

UNDERGRADUATE COUNCIL

Request for New Course

Originating unit requesting course: Pre-Health Professions Institute

New course title: Introduction to Pre-Health

New course number: SCIE 20601

Appropriate computer abbreviation if title is more than 30 spaces: _____

Prerequisites for new course:

None

Effective date for course (semester and year): Fall 2022

Instructional methodology (Click in box to the left of the name to select a course type.)
(See departmental chairperson or deans for definition of type.):

- | | | | |
|--------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> activity | <input type="checkbox"/> clinical | <input type="checkbox"/> directed study | <input type="checkbox"/> internship |
| <input type="checkbox"/> laboratory | <input checked="" type="checkbox"/> lecture | <input type="checkbox"/> lecture w/integrated lab | |
| <input type="checkbox"/> performance | <input type="checkbox"/> research | <input type="checkbox"/> seminar | <input type="checkbox"/> study abroad |

Description of new course (as it will appear in catalog copy):

This course introduces new pre-health students to the to the concepts of readiness and expectations as a TCU pre-health student. Students will learn about resources available from the Pre-health Professions Institute, activities and life experiences that will best prepare them for their undergraduate pre-health career, and how to foster a community a support with their peers.

1. Submit a representative course syllabus that includes the following:

- a. A concise course description including the course purpose (e.g. fulfill part of university, college, or department mission, discipline requirement, program enrichment, etc.) and course instructional methodology (e.g. lecture, laboratory, lecture and laboratory, clinical, internship, etc.)
- b. the goals of the course;
- c. a clear statement of course expectations - essentially, what students shall be expected to do in order to satisfactorily complete the course at different performance levels (generally speaking, what does it take to get an A, B, C, etc.);
- d. a statement of the faculty member's policies on attendance, make-up work, missed exams, etc;
- e. information concerning major projects or papers and when these assignments must be completed by the students;
- f. information about the number and dates of the exams;
- g. statements reflecting TCU policy regarding accommodations under Americans with Disabilities Act (ADA) ([this disabilities statement](#) MUST be included *verbatim*) and university policy regarding academic misconduct ([this statement](#), while not required, may be used); and
- h. a statement indicating how the instructor can be reached and how office hour requirements will be met.

A [syllabus template](#), which includes these required elements and others, is available from the Koehler Center.

2. Faculty Resources: How will the unit provide faculty support for this course?

Describe how this course will impact other current departmental listings.

NA

3. Educational Resources: Will this course require additional resources not currently available (e.g., space, equipment, library)?

Yes

No

4. If this course affects other units of the University, include a statement signed by chairperson of the affected unit(s).

NA

5. If cross-listed, provide evidence of approval of all curriculum committees appropriate to both the originating and cross-listed units.**6. If this course is to be delivered online, include a letter from the Koehler Center stating that program administrators and identified faculty are working with the Koehler Center to fulfill TCU Distance Learning requirement.**

Approval signature of chairperson of originating unit

Introduction to Pre-Health

SCIE 20601

Fall 2022

Time: Wed. 3:30-4:20 PM

Room: TBD

Instructor:

Dr. Mathew Crawford

Office: 258 Sid Richardson

Phone: 817-257-5076

email: mathew.crawford@tcu.edu



**Pre-Health
Professions Institute**

Course Description and Objectives:

This course introduces new pre-health students to the concepts of readiness and expectations as a TCU pre-health student. Students will learn about resources available from the Pre-health Professions Institute, activities and life experiences that will best prepare them for their undergraduate pre-health career, and how to foster a community of support with their peers.

The objectives of this course are:

- To introduce new students to the concepts of readiness and expectations as a TCU pre-health student.
- To help students identify resources available from the Pre-health Professions Institute (tutoring, volunteer opportunities, observations, peer mentors, leadership opportunities, etc.).
- To offer strategies to students related to their academic life (study strategies, stress and time management skills, how to access resources across campus, etc.).
- To encourage students to foster relationships with key faculty/staff including HPAC.
- To assist students in preparing pre-health academic and career track options.
- To create awareness of the core competencies that future health care providers should possess.
- To help students foster a community a support with their peers
- To guide students to self-identify early on in their undergrad career and their best track/path to pursue.

