

**Long Island University
School Of Health Professions
Division of Athletic Training,
Health and Exercise Science**

**Bachelor of Science
In
Health Science**



**Health Science Student Handbook
2012-2013**

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Introduction

This Health Science Handbook contains a collection of policies, guidelines, procedures, and information of importance to students in the Health Science degree Program. It should be read by each student upon its presentation and should be kept as a reference for future questions regarding these matters.

As University and professional guidelines change from time to time, the faculty reserves the right to modify the information included herein without notice. Matriculated students shall be advised of any changes as they are approved.

Consult the current Long Island University, Brooklyn Campus Undergraduate and Graduate Bulletins for further important information. It is your responsibility to know and follow the deadlines and expectations of the Brooklyn Campus and the University as a whole. Please review the bulletin at <http://www.liu.edu/Brooklyn/Academics/Bulletins/Undergraduate-Bulletin.aspx>.

Accreditation

The program in Health Science is registered with the New York State Department of Education.

Setting

The Division of Athletic Training, Health and Exercise Science is located on the Brooklyn Campus of Long Island University. The Division of Athletic Training, Health and Exercise Science currently occupies the third floor, of the six-story Zeckendorf Health Sciences Center. The academic program, which includes classroom/teaching labs, conference room, administrative and faculty offices, a neuroscience lab, a cardiopulmonary lab, a musculoskeletal lab, an athletic training lab, a physical activity room, and computer lab are housed on the third floor.

The School of Health Professions at Long Island University offers both undergraduate and graduate academic programs. Our programs include Athletic Training, Diagnostic Medical Ultrasound, Exercise Science, Health Science, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Respiratory Care, Public Health, Social Work and Sports Sciences. Other health related academic programs represented at Long Island University include the School of Nursing, the graduate program in Speech and Language Pathology, graduate program in Public Administration and the Arnold and Marie Schwartz College of Pharmacy and Health Sciences, one of the largest and oldest colleges of pharmacy in the nation.

Mission Statements

Long Island University

Expressed in its still-relevant motto “Urbi et Orbi,” the mission of Long Island University since 1926 has been to open the doors of the city and the world to men and women of all ethnic and socioeconomic backgrounds, who wish to achieve the satisfaction of the educated life and to serve the public good. The institution’s mission is to awaken, enlighten and expand the minds of its students.

As the original unit of Long Island University, the Brooklyn Campus has enrolled and educated generation after generation of students from varied, yet primarily urban backgrounds. Like their predecessors, many of today's students are new to America and new to the English language and often are the first in their families to seek a college education. At the Brooklyn Campus, students find an academic community where cultural, ethnic, religious, racial, sexual and individual differences are respected and where commonalities are affirmed.

Faculty members from across the country and around the world have a strong commitment to teaching, to personal advisement of students, to the fullest range of scholarship, and to their own development and service.

The Brooklyn Campus recognizes its faculty's expertise and the character of its diverse student body as two of its greatest strengths. No matter what their background, students come to the Brooklyn Campus to build the educational and intellectual foundations required for success in their personal and professional lives. The Campus faculty and its administrators believe that a liberal arts education, combined with careful preparation for a fulfilling career, is the best way to achieve this end.

To carry out its mission, the Brooklyn Campus offers comprehensive undergraduate and graduate curricula in business, education, the health sciences, the liberal arts and sciences, nursing and pharmacy, supported by advanced courses for specialized knowledge. The Campus also has designed programs that encourage students to acquire essential literacies, and to develop intellectual curiosity, analytic and reasoning skills, and effective communication skills. In this way, the Campus acts as a conservator of knowledge as well as a source and a promulgator of it for the communities it serves.

School of Health Professions Mission Statement

The School of Health Professions at Long Island University is dedicated to providing superior quality education and conducting leading research in the health professions as avenues to outstanding career opportunities for a diverse student body. The School is dedicated to providing professional expertise to the people of Brooklyn and New York to serve the community health care and health education needs.

Division of Athletic Training, Health and Exercise Science Mission Statement

The programs offered by the Division of Sports Sciences at the Brooklyn Campus of Long Island University seek to prepare professionals in the Sports Sciences who will be skilled in not only preventing disease, injury and disability but also in promoting health, fitness and sport/ physical activity. The recipients of our services engage in active lifestyles that incorporate physical activity, exercise and sport based on scientific knowledge.

Bachelors of Science in Health Science Mission Statement

The mission of the Undergraduate Health Science Program is to provide students with the core competencies as well as personal and professional skills to choose and prepare for a health care career in which they can find success while enriching people’s lives. The Health Science Program is flexible to serve the needs and interests of a culturally and ethnically diverse student population. The program allows students to build upon a foundation of liberal arts and science courses while offering an interdisciplinary curriculum.

Program Goals

At the end of the program students will...

- Goal 1: The student will be able to serve as a constructive member of an interprofessional health team participating in collaborative practice.
- Goal 2: The student will be able to conduct and synthesize results from a scholarly literature search using appropriate resources and technologies.
- Goal 3: The student will recognize the impact of policies and laws on both individual and population health and apply principles of policy analysis that promote legislation in support of health and well being.
- Goal 4: The student will be able to demonstrate understanding of cultural diversity and health disparities.
- Goal 5: The student will be able to develop, implement and evaluate a patient/client education program.

