



**MARIEB COLLEGE OF HEALTH & HUMAN SERVICES
DEPARTMENT OF HEALTH SCIENCES**

Student Guidebook

Bachelor of Science in Community Health

Bachelor of Science in Health Science

Bachelor of Science in Public Health

Effective Fall 2018



Dear Student:

We would like to take this opportunity to welcome you to the Department of Health Sciences.

You are embarking on an exciting and challenging academic and career path. The faculty and staff will guide you in the development of the knowledge, skills, and abilities necessary to address the challenges you will encounter as a health care professional.

We invite you to develop and maintain communication with the faculty so that they may assist you in your progression through the program. We also encourage you to develop networks with other students in the program, many of whom already work in the health care arena.

We have compiled this Student Guidebook for your convenience. It provides important policies and procedures, as well as general information you will need to know.

Again, we would like to welcome you and wish you success.

Sincerely,

The Faculty and Staff of the Department

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Students Rights, Responsibilities and Code of Conduct

The policies, procedures, and regulations governing student rights, responsibilities, and conduct that are part of the terms and conditions of admission and enrollment for all undergraduate students are published annually in the FGCU Student Guidebook and it is the student's responsibility to read and become familiar with these. The FGCU Student Guidebook is available at <https://www2.fgcu.edu/studentguidebook/index.html>.

Introduction to the Student Guidebook

This Guidebook contains information pertaining to the Department of Health Sciences undergraduate programs, policies, and procedures. It also contains references, information, and guidelines that would be helpful to your successful progression in the program. The contents of this Guidebook are dynamic, and as such, changes or updates will be shared with enrolled students as they occur.

Each enrolled student is provided a copy of this Student Guidebook through the Department of Health Sciences webpage. All students are expected to read, understand, and comply with the Guidebook policies and procedures. Students are responsible for seeking clarification regarding any items included in the Guidebook from the Chair of the Department of Health Sciences.

Mission Statement

The Department of Health Sciences mission emerges from, and is congruent with the mission of the Marieb College of Health & Human Services (MCHHS) and Florida Gulf Coast University (FGCU). The Department of Health Sciences aims to meet community and market needs by providing future-oriented, accessible, student-focused undergraduate and graduate education programs that foster professional growth, career mobility, diversification, and advancement for health professionals. Faculty and administrators are committed to interdisciplinary education and practice experiences for health professionals from a variety of disciplines within the Department and across the Marieb College of Health & Human Services. Faculty, administrators, students, and graduates will assume the responsibility of academic excellence, empathy, and professionalism within their scope of practice, and will be empowered to act as ambassadors for health care consumers, the health professions, the Marieb College of Health & Human Services, and Florida Gulf Coast University.

Bachelor of Science in Community Health Program Description

The Community Health program is designed to prepare students for various careers in servicing the health and wellness needs of individuals, groups and communities. A healthy community, as described by the U.S. Department of Health and Human Services (2001, p. 1), is "one that embraces the belief that health is more than merely an absence of disease; a healthy community includes those elements that enable people to maintain a high quality of life and productivity." Academic advisors guide students through the process of choosing and sequencing the coursework required for their chosen career path.

The Bachelor of Science in Community Health's curriculum prepares graduates of this program for multiple paths: graduate study in occupational therapy, physical therapy, public health and other health and allied health related programs, in addition to preparation for employment as a health educator or other community health professional. Students may pursue the degree requirements on a full-time or part-time basis. Service learning experiences and a capstone project are completed in partnership with community agencies. **Summer 2018 is the last semester for admission into the Community Health program.**

Reference: U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion and Office of Public Health and Science. (2001) *Health people in healthy communities: A community planning guide using healthy people 2010*. (Stock No. 017-001-00546-1).

Student Learning Outcomes

Graduates of the Bachelor of Science in Community Health are prepared to serve in professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate the following entry-level competencies:

1. Students demonstrate knowledge of health, wellness and most common behavior change theories/models in the context of development, sociocultural, and environmental factors.
2. Demonstrate proficiency in oral, written, and non-verbal communication skills required for the role of a community health professional.
3. Students will develop critical thinking skills to support interpretation, analysis, evaluation and inference drawing in the context of the Community Health discipline.

Bachelor of Science in Health Science Program Description

The Bachelor of Science in Health Science program is designed to provide career advancement opportunities for entry level health profession practitioners and for individuals who seek careers in health care areas such as health services administration and health professions education. The program is also recommended for students who are interested in a health profession at the post-baccalaureate entry level, such as physical therapy or occupational therapy.

Coursework for this degree program is offered by distance learning. The 60-hour upper division curriculum includes interdisciplinary core courses based on generic health care professional competencies, health science core courses, courses specific to career goals and selected area of specialization, and the University Colloquium.

