otherwise indicated, the relevant pages/chapters of the following textbook is Assigned Reading:

XXXXXX

Required readings from this textbook are available to students both in hardcopy (on 2 hour reserve in the library) and also available for students online through the UNTHSC library’s e-book collection through Access Medicine under the textbooks tab and the heading Lange educational library at:

**REQUIRED CONTENT ON RESERVE ON-LINE**

[XXXXXX](https://accesspharmacy-mhmedical-com.proxy.unthsc.edu/book.aspx?bookid=2988)

Additional reading material may be assigned by individual lecturers

**COMMUNICATIONS**

The Course Director will post updates through the Announcements tool in Canvas on upcoming activities, issues raised by students or TAs, and any substantive changes that need to be addressed while the course is in session. The students are responsible for ensuring that they set their notification preferences in Canvas appropriately to receive these messages.

Part of learning and working in a professional environment is communication. As students, you are also each other’s best instructors. If you have questions regarding the subject matter or in the readings and auxiliary materials, PLEASE post any of your general questions on the designated Tutorials Discussion boards as detailed below. Any questions of a personal nature or technical issues should be emailed to the Course Director and a response can be expected within 24 hours.

**Contacting Instructors**

Students are highly encouraged to contact the course director, faculty or TAs if they have questions regarding any of the course materials, assignments or grading. Email messages should be sent to the instructors or TAs from within Canvas. Students wishing to meet with the instructors should arrange for video conference times with Mr. Derrick Smith (Academic Program Specialist).

**ACADEMIC PERFORMANCE EXPECTATIONS**

* Students are expected to proceed through the online modules in a timely manner.
* Students will be held accountable for all material assigned in the course and be expected to develop a working knowledge in the study design applications and the statistical principles and tests presented.
* Student are expected to participate in Discussion Board assignments in a substantive and timely manner and have their initial posting loaded by the prescribed times.

**ATTENDANCE EXPECTATIONS**

Should a student need to miss class the day of a graded assignment for any reason, it is expected that he/she inform the course instructor by phone, email or in person prior to the class (only emergency situations will be exempt from this expectation). Students can submit the online excused absence request via their MYHSC portal under academics. An instructor may request the Registrar to drop a student from a course for lack of participation or one unexcused absence. Details regarding attendance policies are outlined in the UNTHSC Catalog: <http://catalog.unthsc.edu/>

**Make-Up Examinations**

A make-up examination is defined as an examination administered to a student in lieu of a regular course examination when the student has (1) arranged in advance to take an examination early or late or (2) missed taking a regularly scheduled examination. Make-up examinations are given only in the case of an approved absence or a documented medical excuse.

Approval is required from the Assistant Dean (Core Program Director) to authorize a make- up examination. If a make-up examination is not authorized by the Assistant Dean, the student may appeal to the Dean. After consulting with the Assistant Dean, the Dean will make the final decision on the appeal. A student who misses a scheduled examination without receiving approval by the Assistant Dean, or Dean to either take an early or late examination or to make up a missed examination, will receive a grade of zero for that examination.

To request an early or late make-up examination, a student must complete an excused absence form requesting a make-up examination from the Assistant Dean. In the case of an early examination, the completed form must be submitted at least five days before the date of the exam. If the student misses an exam because of a medical reason, a health care provider’s (DO, MD, PA or NP) excuse must be attached to the excused absence form. This form documents the reason for the absence and the date the student requested the make-up examination.

### If the absence is approved, a make-up examination will be administered within the appropriate time-frame determined by the course director.

**PROFESSIONAL BEHAVIOR EXPECTATIONS**

* Students are expected to show respect for the instructor, each other and all guest presenters.
* Students shall dress appropriately to represent the school in a professional manner. Business casual dress code is particularly expected at class sessions when guest speakers present and when students conduct team presentations (e.g. no caps, no flip flops, no shorts, no T-shirts).
* Students are expected to check UNTHSC Live Email and Canvas regularly for course and GSBS timely correspondence.
* Cell Phones: Students are expected to silence their cell phones to avoid disruption of class. Inappropriate phone use could result in dismissal from class session.
* Laptop Computers: {If applicable to your course} Laptops may be used for note taking. Inappropriate laptop use could result in dismissal from class session.

