



**HS 4320B**

# COURSE ADMINISTRATION

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## INSTRUCTOR

Dr. Dan Belliveau  
Health Sciences Building, room 222  
Ext. 88235  
[dbellive@uwo.ca](mailto:dbellive@uwo.ca)

## OFFICE HOURS

Friday 10:30 – 12:30 OR by appointment

Due to the nature of the professoriate, there are times when unforeseen circumstances may prevent me from being present during scheduled office hours. I am always interested in hearing from students so feel free to contact me with some potential meetings times and I will respond with a mutually suitable date and time.

## COURSE CONTACT

**Course E-mail address:** I can be contacted through my institutional e-mail address: [dbellive@uwo.ca](mailto:dbellive@uwo.ca). I will endeavor to answer your e-mail promptly and within 48 hours. I will rarely respond to emails during the weekend. Some external email services may encounter SPAM blocking or filtering. It is essential that you use your UWO account, otherwise, important and timely information may not get to you if you are using another email service.

**Web site address:** <https://owl.uwo.ca/portal>, Log onto OWL using your user name and password. You must be registered in this course to have access to the site and you must have an account established with UWO. All course-related materials are delivered through OWL.

## DEVELOPMENT TEAMS

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Various aspects of the course will be done as teams, typically of four students. Teams will be developed using the CATME algorithm (<https://info.catme.org/>). The Comprehensive Assessment of Team Member Effectiveness (CATME) aid in creating student teams that work effectively based on experience and preferences of the members. Teams will be arranged after the first week of class and will remain constant for the duration of the course.

While there are pros and cons to having pre-arranged teams versus self-selected teams, it is my belief that you cannot always control the members of your team in professional situations. This exercise encourages everyone to work on improving inter-personal communication skills, increase responsibility and reduce social loafing. In general, students who are assigned to pre-arranged teams are better prepared to participate in substantive discussions with other group members during assessments, including being able to provide immediate feedback to their team members.

## EXAMINATIONS

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Exams will consist of multiple-choice questions including standard and k-type questions (multiple-multiple) as well as short-answer/case study questions. In addition there will be diagrams associated with some questions. The final exam will assess material learned throughout the course including clinical examples.

<b>GRADING:</b>	Midterm exam <b>February 12<sup>th</sup> 2019</b> (in class)	<b>20%</b>	Standard five-item multiple-choice style exam comprised of 30 questions and short answer/case study questions.
	Final Exam (cumulative) <b>April exam period</b>	<b>35%</b>	Exam will be comprised of standard and K-type multiple-choice questions, images and short answer questions and case studies.
	Infographic Assignment Due: <b>March 29, 2019</b> (Some components due <b>earlier</b> )	<b>35%</b>	Development Teams will collaborate to create an infographic and accompanying Professionals Handbook describing a congenital anomaly, its normal and abnormal development and potential resources for clients to explore (see assignment section for more details).
	Lecture review quizzes (various dates)	<b>10%</b>	An evaluation of understanding of material learned during various sections of the course. Quizzes are completed in class and done in development teams.

### MAKE-UP EXAMINATIONS

*Only under exceptional circumstances will permission be granted for writing an exam on an alternate date. You must contact me, your course instructor, if you missed an exam. If the exam was missed due to illness, \_\_\_\_\_ must be provided to the School office (academic counselor) as soon as physically possible (see university policies below for further instruction). The counselor will advise the course instructor of their support for accommodation.*

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*In-class review exercises cannot be made up if missed.*

### COLLABORATIVE TESTING

During the official course assessments (midterm exam and final), a portion of the evaluation will be derived from collaborative tests. This portion of the examination allows students to work together in their development teams to answer the exam questions. The collaborative testing portion of the exam will make up 15% of the exam grade and will be included only if it benefits the individual student.

Therefore, if your grade as an individual is higher than your collaborative testing grade, then your mark will be made up exclusively on your own work. Past experience indicates that this occurs very infrequently so I do anticipate that the collaborative-2 (i) -2 (c) 4 do

*All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the Universit*



# **POLICIES THAT SAFEGUARD YOUR SUCCESS**

## **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-



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.

### **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



