



VERA Z. DWYER SCHOOL OF HEALTH SCIENCES

DIVISION OF HEALTH SCIENCES

Bachelor of Science in Health Sciences

Service Learning in Health Sciences I

COURSE SYLLABUS

Fall 2024

Course Number: HSC-A291
Variable Credit: 1-6 credit hours
Location: Canvas and Community Sites
*Department Consent Required
Meeting Times: *This class will meet by appointment if needed by the student*
<https://iu.zoom.us/j/8202052021>

Instructor: Andrew T. Doyle, PhD, LAT, ATC, CSCS, Astym-Cert.
Email: doyleand@iu.edu
Office: Northside 409
Phone: 574-520-4619
Office Hours: Tuesday 10-12pm, Thursday 9-10:30am
<https://iu.zoom.us/j/8202052021>

Catalog Description: Under the advisement of a faculty member and supervision of an assigned specialist at the placement site, the student will work or otherwise actively participate in the related setting, toward the completion of objectives; primarily consisting of participation in volunteer activity at community sites. Community sites, service learning experiences, and involvement will vary between students.

Course Goal: This is a variable credit course, every credit hour equates to 40 hours of field experience. This service learning course will allow students to have an immersion experience in an area of interest which may include, but not limited to, health wellness and promotion, education, nutrition, fitness, research, speech pathology and information systems. Students will participate at a minimum of 40 hours (1 credit) to 240 hours (6 credits), with a total of 120 hours (3 credits) required for specific majors and minors in Health Sciences.

Learning Objectives (LO): Upon completion of this course, students will:

1. Engage in an immersion experience to gain a holistic view of a career/organization
2. Describe two career options through immersion experiences with a healthcare organization
3. Give two examples of skills in professional communication, leadership, reading, writing, speaking and listening.
4. Identify three community health services in the region.
5. Explain the importance of personal and social responsibility including civic knowledge and engagement through service learning experiences

Service Learning Statement

Students are expected to immerse themselves in professional experiences through enrollment in this course. There is an additional focus on service learning. According to Adolph (2008), “service-learning is a credit-bearing, educational experience in which students participate in an organized service activity that meets identified community needs, reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility”. Service-learning ensures that students are connected to the greater good to the community through immersion in their experience.

Required Text and Reference Materials

There is no specific required text. Additional articles, documents, reports, videos, and websites may be assigned in each week’s readings. Required materials may be needed based on the needs of an individual site. *Please be sure to check with your community site for additional needs.*

Attendance

This course is following the IU-SB Attendance and Course Commitment Policy. Please be advised that if you are not active in the canvas course or in face to face meetings, you could be administratively withdrawn from the course. If faculty contact you about your attendance, please respond as soon as possible so that they are aware of life situations. Faculty report attendance information to the registrar several times per semester. Please be actively engaging in the content the faculty has provided for you as well as attending face to face class meetings. Participation in Canvas can take the form of **submitting an assignment, commenting in a discussion, messaging your faculty, or reading required course materials** (more than just logging in or viewing announcements, grades, syllabus, etc.)

Per the Attendance and Course Commitment Policy, students must be informed that this policy is in effect and subsequent administrative withdrawals may have an impact on financial awards and student visa statuses. This is a formal notice to the students regarding this policy.

Electronics, Technology Needs, and Resources

This course will not meet in-person and therefore, a strong understanding of Canvas is necessary for this course. It is expected that all students who enroll in this course have Internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word). This course will be taught 100% on Canvas and also use multimedia such as discussion boards, YouTube, VoiceThread, Google Documents, and other resources as needed.

Email: It is expected that all students will regularly check their Indiana University email and/or Canvas sites – within 48 hours is recommended. Email is the PRIMARY method that the college will use to contact students. Students can send email from within the course in Canvas, but will not receive responses inside the course. All emails are received in the campus email system. Students can also use the campus email system to send email.

COURSE COMMUNICATION

Instructor Commitment: *This course does not meet face-to-face, so students are encouraged to seek assistance quickly if a concern or need arises.* My role in this course is to help ensure that your experience is productive, appropriate, and supported. That means that open, honest, and timely communication is very important.

I will respond to email within 24-48 hours during the weekdays. **This course is designed to teach students professionalism, and I expect a return email response from students within 48 hours as well.** I do not typically respond to email over the weekend.