Student Learning Outcomes

Graduates of the Bachelor of Science in Health Science Program are prepared to serve in professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate the following entry-level competencies:

1. Examine the roles of health care providers in the U.S. health care delivery system.
2. Examine the social, economic, political, and professional forces that shape the U.S. health care delivery system.
3. Illustrate various legal and ethical issues influencing the practice of health care delivery.
4. Using the principles of research and inquiry, investigate health science problems, offer plausible solutions, and discuss findings.

Bachelor of Science in Public Health Program Description

The Bachelor of Science in Public Health (B.S.P.H.) degree is designed to prepare students for various careers in addressing the health and wellness needs of individuals, families, communities, and populations, at scales ranging from local to global (Association of Schools and Programs of Public Health, 2015). Public health includes aspects of epidemiology, environmental health, community health, emergency preparedness, health policy, health law, and health economics. Contemporary issues addressed by public health professionals include: disease prevention, natural disaster response, reducing health disparities, climate change and health, health education, tobacco cessation, diet and exercise promotion, and immunization campaigns, among many other population health-related activities.

The curriculum is designed to prepare graduates of the program for multiple pathways: employment as a public health professional; graduate study in areas such as public health, health services administration,

allied health fields such as occupational or physical therapy and physician assistant, or entry into other graduate education such as law school. Students are responsible for researching the admission requirements of specific graduate degree programs. Students may pursue the degree requirements on a full-time or part-time basis. Service learning experiences and a capstone project are components of the major program of study.

Student Learning Outcomes

1. Demonstrate knowledge of health; wellness needs of individuals, families, communities, and populations; and most common behavior change theories/models and functional communication skills in the context of developmental, sociocultural, and environmental factors.
2. Demonstrate proficiency in oral, written, and non-verbal communication skills required for the role of a public health professional.
3. Students will develop critical thinking skills to support interpretation, analysis, evaluation and inference drawing in the context of the Public Health discipline.

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***The toll-free number gives a menu option. Select option 6 and the University Operator can direct your call to the appropriate extension.**

Academic Policies and Procedures

University Academic Standards

Departmental academic standards are consistent with University standards. See the University catalog at <https://www2.fgcu.edu/catalog/> and also refer to the University Student Guidebook at <https://www2.fgcu.edu/studentguidebook/index.html>.

Advising

An academic advisor is assigned to you upon your acceptance into the Department of Health Sciences program. Faculty members and advisors are sensitive to the need for adequate educational preparation of students. The advisor will guide you through the process of choosing and sequencing the coursework required for your chosen career path. S/he will maintain a list of your progression through the curriculum. Students are responsible for knowing the prerequisites for desired graduate programs. Faculty advisors can assist with post-graduation counseling but are not responsible for researching graduate programs for their advisees.

Your advisor will counsel you regarding your academic performance, and advise you regarding your academic progress toward graduation. In cases where the student experiences issues related to academic performance, professional behavior, or other disciplinary concerns, the advisor will be engaged in the intervention process, as appropriate. An advisor may consult the Program Director regarding a student's academic plan or needs, as necessary.

The faculty-student or advisor-student role should not be confused with a therapist-patient relationship, however. Students who experience a major personal crisis or long term interpersonal problems are encouraged to seek appropriate counselors outside of the Department of Health Sciences in order to protect student confidentiality and rights. The University provides counseling services for enrolled students through Student Health, Counseling and Psychological Services, 590-7950.

Advisor Review of Registration

1. Academic Advisors are available to assist students during registration.
2. Students must obtain approval from their advisor to register for courses out of sequence, except in cases when it is necessary to repeat a course in which the student earned a grade of less than a C. A grade of C minus (C-) or WF is considered less than a C.
3. All requests for transfer credit, transient permission, changes in curriculum plan or progression in the program, or leaves, must be approved by the student's advisor and/or Program Director.

Access to Faculty and Staff

Faculty and staff are available to address students' questions or concerns via electronic means or face-to-face meetings. In addition, faculty office hours and contact information are included in each course syllabus.

Transfer of Credit

Enrolled students who wish to take courses from another regionally accredited institution of higher education to fulfill degree requirements of the Bachelor of Science programs in the Department of Health Sciences must gain approval through their advisor by completing the Transient Student Form obtained online at <http://www.FloridaShines.org>.

Students applying to a Bachelor of Science program in the Department of Health Sciences may receive transfer credit for relevant courses taken at another accredited institution with the approval of the advisor. In order to meet transfer requirements, these credits cannot have been applied toward another undergraduate degree, or used to meet general education requirements or lower division electives. The following items address transfer of credits prior to admission into the Bachelor of Science program:

1. The number of credits transferred is limited to the number of credits stated in the current FGCU catalog. Students must complete a minimum of 30 semester hours at FGCU and earn a minimum of 48 hours of upper division coursework (courses numbered 3000 and above).
2. In order to be eligible for credit transfer, the prior courses must have been awarded a grade of "C" (2.0 on a possible 4.0 scale) or higher. Courses completed at another institution must have been completed at a regionally accredited college or university.
3. In order to be eligible for credit transfer, the prior courses must be clearly equivalent to courses listed in the program curriculum.
4. Credit transfers will be contingent upon review of appropriate documentation from the student's prior courses, including transcripts and, if further clarification is needed to ascertain the content of a course, a catalog course description and/or course syllabus.

