



2024-2025

Bachelor of Science in Health Sciences

Student Handbook

Academic Year 2024-2025

Welcome to the Health Sciences Program

Dear Methodist College Health Sciences Program Student:

Welcome to the Methodist College, Department of Health Science! It is with sincere gratitude that we welcome you to our department. We hope that you find this academic unit supportive in your academic and professional journey.

We are here to assist you and provide guidance along your academic path. Our schedule is flexible in the case you need to make an appointment with us.

This handbook is one of the ways we have chosen to help you become familiar with the policies and procedures of the Methodist College Health Sciences program. You are expected to not only understand, but to comply with all policies and procedures of the College.

Good luck and best wishes as you pursue your Bachelor of Science in Health Sciences degree.

Sincerely,

Dr. Amber Schappaugh DM-HCML, CHW, CMA(AAMA), AHI, MA, RMA
Associate Professor
Program Director-Health Science &
Medical Assisting



Methodist College General Information

Program Sponsor:

Methodist College of Carle Health

Accredited by:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800-621-7440/312-263-0456
www.hlcommission.org

Characteristics & Definitions

Methodist College provides a high-quality education in nursing, health sciences, and human services through high-quality programming and excellent clinical practice.

Organization and Governance

Methodist College is a four-year college affiliated with Carle Health. It is governed by a Board of Directors, composed of 12 members who represent the Peoria area community.

Mission Statement

Methodist College is committed to educating and preparing future health and human services professionals for careers that meet community and regional healthcare industry needs.

Our Vision

Methodist College will deliver quality transformational experiences that enable future healthcare leaders to enhance and contribute to positive health outcomes for our community.

Methodist College Values

Healthcare professionals are guided by strong core values. At Methodist College, faculty, staff, and students are dedicated to our values.

Human Dignity - Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

Integrity - Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

Inquiry - An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.

Social Justice - Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

Carle Health Values

Methodist College is affiliated with Carle Health, and we seek to demonstrate the organization's values:

Excellence: We're committed to being the very best in all we do.

Integrity: We're grateful for the trust placed in us by those we serve, and we always strive to do the right thing.

Inclusivity: We welcome, respect and value every individual.

Compassion: We seek to understand and empathize with others.

Accountability: We take ownership of everything we do in a way people can count on.

Institutional Goals:

- Provide rigorous academic experiential learning opportunities required of healthcare industry professionals.
- Support a positive, student-centered learning environment.
- Foster quality instruction and innovative programs.
- Offer quality student support services and programs.
- Recruit and retain a diverse qualified workforce.
- Demonstrate fiscal responsibility and accountability.
- Provide resources to support institutional mission.
- Recruit and retain a qualified, diverse student body.
- Cultivate collaborative community relationships to support the mission and vision of the College

Health Sciences Program Information

The Bachelor of Science in Health Science with a major in Health Sciences is a degree program that meets the needs of adult learners who want to assume leadership roles within health care organizations. This program was designed for those who have an earned Associate of Applied Science degree in Allied Health or 30 credit hours in healthcare coursework. This degree is especially attractive to professionals already working in healthcare related professions such as nutrition, physical therapy, occupational therapy, dental care, radiography, and much more. Up to 30 credits earned in an Associate in Applied Science degree related to health care or human services will be accepted, depending on the evaluation of the content and outcomes of these courses. The curriculum is designed to meet the skill-set of future healthcare leaders, guided by the fundamental practices of healthcare management. Students will graduate from this program equipped with the knowledge and skills to manage the day-to-day operations of various healthcare organizations, including ambulatory clinics, wellness centers, medical practices, or departments. Healthcare managers can engage in the supervision of personnel, strategic planning, and departmental organization.

Methodist College offers the Bachelor of Science in Health Science program in several formats to meet the needs of adult learners, including online and hybrid options, that could be delivered using video conferences to create a dynamic learning environment that students can experience from their home or office. The BSBS degree program provides a curriculum in areas of general leadership and in healthcare topics such as informatics in healthcare, healthcare management, and financial management. The final semester of the program includes an internship at a

healthcare or human services organization, that can be designed to fit in a student's work schedule, and in some cases, at the organization where the student works.

Program Objectives:

Upon completion of the Health Sciences degree program, the graduate will be able to:

- Demonstrate healthcare management practices in culturally diverse healthcare settings.
- Understand the impact of social, political, and legal forces on the American healthcare system.
- Apply evidence-based practices in healthcare leadership, management, and human resources.
- Exhibit ethical leadership approaches to business and clinical decision making in healthcare organizations.