**COURSE REQUIREMENTS AND ASSESSMENT**

Students must complete the three (3) course modules to earn credit for the course. The module content is designed to be completed in the order presented on each module's Content and Learning Activities page(s). Each module consists of reading assignments, commentary, and videos addressing topics relevant to the learning objectives of the module

**ASSESSMENT AND GRADING POLICY**

Course grades will be based on the course director’s/instructor’s evaluation of each student’s or group’s performance on the required components of the course according to the following scale:

**Content weighting:**

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| --- | --- |
| **Assessments** | **Point Value** |
| XXXXXX | XXXXXX |
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The final grades in each of the courses will be based on the cumulative outcome of student performance on the various assessments. Final grades are computed to the nearest 0.1; A grade of 89.4 will be rounded to 89; a grade of 89.5 will be rounded to 90. The following grades will be reported to the Registrar:

|  |  |
| --- | --- |
| **Letter Grade** | **Percentage** |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | < 70 |

All academic grades will appear on student's official UNTHSC transcript as follows:

* + A 4 grade points for each semester credit hour (90-100)
	+ B 3 grade points for each semester credit hour (80-89)
	+ C 2 grade points for each semester credit hour (70-79)
	+ F 0 grade points for each semester credit hour (69 and below)
	+ WF Withdraw Failing; 0 grade points

Designations and other symbols that do not earn grade points and are not used for the calculation of grade point averages are as follows:

* P/NP Pass/No Pass
* S/U Satisfactory/Unsatisfactory
* W Withdrawal
* I Incomplete
* PR In Progress
* Z Grade not recorded

\*INCOMPLETE (I) grade will only be given in accordance with the policies outlined in the UNTHSC Catalog <http://catalog.unthsc.edu/>

**GRADE CHALLENGE**

Should a student challenge a specific grade, the challenge should be made directly to the instructor and follow the grade appeal policies and procedures outlined in the UNTHSC Catalog <http://catalog.unthsc.edu/>

**COURSE WITHDRAWAL PROCEDURE**

It is the student’s responsibility to be familiar with all policies and procedures and to adhere to all policy deadlines of the GSBS and the HSC as stated in the institution’s Student Catalog and the Student Handbook.

The UNTHSC Catalog can be reference at the following website: <http://catalog.unthsc.edu/>

Policies can be referenced at the following website: <https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

Withdrawal Procedures:

* Withdrawal from a course is a formal procedure that must be initiated by the student.
* The student shall consult with the course director and their Academic Advisor prior to withdrawing from a course.
* A student who stops attending class and does not go through the procedure to formally withdraw from the course by the defined deadline will receive a failing grade.

**ACADEMIC ASSISTANCE**

The Course Directors and Academic Advisors are available for email, telephone and personal interactions with students. Students are encouraged to arrange for consultation with the faculty when they are experiencing difficulty with completing course requirements.

In addition, academic assistance is available through the HSC Center for Academic Performance (CAP). CAP provides academic counseling, learning and study strategy assessments, writing support, tutoring, and workshops on time management, test-taking skills, paper formatting, learning styles and strengths-based learning. Students requiring accommodations for exams should contact CAP at the beginning of the semester so that your requested accommodations can be met. For this course, accommodations can be made for the Module Exams, however all other assignments being group-based cannot. All services are available to all HSC students at no charge. To schedule an appointment with CAP, call (817) 735-2505 or visit <https://www.unthsc.edu/center-for-academic-performance/>

**ACADEMIC INTEGRITY PROGRAM**

Enrollment is considered implicit acceptance of the rules, regulations, and guidelines governing student behavior at UNT Health Science Center. It the responsibility of the student to be familiar with all policies governing academic conduct which can be found in the UNTHSC Student Catalog, Student Policy Handbook and the Student Code of Conduct and Discipline which are located on the UNTHSC Internet at <https://www.unthsc.edu/students/welcome-to-the-division-of-student-affairs/>