Refer to the current FGCU catalog for details regarding transferring credits earned prior to enrollment in the Bachelor of Science degree programs.

Grading Policy

Letter grades are assigned using the Department's grading scale as follows:

A = 90-100%	Excellent
B = 80-89%	Above Average
C = 70-79%	Average
D = 60-69%	Below Average
F = <60%	Failure
I = Incomplete	
S = Satisfactory (Practicum only)	
U = Unsatisfactory (Practicum only)	
W = Withdrawal	
WF = Withdrawal/Failure	

Grading policies are specified in each course syllabus. Use of plus (+) and minus (-) letter grades are at the discretion of the individual professor, and will be identified in the syllabus. Students wishing to appeal final grades must follow the FGCU policy for grade appeals as outlined in the FGCU Student Guidebook at the following URL: <https://www2.fgcu.edu/studentguidebook/index.html>

3/2 Withdrawal Limit Rule & Withdrawal (W & WF)

FGCU students are expected to complete all classes in which they remained enrolled after the drop/add deadline. In order to incentivize successful completion of coursework and to encourage students to stay on track for timely graduation, FGCU has instituted the 3/2 Withdrawal Limit Rule (3/2 Rule). This rule limits the number of courses in which an undergraduate student may earn a grade of W (withdrawal without academic penalty).

Under the 3/2 Rule, a student may withdraw from as many as 3 lower division courses (1000- and 2000-level) and as many as 2 upper division courses (3000- and 4000-level) without academic penalty. Withdrawal from all courses above this limit will count as withdrawals with academic penalty and will be noted on the transcript as a WF (which counts as a grade of F in the student's GPA).

After students exceed the allowable number of course withdrawals (a maximum of 3 lower level courses and 2 upper level courses), they earn a “withdrawal with academic penalty” (WF). Such withdrawals will appear on the student’s academic record and results in a grade of WF for the relevant course(s). A WF grade is considered as a grade less than a C. A WF is calculated as a failing grade in a student’s grade point average. An appeal regarding the WF grade assignment is considered a request for a grade change. Student appeals are submitted in writing with supporting documentation, to the appropriate college. The college offering the course will make the final decision regarding the appeal.

The deadline for withdrawal from a course is listed in the academic calendar for each term. On or before this deadline, a student may withdraw from any course by completing a Course Withdrawal Form and taking it or faxing it to the Office of the Registrar. The Academic Calendar can be found at: <https://www2.fgcu.edu/Registrar/academiccalendar.asp>

A student appeal of the 3/2 Rule is submitted electronically, with a personal statement and supporting documentation, to the Office of the Registrar at https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15.

Withdrawals with Extenuating Circumstances

In some cases, students must withdraw from a class, classes, or a term due to extenuating circumstances. These include the following:

- Medical Withdrawal
- Military Call to Active Duty (For additional options, please see section on this topic.)
- Extended absence (usually more than two weeks) due to a death in the immediate family
- Financial Circumstances
- Other unusual or special cases, considered on a case-by-case basis.

If a withdrawal for extenuating circumstances is approved, students will receive a grade of WE. WE grades do not count toward the 3/2 Rule withdrawal limits.

A withdrawal for extenuating circumstances initiated by submitting a completed Application for Withdrawal, with a personal statement and supporting documentation, to the Office of the Registrar at https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15.

Incomplete Grade (I)

A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, be assigned a grade of “I” for appropriate reasons. A grade of “I” is not computed in the student’s GPA.

An incomplete (I) grade cannot be assigned if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university, and cannot be assigned to a student who is failing the course at the time they stop attending. A student who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of “F” in the course.

To initiate consideration for a grade of “I,” a student must contact the instructor before grades are reported. The decision to award a grade of “I” is solely the decision of the instructor. Should an instructor decide to assign the grade, the student must complete an Incomplete Grade Assignment Form (Appendix) and submit to the instructor before the grades are due.

The maximum amount of time to complete coursework to remove the grade of "I" is one year from the ending date of the semester for which the grade was assigned or graduation, whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework. After one year, a grade of "I" will be changed to an "F" if the instructor has reported no grade. A student may not re-register for a course in which he or she currently has an incomplete (I) grade.

Student Grade Appeal

A student may appeal a grade in a course to address one of the following alleged conditions:

1. Academic action including grading by the instructor that deviated from the established and announced grading policy;
2. Errors in grading procedures;
3. Lowering of grades for non-academic reasons

Note that the professional judgment exercised by the instructor in assigning a grade or in conducting a class is excluded from the provisions of the Grade Appeal process except as noted above.