History and Development of the Health Sciences Program

Methodist College is dedicated to the education of healthcare and human service professionals. For more than 100 years, Methodist College has provided high quality education for healthcare professionals. What started as a nurse training program in 1900, established by the deaconesses of the Methodist Episcopal Church, has grown to a nursing program offering baccalaureate and master's opportunities, health science and social work bachelor degree programs, and education opportunities for medical and nursing assistants.

The purpose of the Health Science department is to prepare undergraduate students to be compassionate professionals in the human service field, particularly where healthcare management knowledge, skills, and attitudes are needed. All Health Science programs are built upon a foundation of Arts & Sciences, including the physical and life sciences, humanities, arts, social sciences, English, communication and mathematics. As students progress through their program, they build upon the solid foundation provided by the arts and sciences core courses and expand their knowledge, skills, and attitudes through analysis and application in their major.

The healthcare management program is offered in a distance based format, allowing for completion of the program in an online platform. The curriculum is designed to meet the skillset of future healthcare leaders, guided by the fundamental practices of healthcare management.

Admission Requirements:

*Please refer to the Methodist College catalog [methodistcol.edu]

Health Documentation Requirements:

*Please refer to the Methodist College catalog [methodistcol.edu]

Methodist College Program Goals:

The purpose of the Health Science department is to prepare undergraduate students to be compassionate professionals in the human service field, particularly where healthcare management knowledge, skills, and attitudes are needed.

Degree Requirements

Students earn a Bachelor of Science in Health Science once the following requirements are met.

Summary of Degree Requirements

Credit Hours

Bachelor of Sciences in Health Sciences		
LENSES/General Education Program		Credit Hours Required
ENG101 College Composition		3
ENG250 Writing for the Professions or ENG201 Disciplinary Composition		3
COM101 Public Speaking and Presenting		3
MAT150 Applied Statistics or MAT201 Statistics		3
PSY101 Psychological Inquiry and Applications		3
Fine Arts Elective		3
Humanities Electives		6
Social Science Electives		6
Physical and/or Life Sciences with at least one course with a lab		7
Two upper-level general education courses		6
Total Credits in LENSES/General Education Program		43
Health Sciences Curriculum		
Course	Name	Credit
BH200	Holistic Health and Healthcare	2
HS200	Informatics in Healthcare	3
HS220	Interdisciplinary Allied Health	3
HS304	Transcultural Healthcare	3
HS311	Trends and Reform in Healthcare	3
HS410	Evidence Based Practice and Research in Healthcare	3
HS312	Principles of Management in Healthcare	3
HS320	Law and Ethics in Healthcare	3
HS321	Strategic Management in Healthcare	3
HS335	Healthcare of Aging	3
HS425	Operations Management in Healthcare	3
HS462	Collaboration and Human Resource Management	3
HS431	Health Policy and Leadership	3
HS463	Financial Management in Healthcare	3
Health Sciences Curriculum		41
General Education Core	43	
Major Core	41	
Electives	36	
Total Credit Hours	120	

*(credits earned from an Associate of Applied Science degree in allied health will be evaluated by the Registrar for transferability.)

Health Professions Advisory Board

Advisory Community of Interest
Current Student Subject to Change per year
Graduate Subject to Change per year
Physician Dr. James Morse
Employer(s) of Graduates Representative Lisa Plantumara Tracy Dutton
Public Member Bobbie Gossett-QIDP Amanda Walton- History teacher
Program Director/ Division Chair Dr. Amber Schappaugh
Faculty Dr. Deanna Reiser Jessica Long
Sponsor Administration Dr. Octavian Gabor

Policies

Grading Scale (Arts & Science)

90-100	A
80-89	B
70-79	C
60-69	D
< 60	F

Internet Access and D2L Based Courses:

Most courses are D2L courses with an online synchronous component. Students should have off campus internet and computer access to complete online course activities.

Electronic Email Etiquette:

Electronic communication is a common way to communicate in our personal and professional lives. Effective communication skills are essential in today's workplace. The following guidelines are to help you appropriately communicate with others in an online format.