Community Partner Communication Statement: Communication is a critical aspect of being a healthcare professional. **Students are expected to maintain open lines of communication with their community site supervisor and any other constituents necessary.** Communication with individuals at the community site should be professional, thorough, and a positive representation of the student and IU South Bend. For more information on appropriate, professional communication, please review this video: <https://youtu.be/M6Sh6Hdsf0I>

Online Communication Etiquette: Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the 'Students Rights and Responsibilities' section of the student handbook and review common netiquette (Internet etiquette) practices, like those found at: <https://www.ius.edu/online-courses/online-etiquette.html>

Classroom Etiquette: Every member of this learning community has the right to freely express his/her opinion as long as this is done in a way that does not impede the rights of other members of the learning community. Along this line, it is expected that you will treat each other with respect and dignity. Behavior that is disrespectful, intimidating, threatening or disruptive of the learning environment will not be tolerated. If you are concerned about another participant's behavior, speak with the instructor.

COURSE ASSIGNMENTS AND GRADING

Assignments are divided into three categories. All assignments will be graded according to the assignment details and rubrics provided in Canvas. The percentage below represents the percentage of the overall grade based on the assignment group.

ACTIVITY	Learning Outcomes	Due Date (11:59 p.m.)	Percentage of Grade
Reflections: 1. Service Learning Discussion 2. Journal Submission #1 3. Journal Submission #2 4. Final Synthesis	1. (5) 2. (2, 4) 3. (1-4) 4. (5)	1. 8/22 2. 9/19 3. 10/22 4. 12/1	40%
Assignments 1. Course Terms Agreement 2. Professionalism Discussion 3. CPR Certification 4. Background Check Completion 5. Site Performance Evaluation #1 6. Site Performance Evaluation #2 7. Mid-Point Hours Report 8. Final Hours Report	1. (1) 2. (1) 3. (1) 4. (1) 5. (1) 6. (1) 7. (1) 8. (1)	1. 8/29 2. 8/22 3. 8/29 4. 8/29 5. 10/10 6. 11/28 7. 10/3 8. 11/28	30%
Questionnaires: 1. Getting Started Survey 2. Learning Outcome Development 3. Blood Borne Pathogen Training 4. HIPAA Training Certification 5. Mid-Experience Check-In	1. (1) 2. (1) 3. (1) 4. (1) 5. (1)	1. 8/22 2. 8/29 3. 8/29 4. 8/29 5. 10/10	30%

TOTAL			100%
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Grading Scale:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
			F = 0-59

Please note: The Division of Dental Education, the Division of Clinical Lab Sciences, the Division of Radiography, and the Division of Nursing all require a grade of C or better to pass a required course.

Due Dates & Deadlines: The Syllabus and Course Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both documents can be found under the “Syllabus” button in the course within Canvas and or this might be distributed in class by the course director.

Students are required to submit work on time, to receive credit. Deadlines for each week/assignment are summarized on the course calendar. Students should check the calendar frequently for deadlines and to be aware of what to expect next. Deadlines are subject to change.

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Avoid waiting until the last minute. Local libraries and Indiana University South Bend campus library can serve as alternative resources. Not having access to the required software on a home or work computer is **not** a legitimate excuse for turning in homework late.

Note about due dates

The assignments are spread out for the entire semester; however, students are able to complete them at any point during the semester, if the experience dictates it. Some students move quicker through their hours based on site needs, and this means the journals are better completed at the time the student is completing hours. With the variable credit of this course, you may reach the midway point of our service learning hours early in the semester compared to your peers. **You are still responsible for two Site Performance Evaluations.** If you have questions about this, please connect with Dr. Doyle.

Students often have a variety of times and expectations for their Service Learning experience. This requires students to provide open and honest communication with the instructor at the beginning of the semester.

Policy concerning late or missed assignments/exams: This course is a non-traditional course and students’ experiences vary in their timeframe and delivery. Therefore, the late assignments are different in this class than a traditional class. If the timeline of your experience does not align with the assignments, please reach out to Dr. Doyle. A deduction for late class is not standard for this class; however, if your experience is active and you are not completing assignments, the instructor reserves the right to apply a 10% deduction for late work. Missing assignments will be graded as zeros.

SERVICE LEARNING INFORMATION AND EXPECTATIONS

Professionalism Statement: Students are expected to learn, establish, and understand appropriate professionalism. Professionalism includes: trustworthiness and honesty, accountability, positive attitude, timeliness, respect, commitment, support, receptive to constructive feedback and willingness to work in a collegial fashion.

