

December 14, 2007

Dear Student,

My records indicate that you have enrolled in my online class with the Start and End dates as shown:

Clinical Health Care Ethics HCR 210 # 1446 **or** #444  
Starting the Week of: Jan. 13, 2007 and ending the week of May 4,  
2008

You are officially enrolled in this course even without your completing an orientation or submitting an assignment. If your circumstances change and you decide not to complete this course you must **WITHDRAW**. Official withdrawal procedures are your responsibility. Otherwise you might receive an F and that could make problems with financial aid. Each class has a waiting list so be sure you want this class.

### **What the Class Will be Like?**

This is an Internet 16 week class which means that there will be no face-face contact. An online class does not mean you do assignments when you want or stop and start when you want. There will be weekly activities and assignments that you must finish each week. I will “turn on” the class during the 1<sup>st</sup> week of January . We will have Power Point lectures, quizzes, and class discussions and maybe some interactive videos. The group discussions are the backbone of this class and count for the most points. There will be 1 individual paper to turn in to me. Each assignment will have an accompanying Instruction Sheet.

However, this class requires that you view 3 videos. The videos are: **Baby Girl Scott, Deadly Deception, and Typhoid Mary**. You may come on campus, at your convenience, and view videos on reserve in the Library. They are on reserve under the course HCR210 and my name. (You cannot check them out but must view them in the library.) Be sure you come when the Library is open. Check their hours online.

**Or** you could see if your local library has them

**Or** you could buy them:

1. Baby Girl Scott VHS 1987 with John Lithgow \$2.00-\$14.00 on amazon.com
2. Typhoid Mary VHS NOVA 2004 \$14-\$20 on Amazon.com
3. Deadly Deception NOVA 1993 \$20 shop.wgbh.org; put title in white search box

All postings and assignments must be completed by midnight Sunday for that week. We start a new week every Monday morning with new lectures and new assignments. Quizzes will be on Fridays.

### **Books?**

Edge, R. S. & Groves, J. R. (2006) *Ethics of Health Care*. Clifton Park, NY: Thomson/Delmar Learning . #1-4018-6183-0. This book is available at the bookstore or on online.

### **Suggestions for new online students from previous classes:**

1. Be prepared to teach yourself through readings and communicate well with your instructors and classmates online.
2. Be prepared to read the textbook because it will be a big help and make sure you stay on top of things because due dates come fast.
3. Be prepared to spend time on the readings and assignments just as you would a traditional class. Set aside a specific time each day/week to complete your work.
4. Check the course every other day and be organized. Do assignments ahead of time so that you have time to e-mail the teacher and get a response if you have questions on how to do it.

### **What Computer Stuff Will I Need?**

You can use the college computers in the High Tech centers or use your own home computer. Your home computer must have access to the Internet with the browser Microsoft Explorer. You need Microsoft Office, in particular Word, to do your written paper. Be sure the Pop Up blocker is turned off.

Assignments need to be submitted in Microsoft Word not Word Perfect (.wps). I will not accept any assignment in Word Perfect. Word 2003 (.doc) is fine. **If you use Word 2007 (docx), please save it for both 2003 and 2007.** There is an option in the save category to do this.

We will use the student system called Blackboard. I have included an instruction sheet to help you get started. When you get your ID and can get on the Blackboard you will see our course number. Click on Staff Information and you will see some info about me. Click on Syllabus and you will see the Course Syllabus and a copy of this Welcome Letter as well as a Weekly Schedule. Course Assignments will have our course “stuff”. There will be information for each week.

If you have any trouble, call or e-mail me.

Sincerely,

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