Before beginning the grade appeal process, the student must first meet with the instructor of the course to discuss the assigned grade and make every effort to resolve the problem at the informal level. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal resolution with the Chair or Director of the department in which the course is housed. The Chair or Director will notify the student in writing of the resolution of the complaint. If not satisfied with the resolution of the complaint proposed by the Chair or Director, the student may proceed within ten (10) school days of receipt of the Chair's or Director's decision to file a written appeal with the Office of the Dean of the Marieb College of Health & Human Services.

The Student Grade Appeal Policy is published in the FGCU Student Guidebook provided online by the Office of Student Affairs. Student should read the policy before beginning the grade appeal process. Failure to follow the correct procedures may result in a delay of the resolution of a grade appeal. The process for Student Grade Appeals can be found at <https://www2.fgcu.edu/studentguidebook/index.html> More information on the Marieb College of Health & Human Services can be found at <https://www2.fgcu.edu/mariebcollege/AcademicAdvisors/forms.html> The *Appeal for Grade Change* form in PDF format can be found at https://www2.fgcu.edu/mariebcollege/AcademicAdvisors/files/Appeal_for_Grade_Change_form.pdf

Academic Behavior/Standards

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy, including cheating, plagiarism, and falsification of university records, shall result in academic and/or disciplinary action which may include dismissal from the program, college, and/or university.

According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic honesty standards is also in violation of the standards. The common forms of academic dishonesty include:

1. Cheating which includes, but is not limited to:
 - a. Intentionally using or attempting to use any unauthorized assistance (including but not limited to materials, communication of information during an academic exercise, notes, study aids, or devices) in an academic exercise, including, but not limited to quizzes, tests, or examinations;
 - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. The acquisition without permission of tests or other academic material belonging to a member of the University faculty or staff;

- d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion;
 - e. Submitting work that has been purchased or borrows generously from work submitted in a previous or concurrent class except where expressly permitted by the instructor; or
 - f. Communication to another through written, visual, electronic, or oral means.
2. Selling notes, handouts, or other materials without authorization or using them for any commercial purpose without the express written permission of the University and the instructor.
 3. Falsifying or misrepresenting your academic work.
 4. Plagiarism whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another is plagiarizing.
 5. Knowingly helping another student violate academic behavior standards.

The Department of Health Sciences maintains a **zero-tolerance policy** for academic dishonesty in all programs. Any student found in violation academic honesty principles will earn a grade of "F" for the course and may be permanently dismissed from the program. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the program. In addition to these consequences, students receiving a grade of "F" for academic dishonesty will not be eligible for grade forgiveness for that course. Refer to FGCU Student Handbook regarding faculty options for academic dishonesty.

Student and Professional Behaviors/Conduct

Professional behaviors are those actions by which students and professionals demonstrate the values and beliefs that are commonly held by members of the profession. These behaviors are a manifestation of the individual's personal ethics, and are a reflection of his/her sense of personal integrity, acceptance of opposing points of view, respect for self and others, and commitment to the welfare of others (Fidler, 1996). Professional behaviors are demonstrated through the students and practitioner's dependability, professional presentation, initiative, empathy, cooperation, organization, clinical reasoning, participation in the supervisory process, and verbal and written communication (Kasar & Clark, 2000).

Students are expected to maintain respect for themselves and others, and to maintain civility in all classroom and off-campus educational experiences (Such as service learning, internships, and practicums). This includes the physical classroom, virtual classroom, and practice sites in which students gain knowledge, values, and competencies. Students are expected to express themselves in generally accepted and expected patterns of social behavior during both face to face and electronic communication (such as email, voicemail, and online discussion). Such behavior is consistently expressed through social politeness, sensitivity, respect, and courteous treatment of others.

Instructors have the primary responsibility of managing the physical and online classroom environment. Students who fail to meet reasonable behavior expectations will be counseled by their instructor and/or their advisor regarding the specific instance of inappropriate behavior. All occurrences of inappropriate behavior will be reported to the Chair of the Department of Health Sciences and a copy of the report will be placed in the student's file. Instructors may remove a student from the physical classroom for disruption on the day that it occurs at their discretion. Instructors may also remove inappropriate electronic postings. If a student is removed from the classroom for disruptive behavior, a grade of "F" may be assigned for an assignment, the day, and/or the course at the instructor's discretion. In addition, instructors may report inappropriate behavior by way of a written incident report to the Dean of Students Office.

Students found responsible for disrupting the classroom by their conduct, may be permanently dismissed from the program, suspended, or expelled from the university. Students dismissed from the program or

suspended or expelled from FGCU for student conduct violations are permanently dismissed from the Department of Health Sciences and are not eligible to reapply.

For more information on student conduct, see the FGCU Student Code of Conduct:

https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_4002_StudentCode_04112017.pdf

References:

- Fidler, G. S. (1996). Developing a repertoire of professional behaviors. *The American Journal of Occupational Therapy*, 50, 583-587.
- Kasar, J., & Clark, N. (Eds.). (2000). *Developing professional behaviors*. Thorofare, NJ: Slack Incorporated.