We realize that students often have not had additional professional experience prior to this course; however, the expectation is that students strive to represent themselves, IU South Bend, and the community site in a professional and respectful manner.

Appropriate attire, which meets the program's dress and grooming standards, is required to provide the student a professional appearance during any service learning activity. Appropriate attire, appearance and dress will vary for each community site. Students are responsible for discussing appropriate attire with the community site supervisor to ensure adherence to standards.

For more information on policies for the College of Health Sciences, [visit this link](#).

Hour Requirements Statement: Students will participate at a minimum of 40 hours (1 credit), 80 hours (2 credits), 120 hours (3 credits) to 240 hours (6 credits). **The expectation of enrollment in this course is that the student establishes appropriate time and dedication to the hour requirements of this course.** *That may require students to adjust work/life schedules as this course should be factored in as a course which requires outside service.* Appropriate hours will vary based on each community site and students are expected to establish a plan with the community site supervisor that will fit the needs of the organization and the needs of the student. Falsification of hours represents academic misconduct, please read below for the University's academic misconduct procedures.

Transportation Statement: Students are expected to use their own mode of transportation to and from their community site. Indiana University South Bend will not provide transportation for students.

Vera Z. Dwyer College of Health Sciences Policies: The Vera Z. Dwyer College of Health Sciences Student Policy and Procedures Manual can be found at the following link: <https://healthscience.iusb.edu/policies/index.html>

Financial Aid for Service Learning Items: As part of this course, students are required to complete a Background Check through the University. This comes with an additional cost to the student. Please consult with your Financial Aid Advisor to understand any available options to off set this cost.

APA Format: The Vera Z. Dwyer College of Health Sciences has adopted the American Psychological Association (APA) format for all courses. Students are expected to use APA formatting for all assignments in this course. Often, students will need to apply self-directed learning to understand the concepts and/or take advantage of the [Writer's Room](#) on campus. For additional information on APA, please review Canvas, the [APA Manual](#), and [Purdue OWL](#).

INDIANA UNIVERSITY SOUTH BEND IMPORTANT POLICY INFORMATION

DUO & TECHNOLOGY

Two-Step Login (Duo) is required for all students.

- If you still need to set up Duo, get started at: twostep.iu.edu
- Learn more about recommended devices at: <https://kb.iu.edu/d/anfl>

- For help resources, see: <https://kb.iu.edu/d/aluu>

Consult with the bookstore for options on low cost computers and the possibilities to use financial aid funds.

Technology can fail!!! Please do not wait until the last minute to submit assignments to prevent challenges with technology. A reminder, I can see all your activity on Canvas behind the scenes. Contact UITs if you have a problem with technology:

Education & Arts, Room 1109

Walk-in Hours (by appointment only): Monday – Friday, Saturday/Sunday CLOSED

Phone: (574) 520-5555

helpdesk@iusb.edu

Students who need help accessing Canvas, resetting a password, using email, or with other technology problems, can contact IT at South Bend (<https://uits.iusb.edu/>). Students can also find answers to frequently asked technology questions in the [IU Knowledge Base](#).

Get no-cost access to software programs and applications (including Microsoft Office or Adobe Creative Cloud) through IUware and IUanyWare. All you need is your IU email address. Use [IUware](#) to install software directly onto your hard drive. Use [IUanyWare](#) to stream 400+ apps on your desktop or through the mobile app with your IU login.

In this course, it is expected that all submitted work is produced by the students themselves, whether individually or collaboratively as noted in/on the assignment directions. Students must not seek the assistance of Generative AI Tools like ChatGPT in any stage of the writing/creative process. Use of a Generative AI Tool to complete an assignment constitutes academic dishonesty.

STUDENT ENGAGEMENT ROSTER: The Student Engagement Roster (SER) is a course-based feedback tool that faculty use to communicate with you about how you are doing in the course, to make recommendations on improving your learning and performance, and to alert you of other academic opportunities. Faculty periodically update the SER throughout the semester, so you should review it weekly for updates. The SER can be accessed through One.IU by searching “SER Student” and selecting the “SER-Student Engagement Roster (Student)” tile. It can also be accessed within Canvas by selecting a course and then choosing “Student Engagement Roster (Student)” from the list in the left-hand menu bar. Please review the SER frequently.

ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES STATEMENT:

Indiana University respects the right of all students to observe their religion. If you will require academic accommodations for a religious observance, please provide the instructor a request by the end of the second week of the course. If the instructor and student agree on the accommodation, the plan should be carried out. If after discussion, there is no consensus on the accommodation, either party or both may ask advice of the Department Chair or the Dean, and if no consensus is reached, then the advice of the Executive Vice Chancellor of Academic Affairs (EVCAA). Either the instructor or the student may appeal the EVCAA’s decision to the Office of Institutional Equity and Inclusive Excellence within ten business days of the determination.

ACCESSIBILITY & ACCOMMODATIONS:

Indiana University is dedicated to ensuring that students with disabilities have the support services and reasonable accommodations needed to provide equal access to academic programs. To request an accommodation, you must establish your eligibility by working with Accessible Educational Services (AES) on your campus iusbdss@iusb.edu. Additional information can be found at accessibility.iu.edu. Note that services are confidential, may take time to put into place, and are not retroactive; captions and alternate media for print materials may take three or more weeks to get produced. Please contact your campus AES office as soon as possible if accommodations are needed.

The Academic Centers for Excellence (ACE) supports students in all academic disciplines. Services include drop-in tutoring, peer-assisted learning attached to a variety of classes and labs, study tables, and online and print resources.

The Titan Success Center (TSC) provides access to Academic Success Coaches who will assist you with academic challenges and well as non-academic issues such as helping you complete your FAFSA or navigate the enrollment process.

Students who need help accessing Canvas, resetting a password, using email, or with other technology problems, can contact IT at South Bend (<https://uits.iusb.edu/>). Students can also find answers to frequently asked technology questions in the IU Knowledge Base.

Get no-cost access to software programs and applications (including Microsoft Office or Adobe Creative Cloud) through IUware and IUanyWare. All you need is your IU email address. Use IUware to install software directly onto your hard drive. Use IUanyWare to stream 400+ apps on your desktop or through the mobile app with your IU login.

BIAS INCIDENT REPORTING:

Indiana University is committed to creating welcoming, inclusive, and respectful campus communities where everyone can thrive and do their best work—a place where all are treated with civility and respect. If you experience or witness an incident of bias, you should report it. For more information, see [Student Incident Reporting](#).

ACADEMIC HONESTY STATEMENT:

Academic honesty is fundamental to the activities and principles of this university. It is the responsibility of the student to know of the prohibited actions such as cheating, fabrication, plagiarism, academic, and personal misconduct, and thus, to avoid them. All students are held to the standards outlined in the code. Please reference the entire code for a complete listing (<https://studentcode.iu.edu/>). The academic community regards academic dishonesty as an extremely serious matter, with consequences that range from receiving a warning, to failing the assignment or the course, to expulsion from the University.

IU SOUTH BEND ATTENDANCE AND COURSE COMMITMENT POLICY:

This course has been approved to enforce the IU South Bend Attendance and Course Commitment Policy and the full text of this policy is available at <http://registrar.iusb.edu/attendance.php>

As a student in this course, you are expected to attend scheduled class meetings and actively participate in all class activities. Students who miss the first week of the semester or who do not attend 50% of the scheduled class meetings before the end of the fourth week of the semester may be subject to administrative withdrawal. Regardless of attendance, students who do not actively participate in this class by not submitting a majority of their assignments by the posted due date are subject to administrative withdrawal. Students who are administratively withdrawn from this class after the fourth week will not be eligible for a tuition refund. Administrative withdrawals may have an impact on the student's financial aid awards and visa status. Please see more information regarding attendance [here](#).

INDIANA UNIVERSITY POLICY ON DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT:

As your instructor, one of my responsibilities is to create a positive learning environment for all students. IU policy prohibits sexual misconduct in any form, including sexual harassment, sexual assault, stalking, sexual exploitation, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help. If you are seeking help and would like to speak to

someone confidentially, you can make an appointment with the IU South Bend Counseling Center (Administration Building Room 175; 574-520-4125) or Health and Wellness Center (Vera Z Dwyer Hall; 574-520-5042).

It is also important that you know that University policy requires me to share certain information brought to my attention about potential sexual misconduct, with the campus Deputy Sexual Misconduct and Title IX Coordinator or the University Sexual Misconduct and Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu to learn more.