BS IN HEALTH SCIENCE DEGREE PROGRAM

Overview

The Division of Athletic Training, Health and Exercise Science (ATHES) offers a Bachelor of Science in Health Science degree. The 128-credit Bachelor of Science (BS) in Health Science (HS) is a unique interprofessional program that provides students with a strong foundation in the basic sciences, wellness and health advocacy. The HS program is designed to:

- Prepare students for entry-level positions into health facilities, government agencies, community organizations, educational settings and health field corporations, etc.
- Address the needs of a number of health fields that require bachelor preparation for employment
- Prepare students for entrance into health profession programs, graduate study or medical school
- Offer two dual-degree tracks for students seeking admission into either the Master of Public Health (MPH) or Doctor of Physical Therapy (DPT) program at LIU-Brooklyn

Health Science Program Requirements

Continued enrollment in this program is contingent upon:

- Maintaining at least a 2.0 overall GPA
- Maintaining a minimum Health Science Core GPA of 2.5
- Earning a grade of “C” or better in each Health Science Core course & successful completion of all Practicum courses and requirements
- Fulfilling all practicum experience clearance requirements prior to the beginning of each practicum course

Transfer students must present an overall grade-point average (GPA) of at least 2.0. Students with an Associate's degree or transfer students are encouraged to apply. Submit all paperwork to Office of Admissions.

ACADEMIC POLICIES

Academic Integrity

Academic dishonesty may lead to student dismissal.

Three Forms of Academic Dishonesty

1. Cheating: This is defined as giving or obtaining information by improper means in meeting any academic requirement(s). Cheating is a serious violation that includes, but is not limited to, the following examples:

- The use of the same work for academic credit in more than one course without the knowledge or consent of the instructors;
- Copying the work of others during an exam, quiz, or assignment;
- Deliberately exposing exam/quiz materials for review by another student;
- Using notebooks, textbooks, information, or materials not specifically authorized by the instructor;
- Speaking or communicating with other students at any time during the exam/quiz;
- Using a cell phone, beeper/pager or other electronic device during an exam/quiz; and
- Leaving the exam/quiz for any length of time during the examination, without the authorization of the instructor.

2. Forgery: This is defined as the alteration of academic forms, documents, or records, and/or the signing of such forms or documents by someone other than the designated or authorized individual. Forgery also includes modifying an exam/quiz or assignment that has been graded and returned to you for review.

3. Plagiarism: This is defined as the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. When using another person's words in a paper and/or presentation, you must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by references. When you use only the ideas and change the words, you still must clearly identify the source of the ideas. For additional resources and information on plagiarism, please review LIU Brooklyn library webpage at <http://www2.brooklyn.liu.edu/library/services/guides/guide19.htm> and Purdue University's website at <http://owl.english.purdue.edu/owl/resource/589/01/>.

Disciplinary Action

If you are caught violating the academic integrity policy in any course, you may be subject to several potential forms of disciplinary action based upon the judgment of the professor/instructor, up to and including dismissal.

Examinations

Examinations represent an essential component of the assessment of student competency and are an integral part of the educational program. In order to control for various extraneous factors affecting student performance on examinations, the following procedures shall be followed for all examinations:

- Completion of all examinations is required of every student unless announced otherwise by the instructor. Only true emergencies shall constitute excused absences and will require verification by a physician, police, or clergy note. The instructor must be notified of the absence prior to the examination and a note must be provided on the day of return. Upon evaluation of each situation, a make-up examination may be scheduled at the convenience of the instructor.
- Cell phones, or any other electronic devices, shall be off and placed in the student's book bag during the examination.
- No student shall leave the room until he/she completes the examination, unless granted permission by the instructor.
- Students arriving late for an examination, or any time after another student has completed the examination and left the room, will not be permitted to take the examination.
- If a score sheet (e.g. ParSCORE score sheet) is provided for any quizzes or examination, grading for the respective quiz or examination will ONLY be based on the answers marked on the score sheet.
- If a student is caught cheating, his/her paper will be immediately taken away and the student will receive a zero for that quiz or examination. ANY student caught cheating will be referred to the School of Health Professions, Student Progress Committee.

Academic Standing Policy

All undergraduate students at LIU must earn a minimum cumulative grade point average (GPA) of 2.0 in order to receive an undergraduate degree. Therefore, if at the end of the program your cumulative GPA is below 2.0, you will NOT BE ELIGIBLE to be awarded the BSHS degree.

The University reserves the right to dismiss at any time students whose academic records are unsatisfactory. To be in good standing, students must make appropriate progress toward fulfilling all requirements of the program in which they are enrolled. Failure to do so will be cause for dismissal. Students whose scholastic average falls below the following quality-point ratios are placed on probation:

Overall Academic Progress

- 1.8 if they have accumulated up to 29 credits
- 1.9 if they have accumulated 30 to 59 credits
- 2.0 if they have accumulated 60 credits or more

Health Science Program Progress:

- Any grades below a "C" are not accepted towards HS Program Progress
- After 9 credits of HS core courses, a student with a HS Core GPA below 2.5 will be placed on academic probation

A probationary student is barred from participation in extracurricular activities and, at the discretion of his or her Dean, may be required to carry a limited program. Being placed on probation does not mean loss of good academic standing. The records of students on probation are subject to review by the HS academic committee. Such students may have their probationary periods extended, or they may be dismissed.

U, F, W, WF, INC, ABS, UW, NGR, and AUD grades (and below C in HS core courses) do not count toward successful completion requirements. Repeated courses count only once toward credits earned. Students with excessive W's or Incompletes (or both) on their records may be considered as failing to make satisfactory progress toward completion of their program of study. In that event they may be declared ineligible to continue until they have taken appropriate steps to rectify the situation. The appropriate HS academic committee will determine if the student is making satisfactory progress. A student remains in good standing until the committee declares the student ineligible to continue.

The HS Academic Progress Committee reserves the right to require a meeting with any students they feel may be in need of academic assistance, showing poor progress or in need of additional guidance and support.

Health Science Policy on Academic Probation

- Please refer to Long Island University's Policy on Academic Probation found in the Undergraduate Bulletin (<http://www.liu.edu/Brooklyn/Academics/Bulletins/Undergraduate-Bulletin.aspx>).

Division Grievance Procedures

To provide for fair consideration and due process for all student grievances, a series of procedures has been established to address student concerns. You are expected to follow the chronological sequence of steps within the appropriate review process, making sure not to break the chain of review or skip any steps along the way. Failure, on behalf of the student, to adhere to the stated processes will delay the review process and may result in a disruption in the progression of study by the student.

