

Grad Health Sciences Build Guide

1. Creating the Course Offering:

Course Template should be in school **Health Science Grad**
Course Offering should be in Term **Master Course Offering**

Course Codes will vary

HS, HA, HD, PU, HI 5XX

2. Home Page Setup- 2020 Course Home Page

The same banner will be used through HS

Banner- HS_banner.jpg

Add Text- **School of Health Sciences**

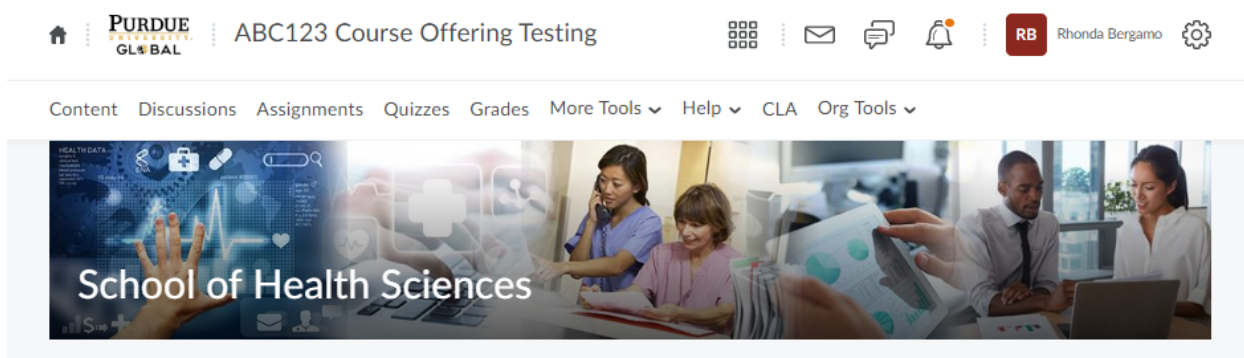


Figure 1 Sample HS

Visual TOC images- use default images per school within Brightspace unless otherwise specified during revision, ADOC approval required.

3. Start Here (2 items)

1. TIPS FOR COURSE SUCCESS

Prod: Add after the FIVE TIPS FOR COURSE SUCCESS table in Start Here

- Visit the [Academic Success Center](#) for a multitude of resources, including the Writing Center and PG411: Help! Student Success Connection.

- Access [Student Accessibility Services](#) if you have a disability (temporary or permanent), as you may be entitled to accommodations.
- Explore the [Student Assistance Program](#), a confidential third-party help for managing stress, financial concerns, grief/loss, mental health issues, and everything in between.

[HTML Code]

Visit the Academic Success Center for a multitude of resources, including the Writing Center and PG411: Help! Student Success Connection.

Access Student Accessibility Services if you have a disability (temporary or permanent), as you may be entitled to accommodations.

Explore the Student Assistance Program, a confidential third-party help for managing stress, financial concerns, grief/loss, mental health issues, and everything in between.

2. HOW SHOULD I MANAGE MY TIME?

PROD: Add the following to HOW SHOULD I MANAGE MY TIME?

Effective time management is essential for balancing the demands of coursework, personal commitments, and rest. In this [time management activity](#), you'll learn strategies to prioritize tasks and create a schedule that supports your academic success and well-being.

Let Peer Tutors and Student Success Coaches help you balance it all with success strategies. Attend the Purdue Global [“Plan like a Pro” webinar](#).

Looking for tools to help you succeed? Enroll in [PG411: Help! Student Success Connection](#). You'll find everything from live tutoring and paper review services to answers to your academic and student life questions. This one-stop resource offers everything you need to excel in your courses and beyond.

