HINF 202 (A01): INTRODUCTION TO PROFESSIONAL PRACTICE
CRN: 11896

TERM	**FALL 2023**
CLASS TIMES	**FRIDAYS, 2:00PM-3:20PM PACIFIC**
CLASS LOCATION	**DAVID STRONG BUILDING C116**
INSTRUCTOR	JASON BOND
OFFICE HOURS	**BY APPOINTMENT 8:30AM – 4:30PM	MON-FRI**
TELEPHONE	**250-721-8577**
E-MAIL	hiscoop@uvic.ca
LEARNING TECHNICAL SUPPORT	UVIC COMPUTER HELP DESK EMAIL helpdesk@uvic.ca FOR ZOOM, BRIGHTSPACE, AND OTHER TECHNOLOGIES TELEPHONE: 250-721-7687 OR TOLL-FREE 1-844-721-7687 • 8AM TO 11PM (PACIFIC) ON MONDAY-FRIDAY • 10AM TO 10PM (PACIFIC) ON SATURDAY & SUNDAY • 10AM TO 6PM (PACIFIC) ON STATUTORY HOLIDAYS FOR OTHER ISSUES CONTACT ltsisupport@uvic.ca
ONLINE LEARNING TOOLS	**LEARN ANYWHERE** **ONLINE RESOURCES** **GET TO KNOW YOUR ONLINE TOOLS** **ZOOM ORIENTATION GUIDE**

TERRITORY AKNOWLEDGEMENT

First Peoples House
We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

OVERVIEW

As a co-op student, you must complete a workplace preparation course called Introduction to Professional Practice (IPP) before you start your first co-op work term. You'll take this course in addition to your regular courseload. This course will provide you with the information and tools to start planning and building a professional career—starting with successful co-op work terms.

The course will be delivered in person with some virtual seminars and workshops. All students will complete a résumé, cover letter, and mock interview, either at a mock interview clinic or related exercise.

COURSE DESCRIPTION

Discusses the nature of co-operative education, experiential education expectations, how to bring learning into the co-op experience, and the support provided by the Health Information Science Co-op Office. The course also provides preparation and training to undertake Health Information Science Co-op work terms. Includes preparation of cover letters and resumes, skills assessment and analysis, networking and interview skills development, and career planning.

COURSE AND LEARNING OBJECTIVES

Through the IPP course, you will:

- Understand the co-op learning model, how to search for co-op jobs and how to successfully complete your co-op work terms
- Understand competencies and why they're valuable
- Produce a targeted résumé and cover letter to apply for a mock interview
- Attend a mock interview and receive feedback
- Find and use our work search and career preparation resources
- Consider co-op in the broader context of professional career development and management

The IPP course covers:

- The Co-op process
- What is experiential education
- Expectations and reflective practice
- Using the Co-op and Career portal
- How to assess, express, and develop your competencies
- Deconstructing job postings
- Writing professional résumés and cover letters
- How to ace your interviews
- Building your professional network
- Work term success and professionalism in the workplace

PREREQUISITES

- Admission to BSc in Health Information Science or Combined BSc in Health Information Science and Computer Science
- Or permission from the school

READINGS

Please refer to the course BrightSpace site for readings and course content:
https://bright.uvic.ca/d2l/home/294847

FORMAT

In-person course delivery. Attendance will be taken during each class.

MARK BREAKDOWN

All major tests and assignments must be completed to pass the course.

- Resume Assignment

- Cover Letter Assignment

- Mock Interview

- LinkedIn Assignment

- Class participation

I reserve the right to use plagiarism detection software or other platforms to assess the integrity of student work.

SCHEDULE AT A GLANCE

Class schedule is located within HINF 202 BrightSpace Site:
https://bright.uvic.ca/d2l/home/294847

COURSE EXPERIENCE SURVEY

I value your feedback on this course. Towards the end of term you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to me regarding the course and my teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to your CES dashboard at ces.uvic.ca. You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. I will remind you nearer the time but please be thinking about this important activity, especially the following three questions, during the course.

1. What strengths did your **instructor** demonstrate that helped you learn in this course?

2. Please provide specific suggestions as to how the **instructor** could have helped you learn more effectively.

3. Please provide specific suggestions as to how this **course** could be improved.

RESOURCES

1. Academic Year Important Dates
2. Computer Help Desk
3. Equity and Human Rights Office
4. HINF Library
5. HSD Indigenous Student Support
6. Indigenous Academic & Community Engagement
7. Learning and Teaching Support and Innovation
8. Math and Stats Assistance Centre

ONLINE LEARNING TECHNOLOGIES

Instructors use a variety of educational technology in courses including internet-based technologies or web-based applications, cloud services and social media. The use of technology is part of your engagement at the University. Some of these learning tools may collect, use and/or disclose your personal information and store or access that information outside of Canada.

UVic cannot require students to disclose personal information to technologies or organizations which may store information on servers located outside of Canada because disclosure of personal information to vendors, systems or services storing or accessing that personal information outside of Canada is restricted by section 30.1 of BC's *Freedom of Information and Protection of Privacy Act* (FIPPA). Personal information is information about an identifiable individual; for example, your name or your email address.

As of the creation of this course, the following educational technologies, which stores or accesses your personal information outside Canada, are required for this course:

- Echo 360

- VMOCK (Resume and Interview Support Tool)

- BrightSpace

I will make you aware if this list changes.