The goals of the general student grievance procedure are to facilitate open communication among all parties involved and to provide protection to the same parties. In addition, the grievance procedure has been designed to help students develop a set of communication skills to be used throughout your professional careers. Most importantly, you should gain from all experiences associated with pursuing your education, and should accept the responsibility that comes with graduate level professional training.

You should first address any and all issues with the course instructor. If you choose to pursue the issue further, you may submit a written request to the ATHES Division Director. The request **MUST** include a description of the problem, your reasons for requesting the hearing, and a statement affirming that the initial steps have been followed. The hearing will be conducted by the Division's Student Progress Committee. The Division's Student Progress Committee is made up of members of the Division of ATHES along with members of the School of Health Professions.

At the hearing before the Student Progress Committee, the involved parties shall present your case to all committee members. The committee members may request interviews with individuals to obtain additional information regarding the issue at hand. Committee members directly involved in the situation being discussed are absolved from their committee responsibilities for that specific hearing. When committee members have heard all pertinent information, the involved parties will leave the room to allow committee members time to privately discuss the merits of the case and its resolutions. You shall be informed in writing of the Student Progress Committee's recommendations within seven (7) working days of a decision being reached.

Students who wish to appeal a final course grade must initiate the process with the course instructor at the Division/Department level within 30 business days of the grade being officially posted on MYLIU. The written request should include the course, course number, instructor, the final grade, the reason for the appeal, and any other pertinent information.

If you are not satisfied with the decision, you may follow the appropriate grievance procedure by filing a written appeal to the Office of the Dean of the School of Health Professions within seven (7) business days.

School of Health Professions Appeals Process

Brooklyn Campus Grievance Procedure

Students at the Brooklyn Campus may expect a scrupulous regard for their rights as students and individuals and should expect to be treated fairly and with courtesy by all members of the academic community. In any matter in which students feel that their rights have been violated, or in matters of serious dispute with members of the administration or faculty, students may avail themselves of the following formal grievance procedure:

1. The student will **write** out a clear statement of the grievance.
2. The student will submit this statement to the staff member involved. The student will be given a **written response** within a reasonable time.
3. If the student is not satisfied with the response, the student may submit a statement to the appropriate director or department head. The director will review the matter and provide the student with a written response within a reasonable time.
4. Although not required by the University, it is **strongly recommended** that each Department/Division have a committee that reviews student grievances prior to the appeal going to the Dean (See item# 4 on the checklist below). Small departments and divisions can be combined, and committees should be established at the beginning of each academic year.
5. If still not satisfied, the student may institute a formal complaint with the Associate Dean of the School of Health Professions. The Associate Dean will review the matter and follow the following procedure:

Dean's Office Appeal Process

School of Health Professions

The following process will be used for all appeals that students choose to bring to the Dean as part of the university appeal process. **This process will not supersede program or division procedures and will only be followed after appeals at the division level are exhausted.** The mandatory Student Appeal Checklist is available through the Dean's Office.

1. The student **MUST** have first followed departmental appeal processes including, but not limited to, appeal to the instructor and to the division/department/program director.
2. Appeals to the Dean must be submitted in writing and must be submitted within 10 business days of receipt of the decision letter from the Division/Program. This written appeal will be transmitted to the Appeal Board for review and will be a factor in the final decision made by the Dean. The appeal must be accompanied by a completed Appeal Checklist.

3. If deemed necessary by the Dean, the Associate Dean will serve as a hearing officer and will appoint an *ad hoc* Appeal Board. The Appeal Board will consist of three faculty members from the School of Health Professions, who may be tenure track, NTTA or have administrative roles. One of these faculty members will be from the program from which the appeal has originated. The Dean will be present at the hearing, but will not contribute to the discussion.
4. The hearing will be scheduled as expeditiously as possible.
5. At the hearing (with all parties present):
 - a. The hearing may be recorded for future reference.
 - b. The student will present his/her appeal including justifications, circumstances and anything else he/she wishes the Board to consider. The maximum time allowed is 30 minutes.
 - c. The course instructor, or other appropriate faculty member, will present the circumstances and evidence leading to the decision being appealed. The maximum time allowed is 30 minutes.
 - d. Student and faculty will not engage in debate of the circumstances with each other but will answer questions posed by the Board for the purpose of clarification.
 - e. Upon completion of the presentations and any questioning by the Board, the student and faculty will be excused.
 - f. The Board will discuss the facts of the appeal and reach consensus, or vote, on a recommendation to the Dean. If a vote is taken, the Associate Dean will not vote.
6. Within 24 hours of the hearing, the Associate Dean will prepare a written report that contains:
 - a. A summary of the information presented by both sides at the hearing;
 - b. A summary of the discussion of the Board after the parties were dismissed;
 - c. A recommendation for action by the Dean.
7. The Dean will then reach a decision based upon the report from the Board, the written appeal submitted by the student and any other information relevant to the case and will notify the student by certified mail. This decision will normally be made within 48 hours unless further investigation is necessary or the Dean is unavailable within that time frame. If the decision will be delayed longer than 48 hours, the student will be notified by the Dean's Office of that delay.

The foregoing procedure shall be a formal grievance procedure for the resolution of all student grievances, including those alleging actions prohibited by legislation.

The following form must be submitted to the Dean's office with the written appeal:

**School of Health Professions
Long Island University - Brooklyn**

Student Appeal Checklist

Student _____

Program _____

Course or Action _____

1. Appeal to the Professor

Date _____

Faculty _____
Signature _____ Print Name _____

2. Appeal to the Director/Chair

Date _____

Director _____
Signature _____ Print Name _____

3. Appeal to the Division/Department/Program Committee

Date _____

Committee Chair _____
Signature _____ Print Name _____

4. Appeal to the Dean

Date Written Appeal Received _____

By _____
Signature _____ Print Name _____

Special Accommodations

Student Support Services

If you have a documented disability/impairment and require accommodations, please provide me with an Accommodation Letter from Student Support Services (SSS). The office is located on the ground floor of the Pharmacy Building, Room B-04, (718) 488-1044.

