

**HSA4702 Research Methods and Information Literacy 3 credits CRN 15722**  
**Valencia College**  
**Fall 2016 Syllabus**  
**August 29 – December 18, 2016**

**Please note:**

**This is an entirely online course with no face-to-face sessions with the exception of**  
*Virtual Library Instruction\*\**

**Success in online courses = Time management + Keeping up + Doing the work**

**In order for me to document that you are actually in the class and actively participating, you must complete Discussion #1 and Exam #1 by 9/2/2016 midnight.**

**Access the course:** Either through Atlas or <http://learn.valenciacollege.edu/> Stay informed on Blackboard maintenance windows and plan accordingly.

**Course technical support:** For Technical Support refer to the OIT website

<http://valenciacollege.edu/oit/learning-technology-services/student-resources/>

Or call OIT Support  
407-582-5600

**Instructor contact:** Dr. Karen Blondeau [kblondeau@atlas.valenciacollege.edu](mailto:kblondeau@atlas.valenciacollege.edu) or through course email. You can leave a message at the West Campus Health Sciences Office 407-582-1409. Be sure to clearly state your name and that your message is for Dr. Karen Blondeau. The fax number for West Campus Health Sciences is 407-582-1984. Call the office before faxing anything.

**Office hours:** I am an adjunct instructor and do not have an office on campus. The best contact method is by email then we can arrange a phone or in-person appointment if necessary. Most questions can be answered by email & I'm online frequently. I suggest you review "Our Communication Plan" located in the "Start Here" tab on the sidebar bar. Don't wait until the last minute to ask me for help. Communicate early and often!

**Dr. Blondeau's background:** My first career was an elementary school learning disabilities teacher. Then I went back to school to become a Nuclear Medicine Technologist. I practiced and taught NMT for over 20 years and earned a Masters in Higher and Adult Education along the way. My doctorate is from UCF and I completed a second Master's degree in Library Science. I've taught in the K-12 system, a university, two community colleges, and a corporate health care organization. I retired from Valencia in 2014 but continue to teach as an adjunct professor.

**Course Description/Overview:** Pre-requisite: Admission into a B.S. Degree in Radiologic and Imaging Sciences or Cardiopulmonary Sciences. Pre-requisite or Co-requisite: STA 2023 or equivalent.

Research methods and information literacy are important because the health care profession is continually changing, which requires the allied health professional to possess new knowledge to function competently. The allied health professional should contribute to the body of knowledge and be able to effectively analyze resources to promote growth in the profession. The attitude of lifelong learning enables the professional to stay in step with the current health care environment and be prepared to help foster the future and increase awareness of the profession in the global community. The content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirements.

### **Where are we going and how do we get there?**

**The Syllabus** is a roadmap for course success and is a contract between the student and instructor. By participating in this course, the student agrees to and accepts the terms and conditions of the syllabus. It is the student's responsibility to carefully read this syllabus and to adhere to all college policies and course procedures within. The following information provides an overview of the course and class practices.

**HSA 4702 Learning Outcomes:** First and foremost, the activities and assignments in this course are designed to help students meet Valencia's student core competencies

<http://valenciacollege.edu/competencies/>

**Think**—Critical thinking is a vital skill for healthcare professionals. You need to think clearly, critically, and creatively in workplace settings. You need to be able to analyze, synthesize, integrate, and evaluate information quickly and correctly to be able to meet the needs of your patients and the profession.

**Value--** Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

- Recognize values as expressed in attitudes, choices, and commitments among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate own and others' values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

**Communicate**—Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, non-verbal) is essential in the medical fields. In speaking, listening, reading and writing, in

verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, health professionals need to:

- Identify own strengths and need for improvement as a communicator
- Employ methods of communication appropriate to audience and purpose
- Evaluate the effectiveness of own and others' communication

**Act**—Medical professionals must integrate all their technical skills and knowledge in to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

- Apply disciplinary knowledge, skills, and values to the workplace and beyond
- Implement effective problem-solving, decision-making, and goal setting strategies
- Act effectively and appropriately in personal and professional settings
- Assess the effectiveness of personal behavior choices
- Respond appropriately to changing circumstances

**Also, the content and assignments covered** in the course satisfy program accreditation requirements and the Valencia Radiologic and Imaging Sciences and Cardiopulmonary Sciences B.S. degree requirements. The course will help to enhance your career and the profession by providing you the opportunity to:

- Analyze research articles to determine the accuracy and validity of findings.
- Integrate information literacy concepts into a research project.
- Critique research projects to determine appropriateness and usefulness to the profession.

#### **Course Materials:**

- Required textbook:  
*Introduction to Research and Medical Literature for Health Professionals, 4th ed*  
 J. Glenn Forister and J. Dennis Blessing  
 ISBN 978-1-284-03464-6
- Other materials, readings, links or websites will be provided to students.
- Expect to do online library research in this course.
- Atlas email account.
- Reliable Internet access.
- A basic proficiency in using a computer, the Internet, and email.
- **Microsoft Office (MS Word)** is required for submitting writing assignments. Submit as doc or docx

**Class Calendar:** Please refer to the separate class calendar. I may need to adjust our course along the way and I will inform you by posting to our Blackboard course page, the course calendar, and/or ATLAS email *within* Blackboard.

**\*\*Virtual Library Instruction:** Students are required to attend one of the live library instruction classes. See separate memo in “Start Here” section of the course. There will be an alternate assignment if you cannot attend a live session.

### Assessment of Learning Outcomes:

**Grading Policy** Our course goals are measured several ways: quality of discussion participation, article critiques, exams, and a paper. You are assessed on a point system, with the total number of your earned points divided by the total number of class points possible determining the grade percentage. You are responsible for keeping up with your own grade in the course. I keep your grades in the Blackboard grade book.

**93 – 100% = A    85 – 92% = B    76 – 84% = C    69 – 75% = D    Below 69% = F**

I grade assignments using rubrics which will be available for your review before submitting your work.

**Points:** The total points in the course (may change depending on course adjustments)

<b>Exams:</b>	<b>100 points each</b>	<b>9 Exams =</b>	<b>900 Points</b>
<b>Discussions:</b>	<b>20 points each</b>	<b>7 Discussions =</b>	<b>140 Points</b>
<b>Library Instruction</b>	<b>75 points</b>	<b>1 Session =</b>	<b>75 Points</b>
<b>Article Critiques</b>	<b>50 points each</b>	<b>2 Articles =</b>	<b>100 Points</b>
<b>Research Paper</b>	<b>200 points</b>	<b>1 Paper =</b>	<b>200 Points</b>

**Total for the course: 1415 Points**

**Class Attendance Policy:** Your attendance in an online course can be tracked by the dates/times you log into the class. If you are not participating online, that is the same thing as not coming to a face-to-face class. If you haven't checked in for a while, I'll email you to see what I can do to help you get back on track. Administrative withdrawal may occur if it appears you to have stopped attending the course. A "W" is a lot better than an "F" on your transcript, but be sure you know your program rules about how many "W" grades are allowed, *if any*.

Let me repeat: **In order for me to document that you are actually in the class and actively participating, you must complete Discussion #1 and Exam #1 by 9/2/2016 midnight.**

**Withdrawal:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from a class before the established deadline for a particular term will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline of **November 11, 2016, 11:59 PM EST**. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)

or

<http://tiny.cc/4jgexx>

**Refund Date:** Please refer to the Valencia College Business Office website for current refund information. <http://valenciacollege.edu/businessoffice/refunds.cfm>

Refund deadline for Fall 2016 Full Term is September 6, 2016  
<http://valenciacollege.edu/businessoffice/important-deadlines.cfm>

### **Quality Expectations, Late Work, Missed Deadlines:**

- All students in this course are medical professionals and candidates for a bachelor's degree. Keep in mind we might never meet face-to-face unless I'm your patient. You might be the best medical professional on the planet, but all I know about you is the quality of the work you produce in our class. ***Your work is a direct reflection of you*** as a professional.
- We have class ***discussion boards, submitted papers, and exams*** in this course. When you submit an assignment, post to an online discussion, or send an email, please pay attention to grammar, spelling, typos, and general neatness. Proof your written papers for errors, and please re-read your postings before you hit "submit." Papers in this course will follow ***APA Guidelines*** and I expect college level work with minimal errors. The Valencia campuses have free writing labs for help. They won't write your papers for you, but will review a copy for grammar mechanics. Writing labs are part of Learning Support Services.
- I understand that occasionally our real lives overtake our school life so there is leeway for ***one late assignment submission***. I will accept a ***one-time-only late submission***. The ***late submission starts with 1/2 credit***. Then as I grade it you might lose more points if the quality is poor or the grading rubric was not followed. After the first late assignment, the next late assignment will NOT be accepted for grading. Failure to upload an assignment correctly is the same as late.
- ***Discussion boards have closing dates***. Once the discussion ends, no further posting. A missed discussion ***is*** a missed discussion. There is no one-time-only late discussion policy.
- All ***exams must be taken during the open window***. Once the exam window closes no make-up exams. There is no one-time-only late exam policy.
- ***But there are a few make-up exceptions:***
  - ***If Blackboard goes down or there's a similar technical glitch***, then I'll adjust the due dates.

- ***If you have an emergency, health issue, extenuating circumstance, jury duty, military duty, contact me.*** I will need documentation from you before I allow any make-up.
- ***Forgetting to submit an assignment, to participate in a discussion, or to take an exam does not qualify as a technical glitch or emergency condition.***
- ***Exams*** are online and open-book. The purpose of this course is to prepare you for reading and understanding technical research and that learning outcome is accomplished by article critiques and the final paper. Please don't forget to DO the exams, however. Losing those points is painful.
- ***Our class calendar*** will help you keep on track.
- ***There is no extra credit*** anticipated in this course.

**Expected Student Conduct --Please note, even though this course is fully online, this policy applies to our virtual classroom.** Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook. <http://valenciacollege.edu/pdf/studenthandbook.pdf>

**Academic Honesty:** Valencia College policies are addressed in the Student Handbook and our College-wide Policy Manual, including the college's computer usage policies. Cheating and plagiarism are both considered forms of academic dishonesty as are forms of electronic sharing of answers (e.g., text messaging answers during a test, wireless phone cheating, etc.). If you need help understanding what the differences are between copy/paste on a computer, and what is original work, I can refer you to people who can help you. If I discover that your work is plagiarized, I will assign a zero for that assignment. If you are discovered to have plagiarized a second time, your course grade will be an "F." Furthermore, you may be referred to the Dean of Students for disciplinary action.

[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0)

or

<http://tinyurl.com/p3nyjdq>

**Students with Disabilities:** Students with disabilities who qualify for academic accommodations must provide notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. OSD is located on each campus <http://valenciacollege.edu/osd/>

**Valencia Student I.D. Cards:** Valencia Student ID cards are required for checking out materials in the Valencia Library and using the Testing Center. No other form of ID at those locations will be accepted.

**BayCare Behavioral Health Student Assistance Program (SAP):** Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Learning Support Services:** Each campus has learning support available to registered students. For more information <http://valenciacollege.edu/learning-support/>

**Disclaimer Statement:** This syllabus may change or be updated, at the instructor's discretion, during the term. It is the student's responsibility to make any adjustments as announced.

### General Information

- Submit assignments as *Microsoft Word documents* and *save as doc docx formats*. I cannot view Apple, Microsoft Works, Word Perfect or any other type of document. Use Times New Roman and 12 font. Failure to submit properly may result in a grade of zero for the assignment. Each campus has a computer lab where you can get help with formatting and uploading.
- Separate guides are available within the course portal that outline requirements and grading rubrics for the article critiques and the research paper.
- Deadline for discussions, exams, assignments is **MIDNIGHT on the due date**.
- Discussion boards help you practice professional communication. But these are not social media pages. **Respect the boards! (No flaming, no sassy replies, no bullying) Civility rocks!**
  - The discussion board is a learning resource. While social niceties (such as *Hello, how are you?*) are welcomed, off-topic discussions are not appropriate nor is communicating in text-speak.
  - Observe Internet etiquette (Netiquette). Do not type in all caps (it's considered shouting), avoid excessive sarcasm (it can be misunderstood), and be sure to put your full name at the end of all your postings.
  - There may be minimum word counts for original posts depending on the topic.
  - If your postings are deemed inappropriate or not meeting expectations, I will let you know in an individual email. You may lose points for inappropriate posts.
  - On a new original post, use the subject line to clearly identify the topic of your post. Do not leave the topic line blank or use a subject line of a previous thread if you are changing the topic. If you are replying to a fellow student, then you don't need to change the subject as it is part of their original thread.

- Questions regarding due dates, assignments, and other class or procedure matters will *not count* as postings and should NOT appear on the discussion board. Email Dr. Blondeau separately with those questions.
- Pay attention to spelling and grammar when posting.
- You are free to express personal opinions on the discussion board. However, they must be stated as data-supported opinions (e.g., I feel this way because..., I believe this to be the truth because...) and please do NOT represent your opinion as a fact.
- Inflammatory, rude, or pointless posts will result in a zero for your discussion points. If I remove you from the discussion board due to ongoing noncompliance, you will not be offered an alternative assignment to improve your grade.
- Be aware of the differing views of fellow students, and to be open to their ideas. Be supportive not judgmental. Remember, you might work with (or for) these people someday. Don't burn a bridge now that you'll need to cross later!!
- Type your answers/replies directly into the text box. Do not attach a document. You can always copy from a document into the discussion.

**A final note about spelling, grammar, text speak.** I can't say this too many times or in too many ways. Although none of us has full command of the English language and the grammar rules, all of us have resources available to refine our communication skills. Neither you nor I majored in English. That said, this is a BS level course. When you communicate in this course use full sentences, capitalization when appropriate, and complete words. Pay attention to subject-verb agreement and plural versus singular words. The first few times you make errors I'll let you know as gently as I can. If mistakes continue on subsequent assignments, I'll grade harder with minimal feedback on repeated errors.



**HSA4702 Research Methods and Information Literacy 3 Credits CRN 15722  
Valencia College**

**August 29 – December 18, 2016**

**Due dates are on Monday @ 12 AM (midnight) unless otherwise noted. All work must be completed and submitted by 12 AM (midnight). The last two due dates are back-to-back. Plan accordingly.**

Schedule change notification will be through ATLAS or course communication. Modules are generally open a minimum of two weeks ahead of the due date so those who wish to work ahead may do so.

**PLEASE NOTE:** Chapter order not sequential. There is NO comprehensive final exam in this course. Consider printing this calendar and marking the “**Done**” box as you complete each module.

<b>Modules # Due Date</b>	<b>Activities, assignments</b>
<p align="center"><b>Module 1</b> <b>9/2/16 @ Midnight</b> <u>Special due date is 9/2 so I can report accurate enrollment in the course.</u></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Virtual Library Instruction</u></b> (see “Start Here” on homepage for login instructions) Choose a one-hour session: Aug 30 6-7 PM, Aug 31 6-7 PM, Sept 1 1-2 PM</p> <p><b><u>Discussion #1</u></b> Class Introductions</p> <p><b><u>Exam #1</u></b> Syllabus &amp; Course Information</p>
<p align="center"><b>Module 2</b> <b>9/12 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Discussion #2</u></b> Digital Literacy Vs Info Literacy</p> <p><b><u>Text</u></b> Instead of Chapter 2 Regulatory Protection of Human Subjects in the text, complete the NIH Tutorial <a href="https://phrp.nihtraining.com/users/login.php">https://phrp.nihtraining.com/users/login.php</a> It is FREE. Create an account &amp; you can go back into the website as many times as you wish. Excellent resources.</p> <p><b><u>Exam #2</u></b> Submit a copy or photo of your NIH Tutorial Completion Certificate in an email to Dr. Blondeau within the course (No formal exam this week)</p>
<p align="center"><b>Module 3</b> <b>9/26 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Discussion #3</u></b> Why We Need Evidence-based Practice</p> <p><b><u>Text &amp; Supplemental Slides</u></b> Chapters 1 Introduction Chapter 15 References</p> <p><b><u>Exam #3</u></b> Chapters 1, 15</p> <p><b><u>Course Module: Guidelines for APA Style</u></b> Tips and tutorials.</p> <p><b><u>Article Critique #1 Part 1 (Cover page &amp; Reference page Only)</u></b></p>

<p><b>Module 4</b> <b>10/10 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Discussion #4</u></b> Writing A (Your) Research Paper</p> <p><b><u>Text &amp; Supplemental Slides</u></b> Chapter 3 The Research Problem Chapter 17 Interpreting the Literature</p> <p><b><u>Exam #4</u></b> Chapters 3, 17</p> <p><b><u>Course Module: Guidelines for Article Critiques</u></b></p> <p><b><u>Article Critique #1 Part 2 (Full Critique)</u></b></p>
<p><b>Module 5</b> <b>10/24 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Discussion #5</u></b> Survey research—USRT Study</p> <p><b><u>Text &amp; Supplemental Slides</u></b> Chapter 4 Review of the Literature Chapter 5 The Systematic Review</p> <p><b><u>Exam #5</u></b> Chapters 4, 5</p>
<p><b>Module 6</b> <b>11/7 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Discussion #6</u></b> Your Research Paper Topic</p> <p><b><u>Text &amp; Supplemental Slides</u></b> Chapter 6 Methodology Chapter 7 Survey Research</p> <p><b><u>Exam #6</u></b> Chapters 6, 7</p> <p><b><u>Course Module: Guidelines for Article Critiques</u></b></p> <p><b><u>Course Module: Guidelines for APA Style</u></b> Tips and tutorials.</p>
<p><b>WITHDRAW DATE TO RECEIVE A “W” IS 11/11/2016</b></p>	
<p><b>Module 7</b> <b>11/21 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Text &amp; Supplemental Slides</u></b> Chapter 8 Qualitative Research Chapter 9 Community-Based Participatory Research</p> <p><b><u>Exam #7</u></b> Chapters 8, 9</p> <p><b><u>Article Critique #2 (Cover page, Critique, Reference page)</u></b></p>
<p><b>Module 8</b> <b>12/5 @ Midnight</b></p> <p><input type="checkbox"/> <b>Done</b></p>	<p><b><u>Text &amp; Supplemental Slides</u></b> Chapter 10 Clinical Investigations Chapter 11 Data Analysis Chapter 12 Exploring Statistics</p> <p><b><u>Exam #8</u></b> Chapters 10, 11, 12</p>
<p><b>Module 9</b> <b>12/12 @ Midnight</b> <b>**Research Paper Due @ Midnight**</b></p> <p><input type="checkbox"/> <b>Done</b></p> <p><b>NOTE: LAST DUE DATES ONE WEEK APART!!</b></p>	<p><b><u>Discussion #7</u></b> Your Abstract</p> <p><b><u>Text &amp; Supplemental Slides</u></b> Chapter 13 The Results Section Chapter 14 The Discussion Section Chapter 16 Writing and Publishing in the Health Professions</p> <p><b><u>Exam #9</u></b> Chapters 13, 14, 16</p> <p><b><u>Research Paper</u></b></p>

***A course syllabus and calendar is subject to change. Notification of changes will be through course announcement, and/or course email.***