**Course Name: IET Allied Health Basic Skills**
**Location:** Texarkana College Physical Sciences Building

**Hours: M & W 1:30- 3:30 p.m.**

**Semester & Year:**

**Instructor Information:**

Name:
Room:
Telephone:
E-mail:
Office Hours: by appointment

**Textbook and Materials Information:**

IET Allied Health textbooks and materials as appropriate

**Course Description/Objectives:**

The basic skills and workforce prep instruction course is designed to assist students in strengthening their skills in reading, writing, and math in a contextualized format related to the content studied in the IET Allied Health program. In addition, workforce preparation activities include instruction in finding a job, making a good impression, working with others, good communication, solving problems at work, and professionalism.

**Content Standards:** Content standards are designed to encourage the highest achievement of every student by defining the knowledge, concepts, and skills that students should acquire at each NRS educational level.

**Student Learning Outcomes**

**See IET specific learning outcomes**

**Student Assessment, Completion Standards, and Feedback:**

* Assessment is a key part of the enrollment and instructional process. As part of the enrollment and orientation process, the student will take an initial TABE assessment, which will assist the instructor in knowing what content areas the student will need to focus on the most. This “baseline” assessment is used to report data to the state.
* After completing 30-40 hours of instruction, the student will be TABE assessed again to measure progress. The goal of instruction is to help the student move from one skill level to a higher skill level and ultimately to obtain the high school equivalency in each area.
* Students are provided feedback on classroom assignments through class discussion, teacher grading, and/or student grading of assignments. Grades are not given in the course. Progress is shown through mastering concepts for each area of the exam.
* Students will receive assistance in preparing for the applicable certification they are seeking.

**Class Schedule:**

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| --- | --- | --- |
| **Date** | **Basic Skills- Reading** | **Workforce Prep.** |
| Week 1 | Paxen Skills Tutor | Orientation/Work Essentials |
| Week 2 | Paxen Skills Tutor | Work Essentials/Work Wise Lesson 1 |
| Week 3 | Paxen Skills Tutor | Work Wise Lesson 2-5 |
| Week 4 | Paxen Skills Tutor | Work Wise Lesson 6-9 |
| Week 5 | Paxen Skills Tutor | Job Success Chapter 1 |
| Week 6 | Paxen Skills Tutor | Job Success Chapter 2 |
| Week 7 | Paxen Skills Tutor | Resume Building |
| Week 8 | Paxen Skills Tutor | Job Success Chapter 3 |
| Week 9 | Paxen Skills Tutor | Job Success Chapter 4 |
| Week 10 | Paxen Skills Tutor | Resume Feedback |
| Week 11 | Paxen Skills Tutor | Interviewing Techniques |
| Week 12 | Paxen Skills Tutor | Interviewing Techniques |
| Week 13 | Paxen Skills Tutor | Finalized Resumes |
| Week 14 | Paxen Skills Tutor | Round Robin Mock Interviews |
| Week 15 | Paxen Skills Tutor | Round Robin Mock Interviews |
| Week 16 | Paxen Skills Tutor | Post Testing; Exit Materials |

**Attendance Policy:**

All students are required to attend class. See IET Allied Health program requirements that are specific to each program.

**Missed Instruction:**

When a student misses a day of instruction, he or she may make up the instruction missed on another day of the week if the instructor can accommodate the student. It is the student’s responsibility to contact the instructor and make these arrangements.

**Disability Act Statement:**

Texarkana Adult Education and Literacy complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. The student is responsible for providing appropriate documentation for accommodations and making arrangements with the testing program and site.

**Class Protocol:**

1. Students should be prepared to work, listen, participate, and complete assignments each day in class.
2. Cell phones must be on mute or vibrate and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency situation exists, please see the instructor and ask permission before leaving the classroom to use the phone.
3. Students are not allowed to listen to music via headphones during class. Headphones may be used to listen to videos while working on academic work, but headphone use is not allowed during testing.
4. Students are not allowed to have their head down and to be inattentive during class.
5. Students are not allowed to use a personal computer or other devices during class without permission from the instructor.
6. Students are not allowed to bring children to class.
7. There will be a zero-tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude/disrespectful behavior toward the instructor, staff, director, or other students in the class. The student will be asked to leave the classroom.
8. Students should not leave the classroom without permission. The instructor will dismiss the class. A brief, 5-minute bathroom break will be allowed at 2:00 p.m.
9. Only drinks with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption. Also, food and drink should not be near computers. Drink and snack machines are provided in the inner hallway, and students must dispose of their trash.
10. Students must park in areas not designated as faculty or handicap and must have a parking permit.
11. Smoking is not allowed on school property, and students may be ticketed if caught smoking on campus.
12. Loitering is not allowed on campus.
13. Students are expected to attend class every day, arrive on time, and stay for the entire class period. **(SEE ATTENDANCE POLICY).**
14. Students must commit to attending class as outlined in IET Allied Health Course objectives.
15. Students must sign the Sign-in Sheet when they arrive and sign out when they leave for documentation of attendance.

***Students must follow the rules, regulations, and policies of the Texarkana College Student Catalog.***

**The AEL program reserves the right to refuse services to any student, and after three documented infractions of rules 1-15 a student can be permanently removed from the program. Students may also be referred to Robert Jones, Dean of Students.**

**Immediate expulsion will result if any of the following occurs:**

* **Possession of a weapon**
* **Altercations**
* **Under the influence of any drug or alcohol**

**Campus Safety:**

In case of any emergency, the TC Campus Police telephone number is 903 798 3330.

Surveillance cameras are in use at all times. Doors are locked at all times, and students must ring the doorbell to be allowed into the building. Only staff members are allowed to open the doors for students or visitors.

**Computer Usage:**

1. Students must use computers only with the instructor’s permission.
2. Students must not use personal email for anything besides schoolwork.
3. Students must use computers only for assignment purposes.
4. Students are responsible for ethical, legal, and efficient use of computers at all times.
5. Students are held accountable for actions and loss of privileges if the rules are violated.
6. Students who violate these rules may be suspended or revoked of system access.

**Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Catalog.**

**Student Support Services:**

Miller and Bowie County Literacy Council 903 255 7733

Texarkana College TRIO 903 823 3106

Texas Department of Assistive and Rehabilitative Services 903 255 3220

Texarkana Health and Human Services 903 791 6400

Workforce Solutions Northeast Texas 903 794 4163

**Students Opportunities after Obtaining Allied Health Certification:**

Employment placement

***The AEL program will assist students in moving to the next step after completing the Allied Health Course and will communicate with the student to track and assist with student performance beyond the IET program.***

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,**human.resources@texarkanacollege.edu*

*Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support.  Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.*

**NOTE***: The above guidelines are subject to amendment by the instructor or program director at any point during the semester. Students will be notified if any changes occur.*

**Syllabus Acknowledgement**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the policies and procedures outlined in the course syllabus for Adult Education IET- Allied Health Basic Skills for the \_\_\_\_\_\_\_\_\_\_\_ semester.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_