Indiana University also prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.

If you feel like you have experienced discrimination or harassment, please contact:

- Laura Harlow, Director of Institutional Equity and Inclusive Excellence
- Administration Building 234
- lewhitne@iusb.edu
- (574) 520-5536.

HSC–A291: Service Learning in Health Sciences I
Course Schedule
Fall 2024

Students often have a variety of times and expectations for their Service Learning experience. This requires students to provide open and honest communication with the instructor at the beginning of the semester.

**Changes to this syllabus and course schedule may be made due to extenuating circumstances, or to ensure the academic integrity of this course. In this event, students will be informed and provided an updated format.*

Week	Date	Assignments	LO
		Course Preparation Assignments Items Due: 1. Blood borne pathogen training: Due Tuesday of Week 2 by 11:59pm 2. CPR Certification: Due Tuesday of Week 2 by 11:59pm 3. HIPAA Certification: Due Tuesday of Week 2 by 11:59pm 4. Background Check: Due Tuesday of Week 2 by 11:59pm 5. Course Terms Agreement: Due Tuesday of Week 2 by 11:59pm <i>**The COVID Module, Background Check, BBP trainings, HIPAA, CPR Certification, Course Terms must be completed before starting experience**</i>	LO: 1
1	8/26 – 9/1	Items Due: 1. Getting Started Survey: Due Tuesday by 11:59pm 2. Professionalism: Due Tuesday by 11:59pm 3. Service Learning Discussion: Due Tuesday by 11:59pm	LO: 1
2	9/2 – 9/8	Labor Day, NO CLASSES 9/2 <i>Check with your site to see about obligations for Labor Day</i> Items Due: 1. Learning Outcomes: Due Tuesday by 11:59pm 2. Blood borne pathogen training: Due Tuesday by 11:59pm 3. CPR Certification: Due Tuesday by 11:59pm 4. HIPAA Certification: Due Tuesday by 11:59pm 5. Background Check: Due Tuesday by 11:59pm 6. Course Terms Agreement	LO: 1
3	9/9 – 9/15	<i>No assignments due – focus on your experience</i>	LO: 1
4	9/16 – 9/22		
5	9/23 – 9/29	Items Due: 1. Journal #1: Due Tuesday by 11:59pm	LO: 2, 4
6	9/30 – 10/6	<i>No assignments due – focus on your experience. (If Senior graduating in May/Aug. submit Grad App!)</i>	LO: 1

7	10/2 – 10/6	Items Due: 1. Mid-Point Hours Report: Due Tuesday by 11:59pm Discuss with your site Fall Break commitments/expectations	LO: 1
8	10/7 – 10/13	Fall Break Starts on 10/14, NO CLASSES Items Due: 1. Mid-Experience Check-In: Due Tuesday by 11:59pm 2. Site Performance Evaluation #1: Due Tuesday by 11:59pm	LO: 1
9	10/14 – 10/20	Fall Break Ends on 10/17, NO CLASSES <i>No assignments due – focus on your experience; Check with your site to see about obligations for Fall Break.</i>	
Now is REALLY the time to make sure you're meeting your number of required hours			
10	10/21 – 10/27	Items Due: 1. Journal #2: Due Tuesday by 11:59pm	LO: 1 - 4
11	10/28 – 11/3	<i>No assignments due – focus on your experience</i>	LO: 1
12	11/4 – 11/10	<i>No assignments due – focus on your experience</i>	LO: 1
13	11/11 – 11/17	Final Synthesis Presentation: Due Tuesday by 11:59pm Discuss with your site Thanksgiving Break commitments/expectations.	LO: 1
14	11/18 – 11/24	Thanksgiving Break, NO CLASSES 11/22 – 11/26	
15	11/25 – 12/1	<i>Final Assignments Due</i> <i>All final assignments should be submitted at the completion of the experience/hours, even if it's before the given deadline</i> Items Due: 1. Final Hours Report: Due Tuesday by 11:59pm 2. Site Performance Evaluation #2: Due Tuesday by 11:59pm	LO: 1
16	12/2 – 12/8	<i>Check the grade book for any missing assignments</i>	
17	12/9 – 12/15	<i>Finals week</i>	
At the completion of your experience, please be sure to show gratitude to your site supervisor and any other professionals you have connected with. Ensure that you are able to remain in contact with the individuals and have connections and references for your future endeavors.			