

**Allied Health 135-Fundamentals of Cancer & Cancer Care
Course Syllabus**

I. Instructor	Sharon Hensley Alford, PhD, MPH Cancer Epidemiologist E-Mail: smhensley-alford@henryford.ucompass.com
II. Division Name	Allied Health
III. Course Number & Title	Allied Health 135 Fundamentals in Cancer & Cancer Care
IV. Credit Hours	3
V. Total Contact Hours	47
VI. Prerequisite	Medical Terminology; Intro to Biology
VII. Course Grading Scale	A – E
VIII. Catalog Description	This course will present a broad introduction to the basic principles of cancer. It will explore the fundamental concepts of cancer development, diagnosis, treatment and prevention. As a survey course designed for a wide and diverse audience, this course will focus upon general concepts as opposed to specific technical details.
IX. Course Goals	To introduce students to the biology of cancer and the patient issues related to the disease
X. Core & Course Objectives	Students will be able to: <ul style="list-style-type: none"> • Understand major differences in cancer types • Be familiar with major causes of cancer • Be sensitive to patient and family issues related to cancer • Know the best sources for finding information on cancer
XI. Course Textbook & Materials	<u>Primary Textbook</u> Principles of Cancer Biology By Lewis J. Kleinsmith. Pearson Benjamin Cummings ISBN number: 0-8053-4003-3.
XII. Assessment of Academic Achievement	Assessment methods for this course include weekly assignments and discussion board activities. There are occasional quizzes and midterm and final exams.
XIII. Packets	Packets are readings, activities, and assignments for a particular week. You will be able to access a course packet every Tuesday by 12:00 PM. The packet will provide details regarding the readings required for that particular week as well as specifics for the activities and/or assignments that are due for that week. All of the activities and assignments from that packet will be due the following Tuesday by 12:00 PM.
XIV. Activities/Assignments	The activities and assignments will vary throughout the semester. The assignment will consist of writing

	<p>which will reflect your understanding of the subject matter of the packet. The specifics of each assignment will be expressed in each weekly packet.</p>
XV. Late Assignments	<p>Assignments that are turned in late will result in a 10% deduction <i>per day</i> from the overall grade of the assignment. Late assignments are accepted only one week after their due date.</p>
XVI. Participation & Drop Policy	<p>Students are expected to complete all weekly assignments and activities contained within this course. Penalties may be imposed, at the discretion of the individual instructor, whenever the quality of the student's work has been affected by non-participation and non-completion of course assignments and activities.</p> <p>Drop Policy Please check the term calendar for the college's official last day to withdraw from a course.</p> <p>Tuition Refunds Refunds on tuition and fees (except registration fees) may be obtained on all classes of fifteen-week duration officially dropped according to the following schedule:</p> <ul style="list-style-type: none"> • 100% 1st week of classes • 50% 2nd week of classes <p>No tuition refunds are given after the end of the second week of classes and no exceptions are made for students who enter late. Courses of other than fifteen-week duration have differing refund schedules. Details may be obtained in the Office of the Registrar.</p> <p>Students receiving federal financial aid have additional refund options available to them. They should review the brochure Financial Aid Information Guide and Consumer Information Supplement, available in the Financial Aid Office.</p> <p><u>New Fall 2010</u> <i>"Incomplete" grades will not be considered unless there are extenuating circumstances that prevent the student from completing the course and the student currently has at least a "C" grade. Students given an incomplete may only finish work; they may not repeat any work already done.</i></p>
XVII. Online Conduct Policy	<p>A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to</p>

	<p>maintain standards of personal integrity.</p> <p>B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:</p> <ul style="list-style-type: none"> • Personal correspondence should be conducted elsewhere. • Treat and respect others as you would like to be treated. • “Flaming”, an angry series of words or comments used to personally attack others who may disagree with you, is not permitted. • Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work. • HFCC’s computer use policy is in effect. It can be found at http://www2.hfcc.edu/resources/policy.htm. • Students are responsible for completing their own online course work. <p>C. Rules for responses</p> <p>Just a few notes:</p> <ul style="list-style-type: none"> • Do not use “Texting” style for completing assignments, like the discussion board or critical thinking exercises • Grading criteria for discussion boards will be included in the assignment details.
<p>XVIII. Academic Dishonesty</p>	<p>Policy on Academic Dishonesty (Cheating)</p> <p>Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses. Instructors (or</p>

their designees) reserve the right to require picture identification for test taking, graded papers or projects, or other appropriate purposes. A student cannot drop a class if failing for reasons of academic dishonest.

Academic dishonesty is any activity intended to improve a student's grade fraudulently. * It includes, but is not limited to, the following:

- Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books).
- Unauthorized use of notes, books, or other prohibited materials during an examination.
- Open cheating on an examination (such as copying from another student's paper).
- Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received.
- Providing unauthorized assistance with any work for which academic credit is received.
- Revision of graded work in an attempt to receive additional credit fraudulently.
- Plagiarism (using another person's work without acknowledgment).
- Use of cell and video phones to cheat.
- Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student's transcript. The notation may

	<p>be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action.</p> <p>If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.</p> <p>*Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy. Please refer to the College Catalog under the section Information and Policies.</p> <p>It is considered academic dishonesty to plagiarize material from internet sources like Wikipedia. The first infraction will result in 0 credit for the entire assignment and a written warning. The second infraction will result in failing the class.</p>
XIX. Student Support Services	<p>Data & Voice Administration If you need assistance with username and password issues, please contact Data & Voice Administration. Data & Voice Administration is located on the second floor of the Andrew Mazzara Administrative Conference Center. To reach the department help desk, please dial 313.845.6345</p> <p>Instructional Technology If you require assistance accessing UCompass Educator Courses, please contact Instructional Technology at 313.845.9663, ext. 4, 5, or 6 or via e-mail at signorelli@hfcc.edu, kolin@hfcc.edu, gagaddis@hfcc.edu . Instructional technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.</p> <p>Media Center Located in the second floor of the library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the internet, and/or check their e-mail. For</p>

more information, you may contact the Media Center at 313.845.6386. For more information regarding the Library Services, you may phone 313.845.9606.

Assisted Learning Services

The assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

Learning Lab

Located in the second floor of the Learning Resource Center, the Learning Lab assists HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing and Math. Although operation hours may slightly vary each semester, generally the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313.845.9643.