Class Times and Location

TBD

Office Hours

Time: TBD

In-person: Sid Richardson 258 (In the Pre-Health Professions Institute Office)

Zoom Office: TBD

Resources

There are no required texts for this course. All reading materials and handouts will be provided through TCU Online under the weekly sections (located under the Content tab).

Grading

This course is a P/NC (Pass/No Credit) course.

To pass the course:

- 1) You must attend and actively participate in class sessions, accruing no more than 4 total absences. (Sleeping, disengaged from class due to use of electronics, etc. will result in an absence for that class session. See attendance and participation policy below.)
- 2) You will have an opportunity to complete approximately 12 basic assignments throughout the semester which typically include short quizzes assessed by completion, required pre-recorded content for viewing, short reflections, etc. You are required to complete at least 65% of the basic assignments posted through TCU Online (that is, submit completed quizzes and reflection or demonstrate that you engaged content through TCU Online's "Class Progress" tracker).
- 3) Additionally, you will be required to take and pass the final assignment (see below).

The TCU Online portion of the course is organized by week under the Content tab. Check there the week prior to class to watch any required videos, find readings, and locate assignments due prior to the next class session. All dates and instructions are clearly marked under the weekly content section.

Final Assignment

At the end of the semester, you will be required to complete a final assignment through TCU Online. This reflection on the comprehensive course content involves written responses to a series of prompts. To pass this assignment—which is a requirement of the course—you will need to complete and submit your written responses before the deadline (see schedule below - assignment details provided through TCU Online), avoid earning a '0' in all categories below, and score a minimum of 6 total on the following rubric. For example, failure to meet the minimum wordcount by more than 10% will result in an incomplete final and a 'No Credit' for the entire course.

Criterion (Score 0 if element is absent)	Unacceptable (0)	Below Expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	Score
Reflection Content	Student does not respond to the prompt in a discernable manner. Reflection does	Student responds to the prompt, but insufficiently. Reflection addresses	Student engages course content according to the prompt, showing an understanding of presented	Student shows a superior command of the course content, fully exploring the prompt. Student	

	not properly address course content and fails to show personal reflection.	course content, but fails to show critical reflection.	material. Student critically reflects on presented topic with relevant course content.	critically reflects on the presented topic with relevant course content through an in-depth reflection.	
Clarity and Structure	The written contributions lack coherence. The writing obscures the meaning of the reflection and/or contains many grammatical errors.	The written contributions lack significant clarity. The writing somewhat obscures the meaning of the reflection. Contains grammatical errors.	The written contributions are clear and show appropriate structure and organization. Contains only a few grammatical errors.	The quality of the student's written contributions standout as superb. There are few if any grammatical errors. Contains excellent structure and organization.	
Wordcount	Below minimum threshold by more than 10%.	Below minimum threshold.	N/A	Meets minimum threshold.	
			TOTAL		

SCHEDULE:

Date of Class	Class Discussion Topic	Class Topic Details
Week 1 Wednesday, Aug. 25 th from 7:30-8:20 PM	Getting to Know One Another	Come ready to meet your cohort, instructor, pre-health coordinators, and learn what to expect from this course this semester.
Week 2 Wednesday, Sept. 1 st from 7:30-8:20 PM	Your Pre-Health Journey & Records and reflections on experiences	Embracing the journey ahead for self-discovery & Discussion of benefits to gaining personal growth through reflecting on experiences.
Week 3 Wednesday, Sept. 8 th from 7:30-8:20 PM	Pre-health study strategies and test-taking skills & Perseverance: how to fail and learn from it	Provide new TCU students with tools to be effective in thinking, learning, and studying—especially as it relates to pre-health curriculum.
Week 4 Wednesday, Sept. 15 th	Stress and time management	How to counter effects of anxiety, identify pre-health related stressors, review of available campus support services, and

from 7:30-8:20 PM		facilitate a community of support.
Week 5 Wednesday, Sept. 22 nd from 7:30-8:20 PM	Exploring pre-health career tracks & Alternative careers in healthcare	GUEST speaker: Gabrielle Pencider Review the various tracks available to pre-health students and discuss similarities and differences among the tracks. Inform students of alternative healthcare career options.
Week 6 Wednesday, Sept. 29 th from 7:30-8:20 PM	Preparing for advising with HPAC member & Professionalism	Instruct students on how to prepare for their official advising with HPAC, the importance of preparation and professionalism in all types of interactions with faculty and staff.
Week 7 Wednesday, Oct. 6 th from 7:30-8:20 PM	Volunteering as a pre-health student	Explain the relevance and benefit of volunteering for a pre-health student. Discuss opportunities available in pre-health, on campus and in the community.
Week 8 Wednesday, Oct. 13 th from 7:30-8:20 PM	Health-related opportunities	Examine the importance of gaining clinical experience, to include a discussion of opportunities in the pre-health program.
Week 9 Wednesday, Oct. 20 th from 7:30-8:20 PM	Leadership opportunities and how to get involved	Discuss how to gain leadership experience. Introduce Pre-health Leadership Council (PLC), Peer Mentor and Ambassador programs.
Week 10 Wednesday, Oct. 27 th from 7:30-8:20 PM	Learning in a diverse and inclusive community	Understanding the importance of cultural competence in diversity as a student and as a future healthcare provider.
Week 11 Wednesday, Nov. 3 rd from 7:30-8:20 PM	Study Abroad	Review of the types of international experiences, guiding principles and best practices when traveling abroad.
Week 12 Wednesday, Nov. 10 th from 7:30-8:20 PM	Developing a personalized 4-year plan	Hands on activity to guide in mapping out a tentative and flexible 4-year plan based on student's current expectations of their pre-health track.
Week 13 Wednesday, Nov. 17 th from 7:30-8:20 PM	Scholarships and other aid opportunities	Provide information on TCU pre-health scholarships and internships. After class: special section for Texas residents interested Joint Admissions Medical Program (JAMP)
Week 14 NO CLASS – Thanksgiving - Wednesday, Nov. 24 th	NO CLASS	NO CLASS

from 7:30-8:20 PM		
Week 15 Wednesday, Dec. 1 st from 7:30-8:20 PM	That's a Wrap!	Special guest speaker, Director of Pre-health, Dr. Matt Chumchal answers your pre-health questions.
Week 16 NO CLASS – Study Day	NO CLASS	NO CLASS
FINAL		A final cumulative assignment for the course will be turned in via TCU Online. Due date TBD.

Make-up assessments, late writing assignments, and grading errors:

No late assignments will be accepted for this class. Students will not be offered make-up opportunities for missed in-class assignments.

Exceptions to the late assignment policy include absences due to:

Illness: Provide documentation from the Health Center or from the attending physician.

Personal/family emergency: Provide verification through the Dean of Student's office.

Official university activities: Requires official class absence notice.

Please plan ahead for scheduled official university activities, completing assignments prior to these events.

If you believe I have made a grading or attendance error, please report it to me immediately. With the exception of the final assignment, grade and attendance disputes must be initiated within two weeks after grades are posted. Grade disputes related to the final assignment must be initiated within two weeks of the beginning of the next regular semester.

Participation Policy:

Students are expected to be present, engaged, and actively participate in course meetings. Please contact me if you need to request an exception to any portion of this participation policy or approved accommodations will affect your participation. I am more than happy to work with you, but timely communication is required.

Attendance Policy:

Attendance is mandatory for the course and must be in-person. Absences without approved exceptions will result in a reduction of the student's overall attendance in the course. (See notes above on Illness, Personal/Family Emergency, and Official University Activities for what might constitute a permitted absence. Approval for these exceptions is granted according my discretion according to class and University policy.)

Arriving tardy to class 4 times will result in an attendance loss of one class session. Students arriving 13 minutes after the start of the class will be counted absent. Each student with excessive absences (even if excused) will be required to complete additional work in the course to compensate for these

absences to be determined by the instructor in accordance with the assignments of the course. Please contact me in a timely manner for attendance concerns.

Health and Wellness: If you are exhibiting symptoms that may be related to COVID-19 (fever or chills, dry cough, shortness of breath, etc.) or are concerned that you may have been exposed to COVID-19, you must self-quarantine and consult with the Brown Lupton Health Center at 817-257-7949 for further guidance.

In addition, you must notify the Dean of Students Office immediately at 817-257-7926. The Dean of Students Office will inform your professors that you are unable to attend class, and provide any assistance and support needed. Click here for detailed information concerning COVID-19 symptoms: <https://www.cdc.gov/coronavirus>.

Face Coverings and Physical Distancing: Face coverings are required in doors on campus, unless you are alone in your private office or dorm room. Students will be expected to wear protective face coverings at all times while in public spaces in doors on the TCU campus.

Student Access and Accommodation: Texas Christian University affords students with disabilities reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. To be eligible for disability-related academic accommodations, students are required to register with the TCU Office of Student Access and Accommodation and have their requested accommodations evaluated. If approved for accommodations, students are required to discuss their official TCU Notification of Accommodation with their instructors. Accommodations are not retroactive and require advance notice to implement. The Office of Student Access and Accommodation is located in The Harrison, Suite 1200. More information on how to apply for accommodations can be found at <https://www.tcu.edu/access-accommodation/> or by calling Student Access and Accommodation at (817) 257-6567.

Technology Policies

Email

Only the official TCU student email address will be used for all course notification. It is your responsibility to check your TCU email on a regular basis.

Course Materials

TCU students are prohibited from sharing any portion of course materials (including videos, PowerPoint slides, assignments, or notes) with others, including on social media, without written permission by the course instructor. Accessing, copying, transporting (to another person or location), modifying, or destroying programs, records, or data belonging to TCU or another user without authorization, whether such data is in transit or storage, is prohibited. The full policy can be found at: <https://security.tcu.edu/polproc/usage-policy/>.

Violating this policy is considered a violation of Section 3.2.15 of the Student Code of Conduct (this policy may be found in the Student Handbook at <https://tcu.codes/code/index/>), **and may also constitute Academic Misconduct or Disruptive Classroom Behavior** (these policies may be found in the undergraduate catalog at <https://tcu.smartcatalogiq.com/current/Undergraduate-Catalog/Student-Policies/Academic-Conduct-Policy-Details>). TCU encourages student debate and discourse; accordingly, TCU generally

interprets and applies its policies, including the policies referenced above, consistent with the values of free expression and First Amendment principles.

Anti-Discrimination and Title IX Information

Statement on TCU's Discrimination Policy

TCU prohibits discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. TCU also prohibits unlawful sexual and gender-based harassment and violence, sexual assault, incest, statutory rape, sexual exploitation, intimate partner violence, bullying, stalking, and retaliation. We understand that discrimination, harassment, and sexual violence can undermine students' academic success and we encourage students who have experienced any of these issues to talk to someone about their experience, so they can get the support they need.

- [Review TCU's Policy on Prohibited Discrimination, Harassment and Related Conduct or to file a complaint: https://titleix.tcu.edu/title-ix/.](https://titleix.tcu.edu/title-ix/)
- [Learn about the Campus Community Response Team and Report a Bias Incident: https://titleix.tcu.edu/campus-community-response-team/](https://titleix.tcu.edu/campus-community-response-team/)

Statement on Title IX at TCU

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep any information you share private to the greatest extent possible. However, I have a mandatory reporting responsibility under TCU policy and federal law and I am required to share any information I receive regarding sexual harassment, discrimination, and related conduct with TCU's Title IX Coordinator. Students can receive confidential support and academic advocacy by contacting [TCU's Confidential Advocate in the Campus Advocacy, Resources & Education office](https://care.tcu.edu/) at <https://care.tcu.edu/> or by calling (817) 257-5225 or the [Counseling & Mental Health Center](https://counseling.tcu.edu/) at <https://counseling.tcu.edu/> or by calling (817) 257-7863. [Alleged violations can be reported to the Title IX Office](https://titleix.tcu.edu/student-toolkit/) at <https://titleix.tcu.edu/student-toolkit/> or by calling (817) 257-8228. Should you wish to make a confidential report, the Title IX Office will seek to maintain your privacy to the greatest extent possible, but cannot guarantee confidentiality. Reports to law enforcement can be made to the Fort Worth Police Department at 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.

Obligations to Report Conduct Raising Title IX or VAWA Issues

Mandatory Reporters: All TCU employees, except Confidential Resources, are considered Mandatory Reporters for purposes of their obligations to report, to the Coordinator, conduct that raises Title IX and/or VAWA (Violence Against Women Act) issues.

Mandatory Reporters are required to immediately report to the Coordinator information about conduct that raises Title IX and/or VAWA issues, including any reports, complaints or allegations of sexual harassment, discrimination and those forms of prohibited conduct that relate to nonconsensual sexual intercourse or contact, sexual exploitation, intimate partner violence, stalking and retaliation involving any member of the TCU community, except as otherwise provided within the [Policy on Prohibited Discrimination, Harassment and Related Conduct](#).

Mandatory Reporters may receive this information in a number of ways. For example, a complainant may report the information directly to a Mandatory Reporter, a witness or third-party may provide information to a Mandatory Reporter, or a Mandatory Reporter may personally witness such conduct. A Mandatory Reporter's obligation to report such information to the Coordinator does not depend on how he/she received the information. Mandatory Reporters must provide all known information about conduct that raises Title IX or VAWA issues to the Coordinator, including the identities of the parties, the date, time and location, and any other details. Failure of a Mandatory Reporters to provide such information to the Coordinator in a timely manner may subject the employee to appropriate discipline, including removal from a position or termination of employment. Mandatory Reporters cannot promise to refrain from forwarding the information to the Coordinator if it raises Title IX or VAWA issues or withhold information about such conduct from the Coordinator. Mandatory Reporters may provide support and assistance to a complainant, witness, or respondent, but they should not conduct any investigation or notify the respondent unless requested to do so by the Coordinator.

Mandatory Reporters are not required to report information disclosed (1) at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs," or other public forums in which students may disclose such information (collectively, public awareness events); or (2) during an individual's participation as a subject in an Institutional Review Board approved human subjects research protocol (IRB Research). TCU may provide information about Title IX rights and available resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

Relevant reporting phone numbers are: 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.

Emergency Response Information

Please review [TCU's L.E.S.S. is More public safety video](#) to learn about Lockdown, Evacuate, and Seek Shelter procedures. (<https://publicsafety.tcu.edu/less-is-more/>)

[TCU's Public Safety website](#) provides maps that show our building's rally point for evacuation and the seek shelter location. (<https://publicsafety.tcu.edu/>)

In the event of an emergency, call the TCU Police Department at **817-257-7777**.

Download the [Frogshield Campus Safety App](#) on your phone. (<https://police.tcu.edu/frogshield/>)

Academic Misconduct

Academic Misconduct (Sec. 3.4 from the [TCU Code of Student Conduct](#)): Any act that violates the academic integrity of the institution is considered academic misconduct. The procedures used to resolve suspected acts of academic misconduct are available in the offices of Academic Deans and the Office of Campus Life and are also listed in detail in the [Undergraduate Catalog](#) and the [Graduate Catalog](#) Specific examples include, but are not limited to:

- **Cheating:** Copying from another student's test paper, laboratory report, other report, or computer files and listings; using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; collaborating with or seeking aid from another student during a test or laboratory without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student or permitting another student to substitute for oneself.
- **Plagiarism:** The appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for