[HTML Code]

<p>Effective time management is essential for balancing the demands of coursework, personal commitments, and rest. In this time management activity, you'll learn strategies to prioritize tasks and create a schedule that supports your academic success and well-being.</p>

<p>Let Peer Tutors and Student Success Coaches help you balance it all with success strategies. Attend the Purdue Global<a rel="noopener"

"https://campus.purdueglobal.edu/page/join-a-webinar" target="_blank">

“Plan like a Pro” webinar.</p>

<p>Looking for tools to help you succeed? Enroll in <a rel="noopener" href="

"https://campus.purdueglobal.edu/page/academic-success-center"

target="_blank">PG411: Help! Student Success Connection. You'll find everything from live tutoring and paper review services to answers to your academic and student life questions. This one-stop resource offers everything you need to excel in your courses and beyond.</p>

4 Announcements

The following should only be placed in courses with **graded seminars**:

Headline: Graded Seminar Expectations

Content:

If seminar is graded, and you are unable to attend the live seminar, be sure to complete the alternative assignment. Directions are provided in each unit.

Your submission should be a maximum of two paragraphs in length or no more than 1 page of bullet-point items, inclusive of the elements listed in the alternative assignment directions.

[HTML Code]

<p>If Seminar is graded and you are unable to attend the live seminar, be sure to complete the alternative assignment. Directions are provided in each unit.</p>

<p>Your submission should be a maximum of two paragraphs in length or no more than 1 page of bullet-point items, inclusive of the elements listed in the alternative assignment directions.</p>

Headline: Attention Health Science Students and Instructors!

Are you making the most of the wealth of resources available to you at the PG Library? Whether you're diving into research, seeking out the latest findings in your field, or preparing for exams, our library is your gateway to a world of knowledge and support.

Don't miss out on all that the School of Health Science Library Resource Page has to offer! From scholarly journals to interactive learning modules, we've curated a comprehensive collection to support your academic journey.

- Explore the latest research in your field.
- Access textbooks, journals, and reference materials.
- Engage with interactive learning resources and tutorials.
- Get assistance with research and citation.

Visit our resource page at the [School of Health Science Library Resource Page](https://library.purdueglobal.edu/SHS/welcome) to start discovering the tools and information that will help you excel in your studies.

Don't forget to bookmark the page and make it a regular stop on your academic path. Your success starts with knowledge, and the PG Library is here to help you every step of the way.

Happy exploring!

[HTML Code]

```
<p>Are you making the most of the wealth of resources available to you at the PG Library? Whether you're diving into research, seeking out the latest findings in your field, or preparing for exams, our library is your gateway to a world of knowledge and support.</p>
```

```
<p>Don't miss out on all that the School of Health Science Library Resource Page has to offer! From scholarly journals to interactive learning modules, we've curated a comprehensive collection to support your academic journey.</p>
```

```
<ul>
```

```
<li>Explore the latest research in your field.</li>
```

```
<li>Access textbooks, journals, and reference materials.</li>
```

```
<li>Engage with interactive learning resources and tutorials.</li>
```

```
<li>Get assistance with research and citation.</li>
```

```
</ul>
```

```
<p>Visit our resource page at the <span style="text-decoration: underline;"><a rel="noopener" href="https://library.purdueglobal.edu/SHS/welcome" target="_blank">School of Health Science Library Resource Page</a></span> to start discovering the tools and information that will help you excel in your studies.</p>
```

<p>Don't forget to bookmark the page and make it a regular stop on your academic path. Your success starts with knowledge, and the PG Library is here to help you every step of the way.</p>
<p>Happy exploring!</p>

The following should only be placed in capstone courses HA599, HD599, HI595, HI599, PU699:

Headline: Success Stories

Content:

We would like to understand more about your Purdue University Global experience and possibly share your success story with others (e.g., via Career Network site, Student Newsletter, etc.). To help us celebrate the achievements of our students, please take a moment to fill in this short [Student Success Google form](#). Don't have a story but know a fellow student who does? Please feel free to share the link!

[HTML Code]

<p>We would like to understand more about your Purdue University Global experience and possibly share your success story with others (e.g., via Career Network site, Student Newsletter, etc.). To help us celebrate the achievements of our students, please take a moment to fill in this short Student Success Google form. Don't have a story but know a fellow student who does? Please feel free to share the link!</p>

Headline: Did You Know You Can Register for Two Classes?

Content:

Provided you are in good standing, graduate students may be able to take two classes per term. By taking two classes, you can graduate sooner and save money.

Eligibility Requirements:

- Maintain a 3.0 CGPA

Benefits to taking two classes:

- Reach your graduation goals faster
- Save money on technology fees
- Put career plans in place sooner

Contact your education advisor for more details and to register for two classes.

[HTML Code]

<p>Provided you are in good standing, graduate students may be able to take two classes per term. By taking two classes, you can graduate sooner and save money.</p>

<p>Eligibility Requirements:</p>

Maintain a 3.0 CGPA

<p>Benefits to taking two classes:</p>

Reach your graduation goals faster

Save money on technology fees

Put career plans in place sooner

<p>Contact your education advisor for more details and to register for two classes.</p>

Headline: Find Extra Help from the Academic Success Center

[HTML Code]

<p><iframe

src="https://kapextmediassl-a.akamaihd.net/healthSci/global/Academic_Success_Center.pdf" style="border: 0px #FFFFFF none;" name="myiFrame"

scrolling="no" frameborder="1" marginheight="0px" marginwidth="0px" height="600px" width="800px"></iframe></p>

Add the following only to HA599, HD599, HI595, HI599, and PU699

Headline:

Steps to Getting Your Resume Reviewed in the Career Network

Content

During this term you will have an Assignment requiring you to submit your resume through the Career Network / VMOCK for review. Be sure to follow the directions provided in the unit where it is assigned. The following steps outline how we recommend you use the tool to refine your resume. You will be required to show proof that you have improved your resume following the original submission in the review tool.

1. Submit your resume following [Submit Your Resume directions](#).
2. Obtain a screenshot, following the directions provided, to show the score you earned on your initial submission. Submit this screenshot to the dropbox.
3. You should then follow the guidance provided in VMOCK for improving your resume. Once you have created enough changes you will be able to have your resume re-analyzed.
4. Once you have made updates to your resume and had it reviewed again, obtain a screenshot of your final score. Your goal is to show an improvement in the score. Submit this screenshot to the dropbox.

[HTML Code]

<p>During this term you will have an Assignment requiring you to submit your resume through the Career Network / VMOCK for review. Be sure to follow the directions provided in the unit where it is assigned. The following steps outline how we recommend you use the tool to refine your resume. You will be required to show proof that you have improved your resume following the original submission in the review tool.</p>

Submit your resume following <u>Submit Your Resume directions</u>.

Obtain a screenshot, following the directions provided, to show the score you earned on your initial submission. Submit this screenshot to the dropbox.

You should then follow the guidance provided in VMOCK for improving your resume. Once you have created enough changes you will be able to have your resume re-analyzed.

Once you have made updates to your resume and had it reviewed again, obtain a screenshot of your final score. Your goal is to show an improvement in the score. Submit this screenshot to the dropbox.

Add the following only to Grad HA courses: HA510/HA510PER, HA515, HA520, HA530, HA535, HA540, HA545, HA550, HA560, HA565, HA575, HA599/HA599PER

Headline:

Calling all MHCA Students

Content

As you progress through the Master of Health Care Administration program and enter, or strive to advance, in your careers, it is important to connect with other students and alumni that will provide a community with which to network and share thoughts. We are excited to now have a community group fully dedicated to students in and graduates from the Master of Health Care Administration program. This group is accessible in the Career Services tab of the Purdue Global home portal and [step by step directions and screenshots](#) are available in course documents to assist you as needed. Enjoy this wonderful opportunity and congratulations on choosing an expanding, high demand field.

[HTML Code]

<p>As you progress through the Master of Health Care Administration program and enter, or strive to advance, in your careers, it is important to connect with other students and alumni that will provide a community with which to network and share thoughts. We are excited to now have a community group fully dedicated to students in and graduates from the Master of Health Care Administration program. This group is accessible in the Career Services tab of the Purdue Global home portal and step by step directions and

screenshots are available in course documents to assist you as needed. Enjoy this wonderful opportunity and congratulations on choosing an expanding, high demand field.

HI595 Only

Headline: Steps to getting your Cover Letter approved by Career Services

Content:

During this term you will have an Assignment requiring you to submit a cover letter to Career Services. Be sure to follow the directions provided in the unit where it is assigned. The following steps outline how Career Services will contact you and help guide you to refine your cover letter. You will be required to show proof that Career Services has approved your final draft.

1. Submit your cover letter following [Submit Your Cover Letter directions](#)
2. Career Services will email you to let you know you should receive a phone call and email from a Career Specialist
3. Please allow at least 72 hours (3 business days) for a Career Specialist to email or call
4. The Career Specialist will go over cover letter edits, suggestions, and will give you resources so that you may update your cover letter
5. Once you have made updates to your cover letter, re-submit your revised cover letter to your Career Specialist for final approval
6. Your Career Services Specialist will update the status of your submission to "Current Status: Approved"
7. Take screenshot of the "Current Status: Approved"
8. Submit for your class assignment

[HTML Code]

<div>

<p>During this term you will have an assignment requiring you to submit a cover letter to Career Services. Be sure to follow the directions provided in the unit where it is assigned. The following steps outline how Career Services will contact you and help guide you to refine your cover letter. You will be required to show proof that Career Services has approved your final draft.</p>

Submit your cover letter following <u>Submit Your Cover Letter directions</u>.

Career Services will email you to let you know you should receive a phone call and email from a Career Specialist.

Please allow at least 72 hours (3 business days) for a Career Specialist to email or call.
The Career Specialist will go over cover letter edits, make suggestions, and give you resources so that you may update your cover letter.
Once you have made updates to your cover letter, re-submit your revised cover letter to your Career Specialist for final approval.
Your Career Services Specialist will update the status of your submission to “Current Status: Approved.”
Take screenshot of the “Current Status: Approved.”
Submit for your class assignment.

</div>

5. Setup for TOC

Syllabus

- **Use URL for PU680, PU690 only:**

HTML URL:

<https://kapextmediassl-a.akamaihd.net/global/CourseHome/Syllabus/TERM/CourseCodeClinicalSyllabus.pdf>

Grading Rubrics – [Specifications by School](#)

Virtual Office



Virtual Office

- *Set up as Discussion Board.*

Need help? You have come to the right place.

This space is set aside for you to ask questions as if you were coming to my office. I may also share additional documents in this area throughout the term. You can place any general questions or concerns about the course below. Please take a moment to review the posts below since your question may have already been asked and answered for other students.

I will check the Virtual Office daily Monday through Friday and respond within the next business day to questions posted over the weekend.

Keep in mind this is a public forum so you should contact me directly for any grading questions or other questions pertaining to your own work.

[HTML Code]

<p>Need help? You have come to the right place.</p>

<p>This space is set aside for you to ask questions as if you were coming to my office. I may also share additional documents in this area throughout the term.</p>

<p>You can place any general questions or concerns about the course below. Please take a moment to review the posts below since your question may have already been asked and answered for other students.</p>

<p>I will check the Virtual Office daily Monday through Friday and respond within the next business day to questions posted over the weekend.</p>

<p>Keep in mind this is a public forum so you should contact me directly for any grading questions or other questions pertaining to your own work.</p>

Instructor Resources

Add a link named "Submit a Course Issue" within Instructor Resources.

Title: Submit a Course Issue

URL:

<https://sites.google.com/purdueglobal.edu/shscurriculumresources/course-issues>

*Set it to Open as an External Resource.