Hours of operation: Monday - Thursday 9-6, & Friday 9-5.

Email address: studentsupportservices@brooklyn.liu.edu

Please follow this process for each and every separate academic semester for the duration of your participation in the Health Science Program.

LIU, Brooklyn Grading Scale

| <u>Letter Grade</u> | <u>Percentage</u> | <u>Quality Point Equivalent</u> |
|---------------------|-------------------|---------------------------------|
| A | 93-100% | 4.0 |
| A- | 90-92% | 3.67 |
| B+ | 86-89% | 3.33 |
| B | 83-85% | 3.0 |
| B- | 80-82% | 2.67 |
| C+ | 76-79% | 2.33 |
| C | 73-75% | 2.0 |
| C- | 70-72% | 1.67 |
| D | 65-69% | 1.0 |
| F | Below 64% | 0.0 |

Academic Difficulty

If you experience academic difficulty in any course, promptly address the issue.

In the event of academic difficulty, you are advised to follow the following sequence of steps:

1. Meet with the course instructor to determine and discuss the course in general or the specific content areas of concern.
2. Meet with the ATHES Division Director.
3. Arrange for tutoring with the help of the course instructor and Division Director.

It is THE STUDENT'S responsibility to initiate procedures to obtain assistance and notify the appropriate faculty members as soon as an academic problem is identified.

Course Load Requirements

A full-time undergraduate student is defined as one who registers for twelve (12) or more credit hours.

ADMINISTRATIVE POLICIES

Office Hours

Faculty members maintain office hours each week when classes are in session. Faculty office hours are posted each semester outside the office of each individual faculty member.

Appointments may be made by signing-up with the individual faculty member. If convenient times are not available, you may request alternate times by leaving a note with the secretary (HS Room #309) or by emailing the faculty member directly. When leaving a note or sending an email, remember to include a phone number or email address where the faculty member may contact you.

You are encouraged to take advantage of the faculty's availability, as their knowledge and experience is one of the greatest resources of your education. However, you should recognize the multiple demands on the limited time available for faculty office hours and make an appointment in advance to speak with a faculty member. Faculty meetings, preparation for class, research, clinical practice, and committee meetings take up a significant amount of faculty time.

By making and keeping a scheduled appointment, you will know that time is reserved for you and the faculty member will be able to work more efficiently to address your individual needs.

Registration

LIU provides an advance registration period for each academic term. You are responsible for registering online through <http://my.liu.edu> and for assuring that all outstanding bills are paid – if you do not have clearance from the Bursar's office you will not be allowed to register.

Completing your registration as described above, before the in-person registration period, will save you a great deal of time and frustration in addition to maximizing the time available for the processing of financial aid and scholarship paperwork. Please note that you are not allowed to attend classes if your registration is not completed.

E-mail Policy

All e-mail communication between students and faculty and staff at LIU must be carried out in a professional manner. You are expected to use your official LIU email address and will be held responsible for checking e-mails regularly. The following format for email correspondence should be followed at all times:

- **Subject line:** A clear description of the content being addressed in the body of the e-mail should be included in the subject line. If the subject matter relates to a particular course the subject heading must include the course number and title.
- **Body of email:** Emails should include an appropriate/professional greeting (i.e.: "Dear Professor:....") and must end with your full name and contact information.
- **Attachments:** Attachments should be in a format accessible to recipient and must include your name, course number, and a title related to that document. All documents sent as an attachment should have this information on a separate cover page within that document.

E-mails received by faculty and staff in the HS program will be replied to with a confirmation of receipt of your e-mail. If you do not receive a confirmation of receipt within two days, you must re-send that e-mail or contact the professor by other means.

Attendance & Punctuality

You are expected to be in the classroom at least five minutes before the scheduled start of class to allow the class to begin on time and to permit all students to receive the full benefit of the educational experience. Students who arrive late may not be allowed into the classroom until there is a scheduled break in the class. Students are also expected to stay in the classroom until scheduled breaks or the completion of the class period. Up to 10% of total course points may be deducted from your final grade, at the discretion of each faculty member, for lateness, leaving class inappropriately or unexcused absences based solely upon this statement in the HS Student Handbook.

According to the LIU Brooklyn Undergraduate Bulletin, all students are expected to attend classes and to participate in classroom activities. Instructors have the right to weigh attendance and class participation in determining grades. Consequently, excessive absences may negatively affect the evaluation of a student's performance.

Cell Phones

Use of cell phones or other electronic interpersonal communication media is not permitted in the classroom during class hours. PLEASE NOTE: Failure to comply with this policy may result in the loss of points from your final course grade for each infraction of this policy. You are urged to turn off/mute your cell phones before entering the classroom and to keep them off in the classroom. You are expected to remain in the classroom and not take or make calls until break times. Instructors are encouraged to provide short breaks during classes that are over 90 minutes long. This policy is negotiable only in the case of a documented emergency situation.

Dress Code

Students are expected to dress appropriately for an academic setting and uphold all dress codes set by both their practicum. Instructors may require specific dress codes for certain course components.

Course Evaluations

In an on-going effort to improve the curriculum, and to take student concerns about the academic program into consideration, all students are required to complete course evaluations for each course completed. You are expected to complete the University evaluations at the completion of each semester.

Leave of Absence

Any student wishing to request a leave of absence must submit a written request, including the rationale for the request, to the ATHES Division Director. The Division Director will review your case and make a written recommendation to the Dean of the School of Health Professions.

Requests for a leave of absence may be approved or rejected by the Division Director and the Dean of the School of Health Professions. You returning to the program from a leave of absence must comply with the regulations concerning the in-coming class he or she joins upon returning to the Program.

