



**FOLLOW THIS SYLLABUS FOR ALL ASSIGNMENTS AND GRADING
CRITERIA**

ALLEGANY COLLEGE OF MARYLAND ONLINE COURSE SYLLABUS

Please print a copy of this syllabus for handy reference

COURSE NUMBER: 106

COURSE TITLE: INFECTION CONTROL & BLOOD BORNE PATHOGENS

COURSE START DATE: Refer to College Catalog or announcement page

COURSE END DATE: Refer to College Catalog or announcement page

INSTRUCTOR

**Sharon Walker RN, MSN, CEN
(301) 784-5563 – Office Number
swalker@allegany.edu**

Hello and a very warm welcome to my class! I am looking forward to sharing this learning experience with you and am available on an as needed basis if you have any questions about the course content or assignments. I check the discussion board on a daily basis, except Sundays, and will also provide a thread in the discussion board in case of questions that you may have. I'm always happy to talk to you on the phone as well, in case of an emergency.

Remember that it is imperative to communicate effectively, as I will not see you and have yet to learn how to read someone's mind!



ABOUT YOUR INSTRUCTOR

I am posting my autobiography in the course Discussion Board link. I am looking forward to reading your autobiographies that you will also post in the Discussion Board in order to get to know one another during this course time together.

****CLASS AUTOBIOGRAPHIES**:**

Your FIRST ASSIGNMENT will be to post a brief autobiography to the Discussion Board and also submit it to the Digital Drop Box, Please respond to one another's biographies so we may get to know each other and practice using the system. This will be worth 2 extra credit points. Complete this assignment on DAY 1 (Thursday) of class before midnight.

COURSE DESCRIPTION:

This course is designed as an introductory course to provide an understanding of the basic concerns in addressing Infection Control issues and blood borne pathogens. Topics for discussion include: current infection control measures, government regulations regarding infection control and blood borne pathogens, means to identifying common and lesser known blood borne pathogens.

COURSE CONDUCT:

Since there will be no face-to face class lecture, it is imperative that you are conscientious, motivated, and self-disciplined. While the course is very flexible in terms of when you put in the time, you can expect to average about the same amount of time as a normal lecture course. Note also that the course **IS NOT SELF PACED**. Assignments are due by specific dates. You may work ahead if you like, but you may not “work behind”.

I will not remind you of when assignments are due. If you have difficulty or have questions, please contact me and I will be happy to assist you.

You will be interacting with other students enrolled in the course. Students are encouraged to communicate with other students by email, use of the discussion board, group pages, or by phone. If you form a live ‘chat session’ online using an instant messenger, please have someone provide me with the date and time of the online session, as well as who attended, and a summary of what was discussed. Interacting with other students will enhance your learning experience.

****Remember when responding to classmate’s posts, that our discussions are to be kept on a positive note. Please provide feedback to others in a kind and constructive manner.****

PREREQUISITES: None

***** NOTICE*** PLEASE READ *******

This course begins and ends with different dates than your typical classroom courses. Because of the way the course is scheduled, you MAY NOT be able to drop the course to receive a full refund. If you fall behind or develop technical problems, you are still accountable for completing the work. You will receive a final grade based on your completed assignments, your participation, and weekly criteria. Project assignments will not be accepted after the course ends. If you post assignments late, you will receive either ‘zero’ or partial credit, depending on the original point value and how late you submitted the work.

TECHNICAL REQUIREMENTS:

The primary means of communication in an online course is through the Internet. Therefore, you should be comfortable with using the Internet and email. **You must have reliable Internet access** (you must provide your own ISP), **an email account, and a browser** (Netscape 3.0 or higher or Internet Explorer 4.0 or higher).

You are expected to have basic computer and Internet literacy skills. This includes the ability to work comfortably in a browser, send and receive email with attachments, use a search engine, and create and modify documents in MS Word. Access to Microsoft Power Point and Power Point Viewer is also highly recommended. **YOU MAY DOWNLOAD THESE FOR FREE ON THE COLLEGE LIBRARY WEBPAGE under the “How to do Research” box and look for the link OR click on: <http://www.allegany.edu/dl/updates.shtml>** I have also included this link in the “Course Information” folder.