Professional Dress

Students are expected to dress appropriately for all educational experiences (including practicum and service learning) in the Department of Health Sciences programs. Individual instructors may also impose dress requirements for their own courses, and are likely to have specific dress instructions when conducting particular activities. Specific dress requirements for community and practicum experiences include the following:

- All students are required to wear appropriate professional attire that is deemed acceptable as determined by the policies of the community or practice site. Questions regarding appropriate attire should be addressed directly to the preceptor. If a student appears at a community or practice site inappropriately dressed, he or she will be sent home and marked down for lack of participation in the experience.
- Students must wear an identification badge at all times. Most facilities will require students to obtain and wear an identification badge provided by the facility. If the facility does not provide an identification badge, students may use their FGCU photo identification card.

Student Progression in the Program & Program Milestones

Students must complete General Education, computation and communication skills, and foreign language requirements no later than the end of the first semester in the upper level program. Majors in the Department of Health Sciences are required to take only those courses that are applicable to the degree. Students who do not take upper-level courses within the major for two consecutive semesters will have their major changed.

The Marieb College of Health & Human Services uses academic milestones to monitor academic progress throughout the major (effective fall 2016). Monitoring ensures that students are on track for graduation in a timely manner. In addition, transfer students must meet mapping guidelines and milestones at the time of entry into a program. In order to promote timely graduation, MCHHS majors must identify a backup major with their advisor in case they are unable to meet milestones for their desired major.

Missing any of the milestones listed below will result in registration holds. Students are allowed no more than two milestone non-compliance issues in any MCHHS program. The first missed milestone in the major results in a hold being placed on the student's account, requiring the student to meet with their advisor for additional assistance prior to future registration. At this time, remaining milestone deadlines may be adjusted per the student's plan to graduation. If a student is in non-compliance with the milestones for a second time, a hold is placed on the student's account and the student will be required to meet with an advisor for major reselection. For most milestones, a grade of "C" or better constitutes satisfactory progression. A grade of "C-" (C minus), D, F or WF does not constitute satisfactory course completion. It is the responsibility of the student to read and understand the program milestones, course syllabus, and grading policy for each class.

Community Health Milestones

- Complete MAC 1105 with a minimum grade of “C” by the end of Semester 1.
- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete CHM 1045, CHM 1045L & PSY 2012 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete BSC 1085C & STA 2023 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete BSC 1086C & MCB 2010C with a minimum grade of “C” by the end of Semester 4.
- Complete 60 cumulative credits with a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Complete HSC 3202 with a minimum grade of “C” by the end of Semester 5.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

Health Science Milestones

- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete ENC 1102 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete STA 2023 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete 60 cumulative credits and earn a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

Public Health Milestones

- Complete MAC 1105 with a minimum grade of “C” by the end of Semester 1.
- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete BSC 1085C & STA 2023 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete BSC 1086C & PSY 2012 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete 60 cumulative credits with a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Complete HSC 3202 with a minimum grade of “C” by the end of Semester 5.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

If the student receives a grade of less than C in a course taken within the major, the student must repeat the course and earn a grade of C or better. Prerequisites to program courses must also be completed with a C or better. A grade of C minus (C-) or WF is considered less than a C. This includes transfer and elective courses. Courses may only be repeated once, and only two courses are allowed to be repeated. Students will be dismissed from the program because of unsatisfactory academic performance for the following reasons:

- Earns less than a C in 3 courses;
- Earns less than a C twice in the same course; or
- Earns less than a C after utilizing the grade forgiveness option twice.

Students dismissed from the program must reselect another major and will not be allowed to take program courses. Students dismissed from the program, suspended or expelled from FGCU are permanently dismissed from the major.

Time Frame for Completing Course Requirements

Upon admission into a Department of Health Sciences program, students must meet with the advisor to determine a course schedule. Students are expected to maintain continuous enrollment in order to complete the program requirements within the time frame discussed between the student and the advisor.

If the student cannot meet all of the graduation requirements specified by the University, College, and Program due to decisions and changes in course offerings or program policies, appropriate substitutions will be determined by the faculty advisor and Program Director.

University and Program policies are subject to change. If the student's graduation requirements are affected by these changes, appropriate arrangements will be made to avoid penalizing the student.

Former Student Returning

A former student returning is any former FGCU degree-seeking undergraduate student who has not earned a degree, who has not been enrolled at FGCU in any of the last three terms, and who wishes to enroll. The former student submits a new FGCU application and officially declares a major in the respective Department of Health Sciences program. To be readmitted, a student must

- be in good standing and eligible to return to the last institution attended, including FGCU; and
- must meet mapping guidelines and milestones at the time of re-entry into a program.

Former students reapplying to the program must meet program admission standards as stated in the current FGCU catalog as well as the milestones listed above in the *Student Progression in the Program* section. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the program and cannot be readmitted.