Your failure to return to the Health Science program at the termination of the Leave of Absence will result in your automatic dismissal.

Financial Aid

See the LIU Graduate Bulletin or the University website for information on financial aid.

CODE OF CONDUCT

All students, faculty, administrators and administrative support staff will, at all times, behave in a way that is respectful of the individual peer, faculty member, client, administrator and administrative support person encountered. Furthermore, all students, faculty, administrators and administrative support will behave in a way that is respectful of the diversity inherent in any group of individuals. Specific behavioral guidelines are as follows:

In Class

Students are entitled to:

- A course syllabus specifying course requirements, grading system and schedule of assignments
- The instructor's attendance according to the schedule
- The instructor's availability at regularly scheduled office hours to discuss issues or resolve problems
- Evaluation of performance according to guidelines established in the syllabus
- Participation in a written evaluation of the instructor's performance at the end of the semester

Students will:

- Attend all classes
- In cases of emergency, inform the instructor of absence in advances of class
- Adhere to the University calendar, making no plans for vacations or other absences when there is a conflict between the individual's work calendar and the University calendar
- Attend to the instructor and fellow students when speaking
- Complete projects according to schedule established by the instructor
- Follow-up on any missing notes or changes in schedule with fellow classmates
- Be sensitive to the use of non-verbal communication (gestures, facial expressions, etc.)
- Show respect for an individual's language, culture, disability, individual differences, etc.

Students will not:

- Talk to classmates during the instructor's lecture
- Ask questions, comment and otherwise interact with the instructor within a time frame and in a manner that is not respectful of classmates
- Enter classes late or leave classes early without prior permission of the instructor
- Request incompletes (except in the case of documented emergencies)
- Receive any calls, texts, emails, etc. during class. All electronic devices will be turned off during the class time

In the Department

Students are entitled to:

- Courteous treatment by administrative support staff and instructional staff
- Faculty availability according to scheduled office hours

Students will:

- Make appointments to see advisors and instructors
- Keep all appointments, or advise instructor/advisor in advance if unable to make scheduled appointments
- Speak to administrative support staff, administrators, instructors and advisors in a courteous and respectful manner
- Check bulletin boards, student email, Blackboard and MYLIU for important notices, readings or returned work from instructors

Students will not:

- Walk into offices unannounced
- Speak to any individual in an aggressive, curt, disparaging or otherwise discourteous manner.

At Practicum Placements

Students are entitled to:

- Appropriate supervision and evaluation
- Experience in an area related to Health Science

Students will:

- Behave professionally (including and not limited to dressing appropriately, attending all scheduled hours, communicating appropriately, completing all assigned work in the highest possible caliber, not use practicum time for personal business)
- Maintain all appropriate forms, including time logs
- Serve as a positive representative of LIU Brooklyn, the School of Health Professions, Health Science and the Host Organization

Students will not:

- Miss assigned hours except in emergency (and only with advance notice to both the Site Supervisor and Practicum Instructor)

In Event of Difficulty with Instructor, Advisor, Administrator or Administrative Support Staff

Students are entitled to:

- Address the problem according to established procedures

Students will:

- Make an appointment with the individual in question to attempt to resolve the problem
- If dissatisfied with the results of the meeting, make an appointment with the Division Director to discuss the problem
- If the difficulty is with the Division Director, make an appointment with the Academic Progress Committee
- If the difficulty remains unresolved, make an appointment with the Dean

Students will not:

- Speak to the individual in question in an aggressive, curt, disparaging or otherwise discourteous manner
- Demand to speak to the individual in question “on the spot,” without an appointment
- Complain to other instructors, administrators, administrative support staff, etc. in a sequence or manner outside of formal procedures established for resolution of problems.

Consequences of Misconduct

Any transgression of the Code of Conduct set forth above will be viewed as professional misconduct, in accordance with division standards. Alleged misconduct will be reported to the Academic Progress Committee. The Committee will investigate and make appropriate recommendations to the Division Director. These recommendations may range from dismissal of allegations as unsupported to dismissal of the student from the program on grounds of misconduct.

Plan of Study
128 Credits for B.S. in Health Science
66/67 Credits of Liberal Arts and Sciences
Completion of Health Science Core Courses, 30 credits
48 Credits of Advanced 100+ Level Courses

3 credits of Computer Science CS 9, CS 9A & CS 9H or passing of computer literacy exam
 Long Island University Students are required to complete the entire prerequisite Liberal Arts and Sciences core curriculum, and Health Profession courses listed below. Registration in Mathematics and English courses is dependent upon performance in placement examinations.

I. Liberal Arts and Science Requirement: 66/67 Credits

| COURSES | CREDITS | Semester/Grade | COURSES | CREDITS | Semester/Grade |
|--------------------------------|---------|----------------|------------------------------------|---------|----------------|
| Biology 1/3 (BIO 1 or 3) | 4 | | History 1 (HIS 1) | 3 | |
| Biology 2/4 (BIO 2 or 4) | 4 | | History 2 (HIS 2) | 3 | |
| *Biology 101 (BIO 101) Micro | 3 | | Philosophy 61 (PHI 61) | 3 | |
| *Biology 131 (BIO 131) Anatomy | 4 | | Philosophy 62 (PHI 62) | 3 | |
| *Biology 132 (BIO 132) Physio | 3 | | Math 15/16/30 (MTH 15 or 16 or 30) | 4/3/4 | |
| *Chemistry 3/3x (CHM 3 or 3x) | 4 | | *Statistics (MTH 100 or PSY 150) | 3 | |
| *Chemistry 4/4x (CHM 4 or 4x) | 4 | | Speech 3/3x (SPE 3 or 3x) | 3 | |
| English 16/16x (ENG 16 or 16x) | 3 | | Social Science Choice _____** | 3 | |
| Core Seminar 50 (COS 50) | 3 | | Social Science Choice _____** | 3 | |
| English 61-64 (ENG _____) | 3 | | Orientation Seminar (OS 1) | 1 | |
| English 61-64 (ENG _____) | 3 | | **SOC3,PSY3,ANT4/5,ECO1/2,POL11 | | |