**** It is **highly recommended** that you take the student tutorial located on the main page of Blackboard, once you have logged into the system – prior to the start of class. This will enable you to become familiar with the different areas of Blackboard and how to best use them to your advantage. **** You may also go to this web address:
<http://www.allegany.edu/dl/onlineorientation/orientation.shtml>

Please note: Technical difficulties do occur during a semester. However, technical difficulties do not excuse late or incomplete assignments. So, in other words- PLAN AHEAD.

COURSE CONTENT:

Please see the course calendar for a week-by-week list of what topics will be covered in the course.

COURSE OBJECTIVES:

- **Define the term infectious disease.**
- **List the six links in the chain of infection.**
- **Identify risks for nosocomial infections.**
- **Identify anatomic and physiologic barriers that defend the body against microorganisms.**
- **Identify interventions to reduce the risk of infections.**
- **Explain the role of government agencies involved in infection control.**
- **Explain what is meant by the term Bloodborne Pathogen Standard.**
- **Describe the steps to take in the event of a bloodborne pathogen exposure.**
- **Discuss the different types of blood borne pathogens that pose a threat to society.**

RESOURCES:

Suggested text reference:

Publication Manual of the American Psychological Association (5th edition).
Washington, DC: American Psychological Association.

RELEVANT INTERNET/WORLD WIDE WEB (WWW) SITES:

(NOTE: Every effort has been made to ensure that these sites are current; however, due to the rapidly changing environment of the Internet and WWW some links may no longer be accurate.)

www.apastyle.org

www.dhhs.gov

www.healthleaders.com

www.medscape.com

www.cdc.gov

www.noah-health.org

www.cdc.gov/niosh

www.nih.gov

REQUIRED TEXTS:

All material is online. Currently a textbook is not required for this course. Information will be obtained from lectures, Internet links and online sources, as well as accessing other traditional resources.

AVOIDING PLAGIARISM:

Plagiarism is the act of using another's work or ideas without giving credit to the originator of the work or idea. The way that credit is given is through the use of reference citations. APA format is used to reference citations in text and in reference lists. If you are unsure as to whether or not you should credit work to another, do it. It is better to give credit than to "forget" or "overlook" giving credit. There are multiple venues available to faculty to address plagiarism in student work. Should plagiarism be discovered in your individual or group work, I will use all of ACM's remedies to address the issue. I hold each member of a team responsible for the entire work product of a team. So, if one team member provides plagiarized content for a team assignment and it is submitted to me as a final work, each and every member of the team will be held accountable for the plagiarized work. For additional information, please visit the college's plagiarism website at: www.allegany.edu/plagiarism

WHERE TO GO TO CLASS – YOUR COURSE NEWSGROUPS/CLASS MEETINGS

ANNOUNCEMENTS: Important announcements will be placed here periodically. Be sure to check it each time you log in.

DISCUSSION BOARD: This is the main newsgroup for the class. It has read-and-write access for everyone to discuss issues **related to the course content.**

ASSIGNMENTS: This is a read-only (can read messages but not write them) newsgroup where you will obtain assignments.

COURSE GROUPS: Located under the “Collaboration Link”, this is a read-write newsgroup designed as a place to discuss issues related to a learning teams you may be on.

COURSE INFORMATION: This is a read-only newsgroup where the class syllabus and course calendar will be posted. I encourage you to print them out for a hard copy to refer to.

COURSE DOCUMENTS: This area will contain handouts for the course, weekly lectures, and discussion questions. Information on accessing Blackboard, emailing assignments, etc. will also be posted here.

DIGITAL DROP BOX: Located under the “Tools” link, this is how you will send your assignments to the instructor. In the event the Blackboard server is not working and the magical hour of midnight is fast approaching for an assignment that is due, you should submit the assignment as an attachment and email it to my work email: swalker@allegany.edu The date and time will be noted when it was received. **This is to be used only as a last resort for server problems, not for every assignment.**

WEB ACCESS TO CLASS:

Web access to class via <http://student.allegany.edu> is possible, as well as logging onto the college website at www.allegany.edu and clicking on the Blackboard link in the bottom right hand corner of the site. You may also login directly to Blackboard at <http://blackboard.allegany.edu>

APA AND ATTACHMENTS:

Your formal written assignments require APA format and should be sent as attachments. [This applies to the final written paper.](#)

- Prepare these assignments in Microsoft Word
- Save your work as a “.doc” file (this is the MS Word default file type).
- To send an attachment, open a “Reply Group” in the correct thread (or a new post if it is to the Assignments folder).
- Type in a subject line that includes the name of the assignment and your initials.
- Use the “Attach” function to find and attach the file from your word processor.
- Then send it.