Graduation Requirements

The following are minimum requirements for awarding the baccalaureate degree:

- Apply for graduation by the deadline indicated in the university calendar.
- Recommendation by appropriate college advisor.
- Earn a minimum of 120 semester hours with a cumulative GPA of 2.0 in all coursework attempted at FGCU.
- Satisfy general education requirements (36 hours of required and elective coursework in prescribed areas).
- Satisfy the Communication and Computation Skills Requirement.
- Earn a minimum of 48 hours of upper division coursework (courses numbered 3000 and above).
- Complete all program requirements.
- Complete the university service learning requirements. Students entering FGCU as freshmen or sophomores must complete a total of 80 approved service learning hours prior to graduation. A student transferring to FGCU as a junior or senior must complete 40 hours before graduation. For more information, visit the Service Learning Eagles Connect website: www.fgcu.edu/connect
- Complete the University Colloquium.
- At least 25% of the coursework required for the degree and 30 of the last 60 hours must be earned at FGCU.

- All students entering FGCU with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer terms. The university may waive the application of this rule in cases of unusual hardship.
- Satisfy State of Florida foreign language requirement.

Application for Graduation

An Application to Graduate must be completed electronically on Gulfline in the term before graduation by the deadline noted in the academic calendar. **All students eligible to graduate must complete an Application to Graduate regardless of whether they choose to participate in commencement.** The application is used to prepare the graduate's diploma, initiates the process of verifying degree requirements, and ensures that commencement information is sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term. The Application to Graduate can be found on Gulfline. Information about the online application can be found at the following: https://www2.fgcu.edu/Registrar/files/Instructions_for_Students_Oct2011.pdf

It is the student's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework and foreign language requirements needed for graduation prior to the application deadline. A student taking an incomplete (I) in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree.

Practicum Experiences

The student practicum is a valuable experience which allows the student to integrate the theoretical components they have learned in the classroom into a real world experience in the Health Sciences. Students are encouraged to seriously consider the type of practicum placement they would prefer and select one that will enhance their personal and career goals.

All practicum placements are coordinated using legal contracts and affiliation agreements between FGCU and the internship site. The process to develop a new affiliation agreement may take several months and there is no guarantee that an affiliation agreement can be secured at a student's preferred site.

Practicum Placement Guidelines

1. Students are eligible to enroll in the practicum/internship course after completion of a majority of the required coursework **and** approval from their advisor.
2. Practicum/internship experiences must be scheduled during the first half of the semester **prior to** the semester when the placement actually occurs.
3. Employment experiences cannot be used or substituted for program internship or practice experiences.
4. Practicum/internship experiences are arranged as follows:
 - a. Students consult with the faculty member supervising the practicum regarding their career goals and related experiences.
 - b. The practicum experiences are approved and arranged by the faculty supervisor in conjunction with the preceptors at the practice sites.

Scheduling of repeat practicum courses due to unsatisfactory performance will be subject to availability of an appropriate affiliate site and adequate supervision. Unsatisfactory performance in the repeated practicum course may result in dismissal from the program.

The Health Services Administration practicum can be waived for an upper division elective with at least one year of documented health services administration employment with supervisory responsibilities.

Liability Insurance, Immunizations, Background Checks, and Health Insurance

Students are required to provide proof of the following to the Department of Health Sciences before beginning a practicum:

1. verification of student liability insurance
2. proof of immunizations/screenings **if required** by practicum facility
3. background check **if required** by practicum facility
4. health insurance **if required** by the practicum facility

Students are required to contact the faculty practicum coordinator during the first week of the semester to verify that the liability insurance will continue to be current through the end of that semester, immunizations are up to date, and a background check and health insurance are secured if required by the practicum facility. **It is the students' responsibility to contact the faculty practicum coordinator about this matter. The faculty practicum coordinator will not seek out students for this information.**

Students who fail to obtain liability insurance and do not meet the requirements of the facility will not be permitted to go on assignments until such documentation is provided. Once documentation is provided, an attempt will be made to reschedule the assignment prior to the completion of the semester. If the assignment cannot be rescheduled, students will receive an Incomplete (I) for the course, and will be required to complete the assignment during the following semester.

Specific requirements are as follows:

1. Student liability insurance, with minimum limits of \$1,000,000/\$3,000,000 required, can be purchased from a number of companies.
2. Immunizations and/or screening tests **if required** by practicum facility.
3. Background check **if required** by the practicum facility.
4. Health insurance **if required** by the practicum facility.
5. Drug Screen **if required** by the practicum facility.

Attendance and Punctuality

An expectation of professional practice is that students attend all classes, laboratory experiences, class demonstrations, field trips, participate in online classes and other academic experiences. Responsibility and accountability for meeting course obligations are fundamental components of professionalism.

Students assume responsibility for attending all classes, however in the event a class period is missed, the student is responsible for all material covered and all announcements. Further, punctuality and attentiveness is courteous behavior exemplified by:

- Being on time and remaining for the entire class period,
- Remaining in the classroom until a break or end of the period.
- Turning off cell phone and other communication devices.

Other Policies

Vacations

Students choosing to go on vacation while enrolled in a course are responsible for submitting all course work by the stated due dates. Lack of Internet access is not an excuse for late submission. A vacation is an unexcused absence and accommodations in course requirements will not be made.