1. Email is formal communication, be courteous when writing and responding to messages.
2. Use appropriate capitalization and punctuation. The use of all capital letters is considered "yelling" at someone, and lack of punctuation may change the context of your message.
3. Do not use slang or abbreviations as you might when texting friends. It is not appropriate in the workplace or at the College.
4. Be thoughtful in how you communicate. Ask yourself if you would communicate in the same way if you were meeting face to face.
5. If you are angry, wait. Do not immediately send the email. Save it as a draft, review it when you have regained your composure and see if you still want to send it or if a revision may be necessary. It is better to edit multiple times than to send a message you regret.

Academic Honesty:

As a community of students and professional healthcare workers, the College strives to set and maintain the highest standards of integrity. Any dishonesty related to academic work in the classroom or clinical area will constitute misconduct and, as such, is incompatible with the standards of this College and is subject to investigation and disciplinary action. Students are expected to read the policy in the catalog concerning academic conduct. Recording of a quiz or exam will be considered an attempt to give unauthorized aid and/or to obtain improper acquisition of a copy of a quiz or exam and considered to constitute academic misconduct.

Academic Dishonesty:

Students are expected to be honest and forthright in their academic endeavors. Since assignments, papers, tests, and discussions re the core of the educational process, Methodist College demands the strictest honesty of students in the academic tacks. The following are considered types of academic dishonesty.

Plagiarism:

Plagiarism is the representation of someone else's written work or thoughts as your own. To discourage plagiarism, students are advised the College may submit work to an online detection service for evaluation of originality and proper use and attribution of sources.

Cheating:

Cheating is the act of deception by which a student misrepresents that they have mastered information on an academic assignment that they have not in fact mastered. Examples are:

- Copying from another student
- Allowing another student to copy
- Using the text or other materials to take a text when not authorized.
- Collaboration during testing without permission
- Using the internet to find answers.

Fabrication:

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. This includes the use of AI (artificial intelligence).

- Citing information not taken from the source indicated.
- Listing sources in the bibliography not used in the academic exercise.
- Inventing data or course information for research or other academic exercises.
- Submitting, as your own, any academic exercises prepared partially or in whole by another person.
- Taking a test for someone or permitting someone to take a test for you.
- Using AI software to answer questions or write a discussion or paper.

Professional Behavior of Students

The values of Methodist College (human dignity, integrity, inquiry, and social justice) to set the standards by which students will behave. Academic honesty is essential. Details are outlined in the Professional Behavior/Code of Conduct.

LINK: [Methodist College Student Handbook](#)

Technology Requirements

The minimum computer hardware and software requirements are outlined in the college catalog.

LINK: [2024-2025 Technology Requirements](#)

Americans with Disabilities Act (ADA)

Details informing students of the rights related to Americans with Disabilities Act (ADA) are available in the Student Disability Accommodation Protocol in the Student Handbook.

LINK: [2024-2025 Disability Accommodation Protocol](#)

Client Confidentiality

Methodist College students who engage in clinical, field placement, or practicum experiences must maintain confidentiality of their clients' private health information.

LINK: [2024-2025 Client Confidentiality Policy](#)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to protecting the privacy of their education records.

LINK: [FERPA Information](#)

Copyright Policy

The copyright policy explains the use of copyrighted materials at Methodist College in accordance with the Copyright Law of the United States (title 17, U.S. Code).

LINK: [Copyright Policy | Methodist College](#)

Student Responsibility Statement

As a Methodist College student, defines the requirements necessary to work together with Methodist College faculty and staff to earn their degree.

LINK: [2024-2025 Student Responsibility Statement](#)

Title IX

Methodist College is committed to providing a learning, working, and living environment that promotes personal integrity and human dignity in an environment free of sexual harassment and sexual assault/violence, dating violence, and domestic violence.

LINK: [Title IX | Methodist College](#)

Please note: There are no children allowed in the classroom during a class period.

Progression Requirements:

A final grade of a C or higher is necessary in this program. If a final grade of D or lower is earned, then the course can be repeated once, and a final grade of C or higher must be earned on the course repeat. Two final grades of a D or lower in a course constitute dismissal from the Health Sciences program.

Matriculation to Health Science from Nursing:

For a student who has transferred from the nursing program and earned a D grade in a nursing course that falls between 70 and 76% will be allowed to be transferred as a passing course for the Health Science program as there is a difference in the grading scales between the Nursing Programs and the Arts and Science Programs.

Additional Policies

For additional policies and procedures, refer to the Methodist College Undergraduate Catalog [[\(methodistcol.edu\)](#) and the Methodist College Undergraduate Student Handbook [Methodist College Student Handbook](#)