THE ONLINE WEEKLY SCHEDULE:

The electronic week will begin on Thursday and end on Wednesday. This will allow you to have greater flexibility with your participation and completion of assignments. Assignment due days are listed in the course calendar to assist you in keeping track of when things are due to be posted.

Day 1	Thursday
Day 2	Friday
Day 3	Saturday
Day 4	Sunday
Day 5	Monday
Day 6	Tuesday
Day 7	Wednesday

****PARTICIPATION:**

You will be expected to contribute to the class discussion in a substantive way at least three out of seven days each week by responding to at least 2 of your other classmates comments, etc. Your contributions need to be posted to the Discussion Board and will be evaluated according to its quality which constitutes 30 points/week of your final grade. Responses such as “I agree” or merely repeating what was previously stated, does not count as participation. You are intelligent people with experiences and thoughts of your own. By contributing to the discussions, it opens up different viewpoints to consider.

WEEKLY SUMMARY:

Each student is expected to submit a brief summary (1/2 page-approx 150 words) of what was learned from the readings, research, activities, discussions, and assignments at the end of each week (Wednesday). Your summaries need to be posted to the Discussion Group and will be evaluated according to its quality which constitutes 5 points/week of your final grade.

LATE WRITTEN ASSIGNMENTS:

Students are expected to complete the course within the specified time frame. **Late assignments submitted after the last day of the course will not be accepted. Weekly assignments not submitted on time (post date) may be deducted five points for each day past the due date. The assignment is considered late if it is posted after midnight EST of the assigned date.**

ACADEMIC HONESTY:

Academic honesty is highly valued in Online Courses just as it is at each Allegany College of Maryland campus. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. At the Online campus, all submissions to any public meeting or private mailbox fall within the scope of words and ideas that that require citations if used by someone other than the original author.

Academic dishonesty in an Online learning environment could involve:

- Having a tutor or friend complete a portion of your assignments;
- Having a reviewer make extensive revisions to an assignment;
- Copying work submitted by another student to a public class meeting or;
- Using information from Online information services without proper citation.

GRADING:

Grading for the course is as follows:

100% - 90% = A =Excellent Performance
89% - 80% = B =Good Performance
79% - 70% = C =Average Performance
69% and below = F = Unacceptable Performance

Please refer to the grading criteria for the listed assignments for point values assigned to each.

COURSE STANDARDS FOR ASSIGNMENTS:

Written assignments should be word-processed according to APA format. For example, submit papers in Times New Roman, 12-point font, double spaced, one inch margins, headers with page numbers, introduction, conclusion, references, and a cover page. The cover page for each assignment should include: name of university and site- (i.e. Online); title of paper; your name and credentials (i.e. EMT, MLT, BSN, RN); course name and number; instructor's name and credentials; and date paper is due.

Written assignments will be graded according to APA format as well as organization and clarity of presentation, logical progression of thought, technical accuracy, current sources (not > 5 years old- except for historical purposes that is clearly explicated), page length of paper (excludes cover, references, appendices), and correct spelling and grammar. The

content of all papers is to be presented according to APA heading levels (refer to the APA guidelines sample paper in the course documents section). **** APA is NOT difficult, it is simply another way to cite references, etc., and is also used in other courses.**

In order to avoid plagiarism, all concepts (ideas) that you use from a published source must be paraphrased- not quoted - so that the work is your own rather than a compilation of the works of published authors, documented (cited), and properly referenced in the "Reference" section of the paper in APA format. References are to be from professional literature (i.e. magazines, newspapers, pamphlets, brochures, etc. are not professional publications).

****Each person submitting a portion of a learning team assignment is responsible for its content in that it is paraphrased, cited, referenced, and edited for correct spelling and grammar. ****

WRITTEN ASSIGNMENTS

Assignments will be posted in the course information folder, as well as the 'Assignments' folder.