Civility

The learning environment (classroom, laboratories, field trips, hallways, offices, online courses, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the MCHHS conform to, and express themselves in conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others.

Email

Email is an important communication tool used in the MCHHS. Upon admission to FGCU, all students are assigned an email address that is accessible from any computer via the web page located at FGCU Webmail at <http://email.fgcu.edu>.

The FGCU assigned Eagle email address is the **only** address used by the MCHHS faculty to communicate with students via email. Students are responsible and accountable for information sent via this email address and should frequently check emails. MCHHS faculty may use email to communicate information, announcements, and memoranda. Course information such as assignments, handouts, and schedule changes may also be communicated through the email function in the CANVAS Learning Management System.

Students should contact the FGCU Computing Services Helpdesk at Trackit@fgcu.edu or (239)590-1188 for issues associated with email. The ability to receive and read email, open attachments, and access online information is vital to student success in the MCHHS.

Social Media

Social media is defined as web-based and mobile technology used for interactive communication. Regardless of the type of social media, students are responsible for content they post, text, and promote. Examples of social media may include (but are not limited to) the following:

- Blogs – Blogger, LiveJournal, Xanga
- Microblogs – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasts – Blubrry
- Social networks – Allnurses.com, Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Second Life
- Social news sharing – Digg, Flickr, Instagram, Reddit, Snapchat
- Social bookmarks/social tags – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosts – Vimeo, YouTube

Students in the Marieb College of Health & Human Services have a responsibility to understand the benefits and consequences of participating in social media. Students must consider important concepts and a number of principles when functioning within the virtual world of social media in order to maintain

their own reputation and the reputation of the MCHHS and FGCU. This policy encompasses personal and professional social media use.

Students should represent Florida Gulf Coast University (FGCU) and the Marieb College of Health & Human Services in a fair, accurate, ethical, and legal manner while engaging in all social media activities. Official electronic communication regarding FGCU and MCHHS business, academic schedules, and academic classes will occur through University sanctioned channels such as FGCU email, Canvas, listservs, and FGCU websites.

When interacting on social media, students must be cognizant that information may be public for anyone to see and can be traced back to the individual. **Students are prohibited from disclosing through social media information such as (but not limited to) the following:**

- Clinical discussions for the purpose of education that include any identifiable information related to patients or clinical institutions and employees.
- Confidential or non-public proprietary information including photos or videos of patients, patient families, students, faculty, staff, and clinical institutions and employees.
- Comments that are damaging to FGCU, other students, faculty, staff, and clinical institutions and employees.
- Comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Postings that are in violation of any state or federal laws.

Improper use of social media may violate state and federal laws established to protect patient privacy and confidentiality and can result in both civil and criminal penalties. Inadvertently or unintentionally breaching privacy and confidentiality may result in disciplinary action including:

- Failure in a course
- Report/Notification to the Dean of Student Affairs
- Student Conduct Hearing
- Dismissal from the program
- Suspension from the University

Students are legally responsible for any and all communications on social media websites. If you make a mistake, admit it immediately. Faculty and staff can assist you in finding a solution, potentially avoiding any harmful implications.

Undergraduate Student Workload

The programs in the Marieb College of Health & Human Services are rigorous and demanding of time, energy, and talent. When making decisions about employment, students are to carefully consider workload expectations of credit hours registered for at FGCU. For example, a 3 credit hour course requires 3 hours of classroom time plus a minimum of 9-10 additional hours of study time outside of the classroom each week.

Student are expected to make realistic employment decisions as to the hours worked outside of the University, and will not use these decisions as an excuse for failing to meet academic and practice performance standards. Students are also responsible in ensuring their work schedule does not conflict with their class schedule.

CANVAS Learning Management System

CANVAS is the FGCU Learning Management System. Information about CANVAS and the login page can be found at: <https://canvas.fgcu.edu/index.asp>

Name or Address Change

It is the student's responsibility to report any name or address change to the Office of the Registrar.

Service Learning

At the current time, undergraduate students complete an hour-based service-learning graduation requirement based on a student's classification when entering FGCU:

- Students entering as freshmen or sophomores complete a total of 80 service hours before graduation.
- Students transferring into degree programs as juniors and seniors complete 40 service hours prior to graduation.

Service-learning experiences:

- Must be with a not-for-profit, non-profit, or governmental entity and done without pay.
- May meet one or more University undergraduate student learning goals and outcomes.
- May also meet college and program outcomes and may be required to do so for service-learning courses.

A student enrolled in a service-learning course follows directions from the faculty member teaching the course in planning a service-learning experience for that course.

Choose a service-learning opportunity:

- By visiting the EaglesConnect web site. Students can browse the entire list of service opportunities or sort the list based on their interests and desired locations.
- By selecting from options offered in service-learning courses.
- By proposing and planning service-learning experiences for themselves.
- By participating in group activities planned by the EaglesConnect Leadership Board or other student organization.

