HSP 4320.010
Communication Skills for Healthcare Professionals
Fall 2020

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Office: Archer Building (HHS) 222D
Office Hours: Virtual Office Hours Available Tuesday and Thursdays 2:00-4:00 and by Appt

Course Information

Course Description
This course instructs HSP students to communicate effectively with their patients, colleagues, and other professionals. The course covers interpersonal communication with patients and their families, as well as public speaking, presentations, and communicating as a leader.

Course Credits
3

Prerequisite and Co-requisite Courses
none

Prerequisite Skills
Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the HSP 4320.

Program Outcomes

Mission Statement
The Bachelor of Science in Health Science Professions prepares students to enter health science professions either directly upon graduation or to enter advanced graduate study in healthcare.
Students gain knowledge in ethics, policy, epidemiology, organization and leadership, research and evidence-based practice, and communication skills that span multiple health science disciplines.

**Goals**
The Bachelor of Science in Health Science Professions strives to enhance multidisciplinary healthcare education and evidence-based principles to provide patient-centered care. Students will develop communication, decision-making, social, analytical thinking, and personal development skills necessary for professional practice as a healthcare professional.

**Course Delivery**
This is a hybrid face-to-face and online course with learning resources and supplemental materials posted in Blackboard. Students will be divided into two groups with one group meeting on Tuesday and the other group meeting on Thursday.

**Required Texts and Materials**

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University’s Distance Education website for further technology requirements: Angelo State University’s Distance Education Website
Course Objectives

Upon successful completion of this course, students will be able to demonstrate:

- Therapeutic communication, five steps of the communication process
- Nonverbal communication
- Listening skills, providing empathy, questioning the patient
- Interpersonal communication skills and communication with the healthcare team members and your supervisor
- Interviewing techniques
- Adapting communication to a patient’s ability to understand
- The ability to provide patient education
- Cultural sensitivity in healthcare communication
- Appropriate electronic communication
- Fundamental writing skills

Topic Outline

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-18-2020 – 8-20-2020</td>
<td>Introduction/Syllabus Communication and Quality of Care</td>
<td>Quiz 1 Bonus Points Clinical Application Video 1 Bonus Points</td>
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<tr>
<td>8-25-2020 – 8-27-2020</td>
<td>Nonverbal Communications</td>
<td>Quiz 2 Clinical Application Video 2</td>
<td>2</td>
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<tr>
<td>9-01-2020 – 9-03-2020</td>
<td>Verbal Communications</td>
<td>Quiz 3 Clinical Application Video 3</td>
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<tr>
<td>9-08-2020 – 9-10-2020</td>
<td>Professional Communication and Behavior</td>
<td>Quiz 4 Clinical Application Video 4</td>
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<tr>
<td>9-15-2020 – 9-17-2020</td>
<td>Modifying Communication to a Patient’s Unique Needs</td>
<td>Quiz 5 Clinical Application Video 5</td>
<td>5</td>
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<tr>
<td>Date Range</td>
<td>Topic</td>
<td>Quiz/Video</td>
<td>Topic Number</td>
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<td>9-22-2020 – 9-24-2020</td>
<td>Adapting Communication to a Patient’s Ability to Understand</td>
<td>Quiz 6 Clinical Application Video 6</td>
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<tr>
<td>9-29-2020 – 10-01-2020</td>
<td>Mid-Term Exam</td>
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<tr>
<td>10-06-2020 – 10-08-2020</td>
<td>Cultural Sensitivity</td>
<td>Quiz 7 Clinical Application Video 7</td>
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<tr>
<td>10-27-2020 – 10-29-2020</td>
<td>Electronic Communication</td>
<td>Quiz 10 Clinical Application Video 10</td>
<td>10</td>
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<tr>
<td>11-10-2020 – 11-12-2020</td>
<td>Fundamental Writing Skills</td>
<td>Quiz 12 Clinical Application Video 12</td>
<td>12</td>
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<tr>
<td>11-17-2020 – 11-19-2020</td>
<td>Make-up day and Review for Final Exam</td>
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<td>11-21-2020</td>
<td>Final Exam Saturday 10:30 – 12:30</td>
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</table>

**Communication**

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

**Written communication via email:** All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.
Grading

Evaluation and Grades
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
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</thead>
<tbody>
<tr>
<td>Mid-Term Exam</td>
<td>260</td>
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<tr>
<td>Final Exam</td>
<td>260</td>
</tr>
<tr>
<td>Clinical Application Video</td>
<td>240</td>
</tr>
<tr>
<td>Quizzes</td>
<td>240</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>

This course is graded strictly on points NOT percentages. The amount of points you earn determines your grade in the course. I DO NOT ROUND UP GRADES at the end of the semester. It is your responsibility to keep track of the total course points you have accumulated and take advantage of the bonus points available in the course.

Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- **A** = 900.00-1000 points
- **B** = 800.00-899.99 points
- **C** = 700.00-799.99 points
- **D** = 600.00-699.99 points
- **F** = 0-599.99 points (Grades are not rounded up)

Teaching Strategies
Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions
**Exams 260 Points Each**
Exams will be completed in class on the assigned days. The exams are designed to be completed during regular class time.

**Quizzes 22 Points Each**
Quizzes will open at 12:00AM (Midnight) on Tuesdays and will close at 11:59PM on the Sundays. You can use your notes or books when taking the quizzes, however you may not use the assistance of another person to complete the quizzes. Each quiz has a 60-minute time limit. You may try 2 attempts at each quiz, however the last attempt will be graded.

**Clinical Application Video 22 Points Each**
Clinical Application Video you will choose a Clinical application or a Role Play and make a video with that Question from the Chapter. You will act out fictional characters from the scene. Please complete the following:
1. Choose a Clinical Application or Role Play from the chapter
2. Act out the Clinical Application or Role Play and record yourself (note: get family and friends involved to complete the scenario)
3. At the end of the video, you will answer the Clinical Application or questions that follow each role play.
4. Upload your video to BlackBoard in the Assignment Video tab. Before you are able to attach the video, you may need to upload it through MyMedia or place the video in your Google Drive and submit the shared link to me in the assignment upload.

**Assignment Submission**
All assignments MUST be submitted through the Assignments link in the Blackboard site, except lab reports. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at kristi.white@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.
Late Work or Missed Assignments Policy
Late work will not be accepted unless you have received permission from the instructor prior to the due date. If you miss an assignment due to an unexcused absence, you are out of luck. Show up for class!

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)¹
- [Angelo State University Catalog](#)²
Required Use of Masks/Facial Coverings by Students in Class At ASU

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Student Responsibility and Attendance

It is the student’s responsibility to be on time for class, participate in class discussions, and be actively engaged in the learning process. Instructions and assignments will often be given during class, therefore it is in your best interest to attend. If you have to miss class due to an unforeseen event/accident or illness, please contact the instructor prior to the start of class. Pending the reason for your absence, the instructor may inform you of any missed homework assigned during class. Not acceptable reasons for absences include but are not limited to: oversleeping, work, wanting to leave early or come back late from the weekend, and celebrating a friend, relative or pet’s birthday. If you are sick, let the instructor know and bring a physician’s note when you come back to class.

Food and Drink Policy

Only bottles of water or water in containers with lids are allowed in the HHS building.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services,
programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

**Incomplete Grade Policy**

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**Plagiarism**

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.
**Student Absence for Observance of Religious Holy Days**
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**Copyright Policy**
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**Syllabus Changes**
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

**Title IX at Angelo State University**
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu
Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

Student Learning Outcomes

Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
Learning to apply course material (to improve thinking, problem solving, and decisions)
Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course

End of Syllabus

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php
8 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of