*Ancillary courses

II. Health Science Required Courses: 24 Credits (Must achieve a “C” or better in each)

| COURSES | CREDITS | Semester/Grade | COURSES | CREDITS | Semester/Grade |
|---|---------|----------------|-------------------------------------|---------|----------------|
| SPS 156- Evaluation of Health & Fitness | 3 | | HS 320- Environmental Health Issues | 3 | |
| SPS 190- Neuroscience | 3 | | HS 330- Research in Health Prof. | 3 | |
| HS 300- Intro. to Health Prof. | 3 | | HS 340- Wellness and Nutrition | 3 | |
| HS 310- Epidemiology | 3 | | HS 490- Practicum | 3 | |

III. Health Science Elective Recommended Courses:

Select 6 credits with an advisors approval (Must achieve a “C” or better in each)

| COURSES | CREDITS | Semester/Grade | COURSES | CREDITS | Semester/Grade |
|------------------------------|---------|----------------|------------------------------|---------|----------------|
| PSY 124- Cross Cultural | 3 | | SPS 102- MS Aquatics | 3 | |
| SWK 116- Human Diversity | 3 | | SPS 107- Lupus Aquatics | 3 | |
| PHI 105- Health Care Ethics | 3 | | SPS 143- Emergencies/CPR | 3 | |
| OT 302- Skills for living II | 3 | | SPS 152- Exercise Physiology | 3 | |
| MAN 101- Management | 3 | | NUR 177- Diabetes | 3 | |
| MAN 131- Communication | 3 | | NUR 182- AIDS | 3 | |
| | | | NUR 184- Health Needs | 3 | |
| | | | NUR 188- Holistic Health | 3 | |

IV. 31/32 Credits of Electives:

| COURSES | CREDITS | COURSES | CREDITS | COURSES | CREDITS | COURSES | CREDITS |
|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

HS Practicum Hour Requirement

GOAL AND OBJECTIVES OF THE PRACTICUM

The goal of the practicum requirement for all Bachelor of Science (B.S.) students in the Health Science Program at the Brooklyn Campus of Long Island University (LIU) is to provide students an opportunity to apply the theory and skills learned in their coursework through supervised field training. While students gain from the application of their health science skills, they also contribute to the mission of the agencies where they complete their field practicum hours.

The objectives of the practicum requirement are aimed at maximizing a unique process of experiential learning for each student and include:

- Granting students opportunities to apply knowledge acquired through coursework through hands-on practice;
- Expanding students' understanding of the role of diverse actors in the promotion of health;
- Developing students' understanding of the organizational structure, policy, and administration of public health and social service agencies;
- Developing students' professionalism in the field of health science; and
- Providing students the opportunity to promote the health of residents of New York City.

PROGRAM DESCRIPTION

All students in the B.S. in Health Science Program are required to complete a practicum. To successfully complete this piece of the curriculum, students must work at least 90 hours in an approved public or private public health or social service agency/organization engaged in health promotion, research, policymaking, and/or service delivery. Practicum placements are made in the New York City area. The experience is accompanied by a three-credit course (HS 490), which must be completed simultaneously.

Student Responsibilities

This section lists the responsibilities of the student associated with participation in the practicum. The student must successfully complete each of the tasks outlined below:

1. Register for Practicum Course, HS 490
2. Complete *Practicum Planning Worksheet* and submit to Practicum Coordinator.
3. Submit up-to-date resume to Practicum Coordinator.
4. Submit *Responsibilities Worksheet* and *Practicum Scope of Work Worksheet* with appropriate signatures to Practicum Course Instructor.
5. Adhere to regulations regarding research with human subjects. For information, see <http://www.liu.edu/Academic-Affairs/OSR/Human-Subjects-Research/Institutional-Review-Boards.aspx>. If student plans to participate in research while completing fieldwork hours, s/he should speak with their Site Supervisor and the Fieldwork Coordinator about IRB clearance and agency/organization permission.
6. Arrange for regular meetings (i.e., monthly) with Site Supervisor to discuss progress and obtain feedback on performance.
7. Complete one-month evaluation of the field practicum experience, administered by the Fieldwork Coordinator.
8. Complete all requirements of the Practicum Course, as outlined in the course syllabus.
9. Complete a minimum of 90 hours of fieldwork at the assigned practicum site.
10. Complete a final evaluation of the practicum experience (evaluation will be administered by the Practicum Coordinator).

Dual Degree Track

3 + 2 BS Health Science/Master of Public Health

The American Public Health Association has noted the growing need for public health workers. The demand for MPH graduates is growing, particularly in government and health care sectors. The Bureau of Labor Statistics notes that jobs in health care will continue to grow over the next few years.

This dual degree track program allows students to complete the undergraduate HS and graduate MPH coursework in 5 years. Students will be able to apply to the MPH program in their 3rd year (junior year). Students in the 3 + 2 BS HS/ MPH track will receive their degree after completion of their fifth year in the MPH program, based on completion of all BS HS/MPH program requirements. Students must complete all undergraduate requirements within 3 years to be considered for acceptance into the MPH program.

APPLICATION REQUIREMENTS FOR MPH PROGRAM:

- Have a cumulative GPA of 2.8 or better
- Submit official transcripts of undergraduate institutions attended; degrees from institutions earned outside of the United States or Canada must be evaluated by an agency recommended by LIU
- Submit a letter of intent that includes your reasons for applying to this program; why the MPH program at LIU's Brooklyn Campus meets your professional goals and objectives; how your personal strengths, skills and educational background fits this program.
The letter should be typed, double-spaced and no more than 2 pages
- Submit 2 reference forms that are completed by individuals who can comment on your academic background and your volunteer or community experience
(specific format must be followed)
- Submit a work experience form (specific format must be followed)
- Submit graduate test scores - official GRE or MAT score. A minimum of 900 composite (verbal and quantitative) score is recommended

Helpful Links:

LIU Brooklyn Campus MPH program page, www.liu.edu/brooklyn/mph

What is Public Health?, www.whatispublichealth.org

American Public Health Association, www.apha.org

Public Health Association of New York City, www.phanyc.org

Plan of Study

BACHELOR OF SCIENCE IN HEALTH SCIENCE AND MASTER OF PUBLIC HEALTH

3 +2 BS HS/MPH 5 Year Course Curriculum

| YEAR 1 | | | | | |
|-------------------------------|-----------|--|--------------|--------------|-----------------|
| Fall | | Spring | | Summer I/II | |
| ENG 16/16x | 3 | COS 50 | 3 | | |
| HIS 1 | 3 | HIS 2 | 3 | | |
| BIO 1/3 | 4 | BIO 2/4 | 4 | | |
| SPE 3/3x | 3 | CHM 3/3x | 4 | | |
| SOCIAL SCIENCE | 3 | MTH 15/16 | 4/3 | | |
| OS1 | 1 | | | | |
| TOTAL | 17 | TOTAL | 18/17 | | |
| YEAR 2 | | | | | |
| Fall | | Spring | | Summer I/II | |
| ENG 61-64 | 3 | ENG 61-64 | 3 | | TAKE GRE |
| MTH 100/PSY 150 | 3 | SOCIAL SCIENCE | 3 | | |
| BIO 131 | 4 | BIO 132 | 3 | | |
| PHI 61 | 3 | PHI 62 | 3 | | |
| CHM 4/4x | 4 | BIO 101 | 3 | | |
| TOTAL | 17 | TOTAL | 15 | | |
| YEAR 3 | | | | | |
| Fall | | Spring | | Summer I | |
| HS 300 Introduction to the HP | 3 | HS 340 Wellness & Nutrition | 3 | | |
| HS 310 Epidemiology | 3 | SPS 156 Eval of Health, Fitness & Motor Beh | 3 | | |
| SPS 190 Neuroscience | 3 | HS 320 Env'l Health Issues | 3 | | |
| HS 490 Practicum | 3 | HS Elective | 3 | | |
| HS 330 Research | 3 | HS Elective | 3 | | |
| APPLY to MPH | | | | | |
| TOTAL | 15 | TOTAL | 15 | | |
| YEAR 4 | | | | | |
| Fall | | Spring | | Summer I | |
| MPH 710 | 3 | MPH 720 | 3 | MPH 740 | 3 |
| MPH 715 | 3 | MPH 735 | 3 | Elective 1 | 3 |
| MPH 725 | 3 | MPH 755 | 3 | | |
| TOTAL | 9 | TOTAL | 9 | TOTAL | 6 |
| YEAR 5 | | | | | |
| Fall | | Spring | | | |
| MPH 745 | 3 | MPH 530 | 3 | | |
| Elective 2 | 3 | MPH 750 | 3 | | |
| MPH 798 | 3 | MPH 799 | 3 | | |
| TOTAL | 9 | TOTAL | 9 | | |

Social Sciences are SOC3, PSY3, ANT4, ANT5, ECO1, ECO2, POL11

*MPH Class Sequence Subject to Change

3 + 2 BS HS/MPH Guaranteed Acceptance Criteria

Students wishing to apply to the MPH program through the 3+2 track must fulfill ALL of the following criteria for guaranteed acceptance:

- a. At least 24 “liberal arts and science” credits are taken at LIU
- b. All of the required Health Science courses (as shown on the 3+2 course sequence sheet under Year 3) are taken at LIU
- c. Within the same trial of a Graduate Record Examination Revised (GRE) Test, achieve 308 or above for the composite score, 150 or above for the verbal reasoning, 150 or above for the quantitative reasoning, and 4.0 or above for the analytical writing
- d. Overall undergraduate GPA 2.8 or higher and Health Science major GPA 3.0
- e. 2 letters of recommendations from 2 full-time Health Science professors with Likert scale

Students in the 3+2 track who do not meet all of the requirements for guaranteed acceptance may apply to the MPH program for review as a “non-guaranteed acceptance” candidate/applicant.

Dual Degree Tracks

3 + 3 BS Health Science/Doctor of Physical Therapy

Physical therapy is a health care specialty with an established theoretical and scientific base and widespread clinical applications in the restoration, maintenance, and promotion of optimal physical function. The job outlook for physical therapists is excellent. This occupation is projected to experience a fast growth rate (The U.S. Bureau of Labor Statistics).

This track allows students to complete the BS HS and DPT coursework in 6 years. Students will be able to apply to the Doctor of Physical Therapy program in their 3rd year (junior year). Students in the 3 + 3 BS HS/DPT track will receive their BS HS degree after completion of their fourth year, and the DPT will be awarded at the completion of their 6th year. Students must complete all undergraduate requirements within 3 years to be considered for acceptance into the DPT program.

APPLICATION REQUIREMENTS FOR DPT PROGRAM:

- Have a cumulative grade-point average (GPA) of at least 3.0 on a scale of 4.0
- Have successfully completed the following science prerequisite courses in the 3 + 3 BS HS/DPT track with a GPA of at least 3.0 and no grades lower than “C”:
 - 1 semester of general biology with lab
 - 2 semester sequence of general chemistry with lab
 - 2 semester sequence of general physics with lab
 - 1 semester of human anatomy
 - 1 semester of human physiology
 - 1 semester of statistics
- Submit an official score report for the GRE general test. A minimum of 900 composite (verbal and quantitative) score is recommended
- Provide evidence of a minimum of 36 hours of work experience in 2 different physical therapy settings, including an inpatient and an outpatient setting, with at least 18 hours in each setting
- Submit 3 completed recommendation forms (available at www.PTCAS.org after starting the PTCAS application)
 - 1 from a physical therapist
 - 2 from academic professors with at least 1 from a science pre-requisite instructor

Helpful Links:

LIU Brooklyn Campus DPT program page, www.liu.edu/brooklyn/DPT

American Physical Therapy Association, www.apta.org

Physical Therapist Centralized Application Service, www.PTCAS.org

Plan of Study

**BACHELOR OF SCIENCE IN HEALTH SCIENCE AND
MASTER OF PUBLIC HEALTH
3 +3 BS HS/DPT
6 Year Course Curriculum**

| YEAR 1 | | | |
|-------------------------------|-----------|---|-------------------------------|
| Fall | | Spring | Summer I/II |
| ENG 16/16x | 3 | COS 50 | *CHM 4/4x 4 |
| HIS 1 | 3 | HIS 2 | |
| BIO 1/3 | 4 | *BIO 2/4 | |
| SPE 3/3x | 3 | *CHM 3/3x | |
| PSY 3/ANT 4/SOC 3 | 3 | MTH 30/40 | |
| OS 1 | 1 | | |
| TOTAL | 17 | TOTAL | 18 |
| | | | 4 |
| YEAR 2 | | | |
| Fall | | Spring | Summer I/II |
| ENG 61-64 | 3 | ENG 61-64 | TAKE GRE |
| *MTH 100/PSY 150 | 3 | PSY 3/ANT 4/SOC 3 | |
| *BIO 131 | 4 | *BIO 132 | |
| *PHY 31 | 4 | *PHY 32/27 | |
| PHI 61 | 3 | PHI 105 | |
| TOTAL | 17 | TOTAL | |
| YEAR 3 | | | |
| Fall | | Spring | Summer I |
| HS 300 Introduction to the HP | 3 | HS 340 Wellness and Nutrition | 3 |
| HS 310 Epidemiology | 3 | SPS 156 Eval of Health, Fitness & Motor Beh | 3 |
| SPS 190 Neuroscience | 3 | HS 320 Env'l Health Issues | 3 |
| HS 490 Practicum | 3 | SPS 152 Exercise Physiology | 3 |
| APPLY to DPT | | TOTAL | 12 |
| TOTAL | 12 | | |
| | | | PT 750 Anatomy I 2 |
| | | | PT 755 Human Physiology 3 |
| | | | PT 760 Movement Analysis I 2 |
| | | | TOTAL 7 |
| YEAR 4 | | | |
| Fall | | Spring | Summer I & II |
| PT 752 Anatomy II | 3 | PT 757 Pharmacology | PT 790 Musculoskel Path 3 |
| PT 759 Neuroscience | 3 | PT 764 Movement Analysis III | PT 810 Modalities 4 |
| PT 762 Movement Analysis II | 2 | PT 766 Tests and Measures | PT 830 Neuromusc Path 3 |
| PT 770 Psychological Issues | 3 | PT 877 Teaching and Learning | PT 875 Clinical Seminar II 2 |
| PT 775 Clinical Seminar I | 3 | PT 890 Foundations of Therex | |
| PT 780 Research Methods | 3 | TOTAL | TOTAL 12 |
| TOTAL | 17 | Conferral of BS/HS degree | |
| YEAR 5 | | | |
| Fall | | Spring | Summer I & II |
| PT 850 Clinical Practice I | 4 | PT 785 Evidenced-Based Pract | PT 910 CDM I 3 |
| PT 820 Pulmonary Dx & Mx | 3 | PT 822 Cardiac Dx & Mx | PT 950 Clinical Practice II 5 |
| PT 834 Adult NM Dx & Mx | 4 | PT 832 Ped NM Dx & Mx | |
| PT 880 PT Across the Lifespan | 2 | PT 960 Instrumented Movt | |
| PT 892 Musculoskel Dx & Mx | 4 | PT 885 Specific Sys: Dx & Mx | |
| TOTAL | 17 | TOTAL | TOTAL 8 |
| | | | 14 |
| YEAR 6 | | | |
| Fall | | Spring | |
| PT 915 CDM II | 4 | PT 955 Clinical Practice III | 8 |
| PT 879 Health Pro & Wellness | 2 | PT 956 Clinical Practice IV | 8 |
| PT 975 Healthcare Delivery | 3 | | |
| PT 995 Elective Seminars | 3 | | |
| TOTAL | 12 | TOTAL | 16 |

* DPT pre-requisite courses

BS/HS degree awarded after the preceding 135 credits taken and completed successfully, Total 6-year credits: 214

3+3 BS HS/ DPT Admission Policies:

Students interested in applying to the DPT program through the 3+3 track must fulfill the following criteria:

- Students entering LIU as a freshman must finish the undergraduate credits required by the 3+3 program in 3 calendar years
- Undergraduate students transferred to LIU must have at least 24 “liberal arts and science” credits taken at LIU
- Undergraduate students transferred to LIU must have at least 15 “DPT science pre-requisite” credits taken at LIU

Guaranteed acceptance to the DPT program is granted to the 3+3 program students provided they meet ALL of the following criteria:

- Graduate Record Examination
 - Composite score 1200 or above
 - Verbal reasoning score 500 or above
 - Quantitative reasoning score 500 or above
- Undergraduate GPA 3.0 or above
- Science GPA 3.0 or above

Applicants do not meet the above requirements for guaranteed acceptance can still apply to the DPT program despite the absence of a guaranteed admission.



Bachelor of Science In Health Science

I, _____, have received and reviewed the Health Science Student Handbook.

I recognize that some of the policies and procedures contained in this handbook may differ from those listed in the LIU Brooklyn Undergraduate Bulletin and supercede the Bulletin. I also recognize that individual course syllabi may differ and supercede a policy in this handbook.

I understand that I am required to adhere to all of the policies and procedures in the Health Science Student Handbook.

Signature _____ Date _____

Cell: _____

**Please print and return to HS 309 by the end of
the first week of classes.**