Activities must be pre-approved by the Office of Service-Learning staff (web listings are already approved) or the faculty member teaching a service-learning course to apply to the cumulative service-learning hour requirement. There are several ways to learn about service-learning experiences -- check the EaglesConnect web site, visit the office to look at hard copy of agency information, develop your own placement through personal contacts, read the email announcements, watch the EaglesConnect bulletin board, or take a course offering service-learning as part of the course requirements.

1. **Visit the web.** EaglesConnect has an interactive web site that allows you to browse the entire database of agencies or guides you through a narrower search for placements tailored to your preferences. The EaglesConnect web site includes agency contact information, job descriptions, and links to agency web sites, if available. <https://www2.fgcu.edu/connect/>
2. **Check our Information Station.** There may be more extensive information on placement sites than is practical to put in the database on the web. If additional information is available, it will be located in the Office of Service-Learning.
3. **Read student publications.** Information about service-learning opportunities is published regularly in the *Eagle News* and other student publications.
4. **Watch the EaglesConnect bulletin boards.** There is a bulletin board located on the 4th Floor of the Library highlighting new and current postings for local service activities. In addition, there are several smaller bulletin boards detailing SGA sponsored and student-planned service activities maintained by EaglesConnect staff and student workers. These bulletin boards are located in the atriums of Griffin and Reed Halls.
5. **Take a course.** A number of courses at FGCU have service-learning components. Service-learning hours can be earned by taking these courses. The faculty member teaching the class sets the criteria for the service-learning sites appropriate for the course. The faculty member may have suggestions for service-learning activities or may ask students to develop their own. In either case, the Office of Service-Learning is happy to help students with contact information and documentation.

6. **Develop your own.** Students may have interests and community contacts that lend themselves to service-learning activities. Check with staff in the Office of Service-Learning for approval and use an Agreement and Verification form to document the hours. Basic criteria for approval as a service-learning experience:
- Service must be performed with a not-for-profit entity like a school, government agency, social service agency, charitable agency, or faith-based organization. If working with a faith-based organization, no proselytizing can be involved.
 - Service must be provided without pay, although students may be permitted to receive mileage or meals.

The deadline to complete service-learning hours and submit paperwork to document the hours is about five weeks before Commencement each semester, however, to avoid the aggravation of being flagged during grad check, hours should be documented the semester before graduation. It is a good practice to verify hours on Gulfline. You may also visit the Office of Service-Learning, so if there are any problems, they can be resolved.

Remember, EaglesConnect staff must approve *student-developed* placements before the service activity begins.

Parents/Guardian Policy*

The Marieb College of Health & Human Services has the interest and responsibility of shaping and developing students into independent citizens practicing in the health care professions. An integral part of this process is to encourage students to articulate their own needs and concerns. We respect and value the importance of the parents' financial and emotional support to the student and FGCU. Although we encourage parental involvement in the lives of their children, students that are legal adults should take responsibility for their academic life. This means meeting with Advisors for academic counseling, meeting with course professors to address any issues or concerns with any type of assignment, following university and college policies and procedures, and meeting all obligations of being a student at FGCU.

*Adapted from Webster University 9/24/06.

Sexual Harassment

Sexual harassment includes any unwelcome sexual behavior and is not limited by the gender of either the alleged victim or perpetrator. Sexual harassment may include physical or verbal conduct. Members of the Department of Health Sciences programs and the educational community at FGCU are entitled to an environment that enables them to learn and contribute to their full capacity. When sexual harassment occurs, the learning environment is disrupted. Sexual harassment committed within the community health program or at community sites by a student, faculty or staff member against any student, faculty, staff member or visitor will not be tolerated. Allegations of sexual harassment should be reported to the University Ombudsman, 590-7405.

Illegal Use of Alcohol and Drugs

The unlawful or unauthorized possession, use, consumption, sale or distribution of illicit drugs and/or alcohol by employees and students within the Department of Health Sciences programs on FGCU property or at community based educational sites is strictly prohibited. Refer to the FGCU Student Handbook for additional information. Students should consider that conviction for abuse or sale of controlled substances could prohibit internship at some service learning and internship sites. Students planning to pursue graduate education in occupational therapy, or other health professions, may find that a conviction precludes their admission to the graduate program and/or sitting for certification examinations and licensure.

Disability Accommodation Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

University Nondiscrimination Statement

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of **Title IX** of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

APPENDIX



Marieb College of Health & Human Services

Department of Health Sciences Programs

Incomplete Grade Agreement Form

Date: _____

University Identification Number: _____

Student Name: _____

CRN: _____

Course Number & Title: _____

Semester/Term: _____ **Year:** _____

Course Faculty: _____

This document represents an agreement between the course instructor and student for successful completion of the course described above.

Terms for Completion: _____

Date for outstanding requirements listed above to be submitted: _____
(Date is at the discretion of the faculty, not to exceed one year.)

Student signature: _____ **Date:** _____

Faculty signature: _____ **Date:** _____