

School of Health Sciences

2017 Handbook for Student Expectations

Welcome to the School of Health Sciences (SHS) at the University of Evansville. The SHS has a long and distinguished history within the University, and is in fact one of the oldest and largest majors on campus. As a student majoring in one of the six different majors, you are following in the footsteps of a long list of successful alumni. By selecting to become a student in the SHS, you will *continue to carry on the proud tradition of excellence* that our alumni have established.

In order to assist you in your academic and professional development, the School of Health Sciences has established a set of guidelines to foster individual growth. The intent of these guidelines is to provide you with the level of expectations required of students in the SHS in order that you may reach your fullest potential.

These guidelines encompass four areas: Professional Etiquette, Class Room Etiquette, Academic Honesty and Public Relations. The expectations for each of these areas reflect the **School of Health Sciences Mission Statement**:

The mission of the School of Health Sciences is to provide a dynamic educational experience for the study of health, fitness, wellness and sport that prepares students with the values, experiences and skills necessary for future leadership roles as scholars engaged in lifelong learning and as ethical professionals serving their communities through the promotion of healthy behaviors and lifestyles in a variety of career choices.

I. PROFESSIONAL ETIQUETTE

These guidelines are designed to help you develop professional behaviors, and understand the type of expectations that will be placed upon you as you matriculate through your undergraduate program in the SHS into the work force, graduate or professional school.

1. **BE ON TIME.** It is important that you be on time for all appointments. Whether it is with your academic advisor, class professor, or other individual, you should always arrive on time. (However, if you know that you will be late, have the courtesy to call or email in advance).
2. **BE PREPARED.** If you have requested a meeting with your academic advisor, or class room professor, or if you are coming in for academic advising for class scheduling, be certain that you are prepared. Do the preparation necessary to ask and answer questions, and (when registering for classes) be sure that you have done all tasks related to pre-registering.
3. **EMAIL:** Email is a popular, convenient and acceptable way to contact your professor. However, be sure that you use appropriate grammar and spelling. In other words, no slang language or text language. Additionally, be polite. Request a meeting or information; do not demand actions from your professor. Professors will reserve the right to return inappropriately written emails to the student.

4. **LANGUAGE:** The way you speak is important in how impressions are created. Often, first impressions are based on one's ability to communicate effectively. Be sure to use appropriate language and proper grammar.
5. **ADMINISTRATIVE ASSISTANT:** The Administrative Assistant for the SHS is available to assist students when needed. Be courteous and polite when asking for and receiving assistance.

II. CLASS ROOM ETIQUETTE

These guidelines have been developed to assist you in understanding the classroom expectations of the School of Health Sciences. Although adherence to these guidelines does not ensure classroom success, they will help facilitate academic performance on the part of the student.

1. **BE ON TIME.** All classes begin on schedule. If you are late, you not only disrupt others, but you may miss important announcements/information. It is your responsibility to be on time and in attendance for all classes.
2. **Attendance:** It is your responsibility to know the attendance policy for each class. Professors determine attendance policies for their classes, and these requirements are stated in the class syllabus.
3. **MISSED CLASS.** On those occasions when you do have to miss a class for a legitimate reason, it is your responsibility to notify your professor that you will not attend class that day. Ask whether there will be an assignment that day in class, and whether or not you will be allowed to make up this work. *It is your responsibility to find out what information you missed.*
4. **BEHAVIOR:** All students are expected to pay attention during class. **THIS MEANS NO TALKING, WHISPERING, TEXT-MESSAGING, NOTE PASSING, IMPROPER USE OF LAPTOP EQUIPMENT (E.G., EMAIL, FACEBOOK, ETC.).** The classroom professor reserves the right to ask any student to leave class for violating this policy.
5. **RESPECT:** Be respectful of others. Show appropriate respect for classmates, and opinions that may differ from your own.

III. ACADEMIC HONESTY

These guidelines are to assist the student in understanding the academic honor expectations of the University of Evansville and the School of Health Sciences.

1. **UE HONOR CODE:** In all cases, the SHS will abide by the UE Honor Code as found in your student manual. Please be certain that you have fully read and understand this policy.

*I understand that any work which I submit for course credit
Will imply that I have adhered to this Academic Honor Code:
I will neither give nor receive unauthorized aid nor will I
Tolerate an environment which condones the use of unauthorized aid.*

2. **WRITTEN WORK:** All work turned in by the student must represent original ideas by that student for the class in which the paper is being submitted. Students are not allowed to turn in work done by others or papers improperly referenced. Additionally, unless expressed permission has first been obtained by the professor, students are ***not allowed to turn in a paper used in a previous class*** for credit in another course. Each of these instances represents a form of plagiarism, which is a violation of the UE Honor Code.
3. **CHEATING:** Webster's Collegiate Dictionary defines ethical behavior as "conforming to the standards of conduct of a given profession or group." As students adhering to the UE Honor Code; as majors abiding to the SHS mission statement, and as future health and wellness professionals, it is important to follow an ethical code of conduct. Hence, no form of academic dishonesty will be tolerated in class assignments, quizzes, tests or labs. Any violation of this is a breach of the UE Honor Code, and will result in an Honor Code violation.

IV. PUBLIC RELATIONS

All students majoring in the SHS programs are required to complete an internship experience. Additionally, some majors will require additional practicum or clinical experiences, while specific classes may involve working with clients. Hence, these guidelines were developed to assist the student in understanding the high level of expectations required when they represent SHS to other constituents.

1. **PROFESSIONALISM:** Students are representing the University of Evansville, and the SHS department. As such, students are expected to present themselves in a ***professional*** and ethical manner when working with the public through internship, practicum or classroom experiences.
2. **SHS-INTERNSHIP SITES:** The SHS maintains cordial relationships with the employers that allow our students to conduct their internships with their companies. As such, your actions and behavior are important; your performance directly influences these opportunities for future students.
3. **DRESS:** Appropriate dress is expected at all times. Please refer to the SHS Internship manual for more information concerning dress codes.
4. **PUNCTUAL:** Students are expected to be on time, and fully prepared for all appointments.

Confidentiality: It is important that you protect the confidentiality of clients that you work with in internship, practical or classroom settings. In many instances, you will have access to personal information which must be kept confidential in accordance with ethical standards of behavior.

(See back page for faculty and staff listing)

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