With respect to the technologies listed above, if you are not comfortable with your personal information being stored outside of Canada, please speak to me within the first week of class. Otherwise, by continuing in this course, you agree to the use of the educational technology in the course and the storage of personal information outside of Canada.

WELLNESS SUPPORTS FOR STUDENTS

A note to remind you to take care of yourself. Diminished mental health can interfere with optimal academic performance. Do your best to engage in self-care and maintain a healthy lifestyle this semester. This will help you achieve your goals and cope with stress. All of us benefit from support. The [UVic Student Wellness Centre](#) provides cost-free and confidential mental health services to help you manage personal challenges that impact your emotional or academic well-being.

HEALTH INFORMATION SCIENCE (HINF) AND FACULTY OF HUMAN & SOCIAL DEVELOPMENT (HSD) POLICIES

1. [HINF Undergraduate Academic Policies](#)
2. [HINF Academic Regulations](#)
3. [HSD Guidelines for Professional Conduct](#)

UNIVERSITY ACADEMIC POLICIES

1. [Academic Concessions](#)
2. [Academic Integrity including Unauthorized Use of an Editor](#) - Academic Integrity Violations include, but are not limited to: plagiarism (e.g., submitting someone else's work as your own, not citing your sources), unauthorized use of an editor, submitting the same work more than once, falsifying materials, cheating (e.g., having unauthorized materials such as a phone or notes during a test), and helping others cheat. We encourage you to review the [University's Policy on Academic Integrity](#) and we expect you to adhere to this policy in its entirety.
3. [Privacy and Access to Information Office](#)
4. [Accessible Learning](#) – The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you are registered with the Centre for Accessible Learning (CAL) and anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you have a disability or chronic health condition, or think you may have a disability, you may also want to meet with an advisor at the Centre for Accessible Learning https://www.uvic.ca/services/cal/
5. [Integrity Matters](#)
6. [UVic Grading Scale & Review Process](#)

CENTRE FOR ACADEMIC COMMUNICATION

At the [Centre for Academic Communication (CAC)](#), we offer online one-on-one tutorials, workshops, and more. Our free services are available to all University of Victoria students. We are here to support you with reading, writing, speaking, understanding academic expectations, and other aspects of academic communication. For details see: https://onlineacademiccommunity.uvic.ca/writingresources/

DISCRIMINATION AND HARASSMENT

Discrimination and Harassment are prohibited at the University of Victoria. Members of the University Community have the right to work, study and participate in activities at the university in an environment free of Discrimination and Harassment. Eligible WorkSafeBC claimants also have a right to an environment free of workplace bullying or harassment as it is defined by regulations pursuant to the British Columbia Workers' Compensation Act. Please refer to University of Victoria discrimination and harassment policy at:
https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf and WSBC bullying and harassment policies at:
https://www.uvic.ca/ohse/assets/docs/BH_policies_Nov1_2013.pdf

SEXUALIZED VIOLENCE PREVENTION AND RESPONSE AT UVIC

UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting www.uvic.ca/svp. If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out: Where: Sexualized violence resource office in EQHR, Sedgewick C119 Phone: 250.721.8021 Email: svpcoordinator@uvic.ca Web: www.uvic.ca/svp

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY (UVSS)

The UVSS is a social justice based non-profit run by students, for students and is entirely separate from UVic. As an undergrad student, you are already a member! We work on issues affecting students such as affordability, public transit, sexualized violence, sustainability, student employment, and much more. We fund clubs and course unions, and have several advocacy groups. We also have a Food Bank and Free Store, a Peer Support Centre, and run your health and dental plan. We are here to support you, so please reach out to us at uvss.ca!

FAIR DEALING STATEMENT

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TRANSCRIPTION & CAPTIONING STATEMENT

Auto-generated transcription and captioning is enabled in this course. Please be aware that automated transcription and captioning is at best 70-90% accurate and by nature will include error. This depends on the subject matter, speaker, audio quality etc. Words prone to error include specialized terminology and proper names. Students are asked to refer to the audio feed for clarification of any errors. If you find transcription or captioning that is offensive, please contact your instructor and/or teaching assistant so that they are aware. If you require captions as part of an academic accommodation, please contact *CAL*.

ONLINE CONDUCT STATEMENT

The University of Victoria is committed to promoting critical academic discourse while providing a respectful and supportive learning environment. All members of the

university community have the right to this experience, and the responsibility to help create, such an environment. The University will not tolerate racism, sexualized violence, or any form of discrimination, bullying or harassment. Please be advised that by logging into UVic's learning systems and interacting with online resources you are engaging in a university activity. All interactions within this environment are subject to the university expectations and policies. Any concerns about student conduct, may be reviewed and responded to in accordance with the appropriate university policy. To report concerns about online student conduct: onlineconduct@uvic.ca.

CLASS RECORDING (ECHO360)

Be aware that sessions in this course may be recorded to allow students who are not able to attend to watch later. The recording will be posted in Brightspace. Students who have privacy concerns can contact me and will have the option to limit their personal information shared in the recording. If you have other questions or concerns regarding class recording and privacy please contact privacyinfo@uvic.ca.

DISCLAIMER

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances.