

**Western University
Faculty of Health Sciences
School of Health Studies**

4.0 Course Format

Classes will be a mixture of lecture, discussion, guest speaker and group work. Students are responsible for assigned readings, and to be prepared to discuss them in class. This course will also make use of the 'case-based' format – which includes small and large group discussions.

The class is broken into 11 topic areas, each typically containing two lectures each. Most often, m

In all of the above communication tools and any time you are interacting on our shared OWL website, please be mindful of ‘e- etiquette’. Please be professional. It is expected that you will use proper grammar and punctuation when posting and emailing. You are also expected to respect your peers, TA and instructor in any discussion/forum.

4.2 Lecture Slides

All attempts will be made to post a modified version of lecture presentations on OWL before class. *There will not necessarily be slides for every class.* The lecture slides will be made available in PDF format, one slide per page. Posted lecture notes may not be comprehensive (i.e. there may be ‘blank spaces’ or information left out either for privacy/copyright or to ensure class participation). It is the student’s responsibility to ensure they have complete notes from the lecture. Lecture slides are the intellectual property of the current and past instructors; copying without permission is copyright infringement and can constitute plagiarism.

4.3 What’s in the News:

Each Monday (except for those with guest speakers) will begin with a discussion of ‘what’s in the news?’ Students are encouraged to bring forward news stories related to health management issues. Each week students will be asked to volunteer (for the following week) to present news stories. This is an excellent opportunity to practice public speaking and to provide your own analysis and criticism of news stories.

5.0 Evaluation

Team Based Assignment	40%
Individual Assignment	10%
Midterm Exam	20%
Final Exam	30%

5.1 Team Based Assignment (40%)

The major assignment for this class will be done in teams of 5-6 students (this number may vary depending on class enrollment). The purpose of the assignment is to complete a case study analysis on a management issue in a healthcare organization.

Teams and management challenges will be assigned by the instructor. There will be multiple teams (making up one network) working on the same management challenge. Your goal as a team is to come up with the ‘best’ solution to the challenge. Networks will be created based on healthcare sectors; for example, there may be a long-term care network, a Primary Care Network and a hospital network.

Group work is challenging, but hopefully you will be able to learn from your group and make the most of your learning experience. Research has shown that group work

in higher education has numerous benefits including: higher grades (overall), learning at a deeper level, better retention of knowledge, better communication skills and better understanding of the real-world environment. Many health care professions require the ability to work in teams to achieve outcomes for individual patients or the system as a whole. Each team member has something unique to bring to the group, whether it be a specific skill set or a diverse opinion. In order to reap the rewards, you have to put in some effort. We will spend time in class discussing effective teams – but the responsibility largely remains with each individual student to ensure fair and productive (i.e.: effective!) teamwork.

As a team, you will come up with an agreed upon set of rules to guide team processes. An example contract will be provided to you to use as a template. Team contract is due in hard-copy on Monday Sept 17 (start of class).

You will be given in-class time to work on your team assignment. These are designated as ‘working class’ in the class schedule. These working classes are strategically placed to allow teams to ensure that work is ongoing on this project through the semester, and allow for time to consider the last few topics presented and how they might apply to their team challenge. The class room will be available for you to work in if you wish, but there will not be a scheduled lecture.

There are several parts and related due dates for this team assignment. The information below is a summary of the requirements of the assignment. More detail will be available on OWL:

Pre-Assignment: Team Contract: Sept 18
Part 1: Define Challenge, Design Team: Oct 4 *Optional for feedback*
Part 2: Final Report: Nov 29 or Dec 3
(the same class as your presentation)
Part 3: Presentation Dates: Nov 29 or Dec 3
Part 4: Individual and Peer Assessment: Dec 3 or Dec 6 (the class after your presentation and report is due)

Pre-Assignment: Team Contract

Your Team Contract should be one-page and signed by all team members. A sample will b

The midterm exam will be entirely multiple choice. The midterm will be done using the OWL platform. Students need to have access to a computer on the day of the exam. Class will not run as normally scheduled on exam day. Therefore, *students do not have to be in class to take the exam*. The midterm exam will start at the beginning of the scheduled class time (9:30am); students will have exactly 90 minutes to write the exam. Once 90min has passed, the exam will close. Each student will be given 60 questions randomized to each student from a question bank; both questions and answers will be randomized.

There will be **no make-up for a missed mid-term exam**. If you miss the mid-term exam due to personal or medical reasons, you must contact the academic counsellors to seek accommodation. In the case of missed mid-terms, the final exam will be re-weighted to 55%. Missing the mid-term and failing to notify the instructor will result in a grade of zero for the mid-term exam.

The final exam, worth 30% of your final mark, will be held during the exam period. The final examination (scheduled by the Registrar) will be 2.5 hours. The exam will cover all material from readings and lectures; cumulative from the start of the term. The final exam will be entirely multiple choice (Scantron) and will include case-based evaluation questions. There will be no accommodations made for early holiday scheduling.

Students are not permitted to retain a copy of the mid-term or final exam questions. Computer-marked multiple choice test and/or exams will be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

The consequences of cheating or plagiarism will be in alignment with the Preamble on Scholastic Discipline for Undergraduate Students at the University of Western Ontario as found at http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf.

6.0 Course Material

A course reading pack will be available at the Bookstore

There is no required text book.

7.0 Course Schedule and Assigned Reading

This is a draft schedule and is subject to change;

ADDITIONAL STATEMENTS

Health and Wellness

As part of a successful undergraduate experience at Western, we encourage you to make your health and wellness a priority. Western provides several on-campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre as part of their registration fees. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page (<http://www.music.uwo.ca/>), or the McIntosh Gallery (<http://www.mcintoshgallery.ca/>).

Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

If you are in emotional or mental distress should refer to Mental Health@Western (<http://www.uwo.ca/uwocom/mentalhealth/>) for a complete list of options about how to obtain help. To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: https://uwo.ca/health/mental_wellbeing/education/module.html.

Student Code of Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For more information, visit <http://www.uwo.ca/univsec/board/code.pdf>.

English Proficiency for the Assignment of Grades

Visit the website <http://www.uwo.ca/univsec/handbook/exam/english.pdf>.

Accommodation for Medical Illness or Non-Medical Absences

http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

A UWO Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician or walk-in clinic. An SMC can be downloaded under the Medical Documentation heading of the following website:

<https://studentservices.uwo.ca/secure/index.cfm>.

Documentation is required for non-medical absences where the course work missed is more than 10% of the overall grade. Students may contact their Faculty Academic Counselling Office for what documentation is needed.

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner. Documentation for any request for accommodation shall be submitted, as soon as possible, to the appropriate Academic Counselling Office of the student's Faculty of registration. For BHSc students, you may go to the School of Health Studies Office in HSB room 222.

Scholastic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the