The GSBS supports an environment that promotes professional and ethical behavior while achieving academic growth and individual self-discipline. Each student within the GSBS, upon matriculation, shall have signed an Academic Integrity Agreement that articulates the following:

* It is understood that it is the student’s responsibility to become familiar with all policies related to academic ethics and professional integrity within the GSBS and the HSC;
* It is understood that it is the student’s responsibility as a part of his/her professional maturation to adhere to the Student Code of Conduct and Discipline and other policies related to ethical behavior; and
* The student promised to conduct himself/herself in a professional and ethical manner during all academic pursuits within the GSBS at the HSC.

Therefore, enrollment is considered implicit acceptance of the rules, regulations, and guidelines governing student behavior at the Health Science Center.

GSBS faculty members are expected to report any infractions of these rules and regulations governing student behavior to the University of North Texas Health Science Center’s Division of Student Affairs. These infractions include actions of dishonesty, including but not limited to cheating, plagiarism and theft. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the university***.***

The Student Code of Conduct and Discipline is posted at the following website under the category General and Student Affairs: <https://www.unthsc.edu/academic-affairs/educational-support/student-affairs/>

**AMERICANS WITH DISABILITIES ACT**

The University of North Texas Health Science Center does not discriminate on the basis of an individual’s disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. UNTHSC provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For assistance contact the Center for Academic Performance at the Health Science Center. Reference Policy 7.105 Americans with Disabilities Act Protocol in the Student Policies.

**ZERO TOLERANCE FOR SEXUAL VIOLENCE AND HARRASSMENT**

All students should be able to study in an atmosphere free of harassment, sexual violence and gender discrimination. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources on the UNT Health Science Center’s website: <https://www.unthsc.edu/academic-affairs/educational-support/student-affairs/>

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, is a federal law designed to protect the privacy of educational records and guarantees students the following rights:

* Students who desire that all of their directory information not be released must submit a written request to the Office of the Registrar. Forms for submitting the written request to withhold directory information are available in the Office of the Registrar or online at [www.unthsc.edu/registrar](http://www.unthsc.edu/registrar)
* The right to inspect and review their education records. Students who wish to review their education records should contact the Office of the Registrar. The Office of Registrar or an appropriate University staff person will make needed arrangements for access and notify the student of the time and place where the records may be inspected.

FERPA permits disclosure without consent of the educational records containing both directory and non-directory information to school officials with legitimate educational interests. For more information about FERPA and what is considered directory information, please refer to the Office of the Registrar website.

**Course and Instructor Evaluation**

All students are required to evaluate the course and instructor(s) if applicable if there are five (5) or more students in the class at its conclusion. **Grades and transcripts will be placed on hold until all required course evaluations are completed by the student. Evaluations must be completed before a student can register for the next semester.** Students will be contacted via email by Testing and Evaluation Services.

**Class Recordings**

Audio recordings of lectures and posting of the recordings for access by the class are the responsibility of the class, not the instructors, course director or Core director. Video recordings are prohibited. Recordings of any kind are prohibited during exams and post-exam reviews.

**TURNITIN AND THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTE:**

UNTHSC has contracted with Turnitin.com for plagiarism detection services. Use of Turnitin.com is entirely in the discretion of the instructor, but use of such a service requires that instructors provide notice (via syllabus) to students that they are using such services There are two methods for using Turnitin for written assignments. Please refer to the wording guidelines and consent form located on the Faculty Affairs website at

[**https://www.unthsc.edu/academic-affairs/educational-support/student-affairs/**](https://www.unthsc.edu/academic-affairs/educational-support/student-affairs/)

***The course syllabus is a guide for this class, but it is subject to change. Students will be informed of any change in content or exam/assignment dates***

**COURSE SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day Due** | **Due Date** | **Module** | **Topic** | **Faculty**  |
| XXXX | XXXX | XXXX | XXXXXX | XXXXXX |
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**LEARNING OBJECTIVES (keyed to course learning objectives)**

**XXXXXX**

1. XXXXXX